

By-laws

of the International Society of Liver Surgeons (ISLS)

These by-laws were approved at the Inaugural Council Meeting on April 12, 2018.

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1. NAME

This organization shall be known as the “International Society of Liver Surgeons,” hereinafter referred to as the “ISLS.”

2. PLACE OF BUSINESS OFFICE

Place of Business Office shall be at:

InSession International Convention Services, Inc.

4F Yoongjeon Bldg., 829-6 Yeoksam-dong, Gangnam-gu, Seoul 135-936, Korea

or such other address as may subsequently be decided upon by the Council.

3. MISSION

The “ISLS” was set up as a non-profit organization with the following mission:

- a. To disseminate scientific advances in liver transplantation, liver and pancreas surgery, and endoscopic and laparoscopic liver surgery through various channels;
- b. To provide continuing education related to the practice of liver surgery;
- c. To bring together surgeons and medical experts in related fields to improve the understanding and research of liver and pancreas diseases;
- d. To promote friendship among clinicians, coordinators, social workers, and scientists involved in the field;
- e. To organize an annual International Advanced Liver and Pancreas Surgery Symposium (hereinafter referred to as the “Symposium”).

4. MEMBERSHIP AND BENEFITS

Section 1. Membership Categories

a. Standard Membership

Standard Membership is reserved for surgeons, physicians, scientists or anyone who has completed a doctoral level training program or the equivalent. Benefits of Regular Membership include (1) discount on the registration fees for all activities of the “ISLS”; (2) access to web-based contents including member directory and lectures from past meetings (including VODs); and (3) eligibility to be invited as Faculty to all “ISLS” events.

b. Junior Membership

In an effort to make membership more affordable for young doctors and residents, the “ISLS” offers Junior Membership for applicants who are under the age of 40. Benefits of Junior Membership include (1) discount

on the registration fees for all activities of the “ISLS” and (2) access to web-based contents including member directory and lectures from past meetings (including VODs).

c. Associate Membership (Allied Health Member)

Associate Members shall be nurses, nurse practitioners, physician’s assistants, coordinators, and technicians in liver and pancreas surgery or who are actively engaged in the science or clinical practice of liver and pancreas surgery. Benefits of Associate Membership include (1) discount on the registration fees for all activities of the “ISLS” and (2) access to web-based contents including member directory and lectures from past meetings (including VODs).

d. Honorary Membership

Honorary Members shall be persons who, regardless of where they are practicing in the world, have made outstanding contributions to liver and pancreas surgery and related fields and accumulated remarkable achievements in this medical science. Honorary Members shall be elected by the Council upon application, and shall be excluded from payment of all dues. Further, they will be invited as potential guest speakers at any international meetings.

e. Corporate Membership

Corporate members shall pay a yearly fee to be decided upon by the Council.

Section 2. Joining and Renewal of Membership

- 4.1 A person wishing to join the “ISLS” should visit the official website at www.isls-liversurgeon.org and complete the online process and appropriate payment.
- 4.2 A copy of the by-laws of the “ISLS” shall be furnished to every approved member upon payment of the membership fee.
- 4.3 Active Members will be required to pay an annual subscription to maintain their membership and support the activities of the Society. The level of the fee for each category of Active Member will be determined by the Council and approved by the Membership at the General Assembly. The currency used and mechanism for collection of subscriptions will be determined by the Council. The membership year runs from January 1 to December 31 regardless of the date of application to become a member. Membership fee and all other dues will be decided by the Council each year and announced to all members via the official website and/or individual mail.

5. GENERAL ASSEMBLY

- 5.1 The supreme authority of the “ISLS” is vested in the General Assembly.
- 5.2 The General Assembly shall be held on the occasion of each “Symposium.”
- 5.3 The President of the “ISLS” shall be the Chairman of the General Assembly and shall have a casting vote in case of a tie.
- 5.4 At least two months’ advance notice shall be given for an annual General Assembly. Notice of meeting stating the date, time, and place of meeting shall be sent by the Secretary to all voting members. The

particulars of the agenda shall be sent by the Secretary via e-mail together with the notice of the annual General Assembly.

- 5.5 The following points will be considered at the annual General Assembly:
- a. Activities of the “Symposium”;
 - b. Previous financial year’s accounts and annual report of the Council;
 - b. Approval of the nomination of the President, President-Elect, Treasurer, and Secretary elected by the Council;
 - c. Approval of Auditors;
 - d. Approval of amendment of the by-laws made by the Council;
 - e. Council meeting findings.
- 5.6 Any member who wishes to place an item on the agenda of a General Assembly may do so provided the member gives notice to the Secretary at least four weeks before the meeting is due to be held.
- 5.7 Unless explicitly stated in the agenda, the procedure of the General Assembly shall follow this Order of Business:
1. Call to order
 2. Reading of minutes
 3. President’s report
 4. Secretary’s report
 5. Other reports
 6. Activities report
- 5.8 The “ISLS” does not accept financial responsibility for the “Symposium.” The local organizers, in accepting to host an annual International Advanced Liver & Pancreas Surgery Symposium, must accept full responsibility for all costs arising from the “Symposium.”

6. MANAGEMENT COUNCIL

Section 1. Executive Council Meeting

- 6.1 The administration of the “ISLS” shall be entrusted to the Executive Council to organize and supervise the activities of the “ISLS.”
- a. All members of the Executive Council may be re-elected to the same or related post for a consecutive term of office under the decision of the President.
 - b. The terms of the members of the Executive Council shall be decided upon at the Council Meeting.
 - c. The Executive Council shall meet regularly to carry out the activities of the Society.

- d. The Executive Council shall have the authority to amend the existing by-laws when needed.
- 6.2 A Council Meeting shall be held at least once a year, and the President may call a Council Meeting at any time by giving at least two months' advance notice.
- 6.3 Any member of the Council absenting him/herself from three meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Council, and a successor may be co-opted by the Council to serve until the next annual Council Meeting.
- 6.4 The following points will be considered at the Executive Council Meeting:
 - a. Previous financial year's accounts and annual report of the Council;
 - b. Election of the Vice President of the following term;
 - c. Election of the Auditors for the following term;
 - d. Approval of the other Officers nominated by the President.

Section 2. Members of Council

President. The President shall chair the Executive Council Meetings and shall be elected at a Council Meeting. He/she shall also represent the "ISLS" in its dealings with outside persons.

Vice Presidents. Two Vice Presidents shall assist the President and deputize for the President in the case of the President's absence. One of the two Vice Presidents shall be elected as the next President.

Symposium President. The Symposium President has all the responsibilities for the "Symposium." The Symposium President shall have a local office and organizing committee. Local Organizing Committee of the forthcoming "Symposium" shall cooperate closely with the Executive Council concerning the format and scientific program of the "Symposium."

Treasurer. The Treasurer is responsible for the collection of membership subscription fees, payment of the Society's running costs, and the long-term investments of the Society. The Treasurer shall maintain the Society's funds in one or more appropriate accounts, and will present details of transactions and proposed budgets to the Executive Council at the "Symposium."

Secretary General. The Secretary General is responsible to the Executive Council for the administration of the Society including maintenance of membership lists, registration of documents, establishment of contracts with other scientific societies and organizations, and retention of archives. He/she shall prepare the agenda and rules of procedures for each meeting of the Executive Council and the General Assembly, and shall keep their records.

Chair of Scientific Committee. The Chairperson chairs the Scientific Committee of the "Symposium" and works closely with the Symposium President and the local scientific committee to organize the scientific program of the "Symposium."

Members-at-Large.

Advisory Council. The Advisory Council consists of senior members who are recommended by the President.

7. AUDIT AND FINANCIAL YEAR

- 7.1 Two voting members shall be elected as Auditors at the Council Meeting, and shall hold office for a term of two years. They shall not be re-elected for a consecutive term.
- 7.2 They:
- a. Shall be required to audit each year's accounts and present a report to the Council Meeting;
 - b. May be requested by the President to audit the accounts of "ISLS" for any period within their tenure of office at any date and make a report to the Council.
- 7.3 The financial year shall be from January 1 to December 31 of each calendar year.

8. AMENDMENT

No alteration or addition/deletion to these by-laws shall be made except at the Council Meeting and by a majority vote of the Members at a General Assembly.

9. INTERPRETATION

In the event of any questions or matters arising out of any point that is not expressly provided for in these by-laws, the Council shall have the power to use its own discretion.

10. DISSOLUTION

- 10.1 The "ISLS" shall not be dissolved except with the consent of not less than 3/5 of the total voting membership of the Council expressed either in person or by proxy.
- 10.2 In the event of the "ISLS" being dissolved as provided above, all debts and liabilities legally incurred on behalf of the "ISLS" shall be fully discharged, and the remaining funds will be disposed of in a manner as the Council may determine or donated to an approved charity or charities.

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