

## **BY-LAWS**

**Implemented by January 1<sup>st</sup>, 2021**

### ***Article 1: Name***

1. The name of the organization shall be "European Federation of Societies for Hand Therapy", further referred to as the Federation.  
The Federation was founded on November 30th, 1989 in Paris, France, for unlimited time and has its residence in Groningen, Holland.
2. The Federation is a non-profit organization, governed by Dutch law.
3. The financial year is equal to the Federation year and runs from the first of January up to and including December 31st.
4. The official language of EFSHT is English

### ***Article 2: Purpose***

The main aims of the Federation are:

- coordinating the activities of the various European Societies for Hand Therapy and
- increasing and enhancing the exchange of knowledge of Hand Therapy.

These aims are achieved by the following objectives:

- to co-ordinate activities by maintaining a liaison with the various societies;
- to promote the unrestricted and complete exchange of knowledge among the participating members of the Federation;
- to exchange knowledge through publications and scientific meetings;
- to facilitate and extend study possibilities in and among the various countries with a member society;
- to standardize education in common agreement with the education institutes for Physiotherapy and Occupational Therapy leading to a European diploma specializing in rehabilitation of the hand;
- to promote co-operation between Hand therapists and Hand surgeons or other specialists who have a major interest in the anatomy and function of the hand;
- to develop goals of mutual interest between the European Federation of Societies for Surgery of the Hand and the Federation;

### ***Article 3: Members***

1. The Federation has full members, corresponding members and honorary members.
2. Full members are national societies, legal by their national law and/or recognized by their national professional bodies, consisting of therapists who have a recognized state-registered qualification to practice as a Physiotherapist or Occupational Therapist. A country is represented by only one national society.
3. Corresponding members are Physiotherapists or Occupational Therapists from countries who are

not yet able to form a national society, legal by their national law and/or recognised by their national professional bodies. There can be only one corresponding member per country. It is this persons responsibility to share the information with other therapists interested in hand therapy of his/her country.

4. Honorary members are individual persons who have been of exceptional merit to the Federation.
5. Each full member retains its own autonomy.

#### ***Article 4: Honorary Members***

1. A proposal to nominate an honorary member can be done by the Executive Committee or by at least three full members.
2. The criteria and nomination procedure need to be followed when proposing for a new honorary member
3. The Council will decide to accept or reject the nomination.

#### ***Article 5: Application***

A society desiring a full membership or a person desiring a corresponding membership must apply in writing to the Secretary General who will present their candidacy to the Council of the Federation, which will decide to accept or reject the request. The written application for a desired full membership is accompanied with the by-laws of the society written in English showing that they submit the aims and goals of the Federation.

#### ***Article 6: Ending the membership***

1. The membership ends when:
  - a. a member renounces its membership;
  - b. on proposal of the Executive Committee and by decision of the Council:
    1. a member acts contrary to the purpose of the Federation;
    2. a full member has not paid its annual fee during the last two years.
2. In case of ending the membership there will be no restitution of fees.

#### ***Article 7: Obligations of full members***

1. Each year a full member must produce a register of members of their Society to the Secretary General of the Federation.
2. Each year a full member has to pay an annual fee to the Treasurer. The payment will be in the French currency. When the European currency is introduced the payment will be in the European currency. The amount of the annual fee will be determined by the Council of the Federation. After one year lapse of payment a full member will lose vote, until paying.
3. At the beginning of the Financial Year each full member will send the number of its Association members to the Treasurer.

***Article 7 bis: Obligations of a corresponding member***

By becoming a corresponding member this member agrees with the general purpose of the EFSHT (Article 2: Purpose). In particular this member expresses the intentions of willing to develop Hand therapy in their country and to promote co-operation between Hand therapists and Hand surgeons or other specialists who have a major interest in the anatomy and function of the hand.

Each corresponding member has to submit a report on the countries evolutions on Hand Therapy in general. This report has to be submitted to the secretary at the latest 30 days prior the Annual Council Meeting.

***Article 8: Rights of members***

1. Each full member can be represented on the Council by a delegate and/or substitute delegate.
2. Full members have the right of voting by their delegate or substitute delegate on the understanding that each member has one vote. Corresponding members have no vote.
3. Full members have the right to nominate members of their national society for roles in the Council or Executive Committee or roles in (sub) committees.
4. Individual members of National Societies, corresponding members and honorary members have the right to be present as observers at meetings of the Federation.
5. An honorary member has the right to visit international Scientific Meetings of the Federation free of charge. The charge will be met by the Federation.
6. An honorary member cannot represent a full member as a delegate or substitute delegate and cannot be elected as an officer of the Executive Committee.

***Article 9: Organization of the Federation***

The Federation consists of the Council, the Executive Committee and other committees appointed to undertake special duties on behalf of the Council.

***Article 10: The Council***

1. The Council is recognized as the general managing body of the Federation and has the right to decide in any matter not delegated to the Executive Committee.
2. The Council is composed of one delegate and/or substitute delegate from each full member.
3. The Council can make internal regulations. The articles of these regulations may not be contrary to the by-laws.

***Article 11: The Executive Committee***

1. The Executive Committee is composed of the President, the President- Elect, the Secretary General, and the Treasurer and the Immediate Past President
2. The President-Elect and the Secretary General can be the same person.
3. The officers of the Executive Committee cannot function as a delegate or substitute delegate at the same time.

4. The officers of the Executive Committee are elected by the Council and will be nominated by the delegates.
5. The Executive Committee can make all decisions for daily matters; they can set up committees and make all proposals for the Council to decide on.
6. The Executive Committee shall report its decisions to the members within two months after any meeting.

***Article 12: The President***

1. The President shall be in function for two years and is not normally eligible for re-election.
2. The President will then serve as past-president for the consecutive two years.
3. The President shall:
  - a. preside at meetings of the Council and Executive Committee;
  - b. be the representative of the Federation.
  - c. make contact with other societies and federations to promote Hand Therapy.

***Article 13: The President-Elect***

1. The President-Elect shall be in function for two years and will then succeed the President.
2. The President-Elect shall assume the office of President in the event of resignation or incapacitation of the current President.

***Article 14: The Secretary General***

1. The Secretary General shall be in function for three years and is eligible for re-election.
2. In the year that the Secretary and President would complete their terms of service on the Executive Committee, the secretary will be asked to stay on for one more year
3. The Secretary General shall:
  - a. keep a record of proceedings of all meetings of the Council and Executive Committee;
  - b. send out agendas, notices, proposals and so on of meetings;
  - c. coordinate the activities of the committees;
  - d. maintain committee reports;
  - e. send minutes of Council meetings to the officers of the Executive Committee and delegates;
  - f. produce an annual report.
  - g. In case of having a shadowing secretary, he/she will be guided by the current secretary during her/his last year of mandate.

***Article 14bis: Shadowing Secretary***

1. The Shadowing secretary will be the successor of the current secretary
2. The Shadowing secretary will be elected by secret voting by the full members
3. The shadowing secretary will complete his/her duty in accordance to the job description.

***Article 15: The Treasurer***

1. The Treasurer shall be in function for three years and is eligible for re-election.
2. The Treasurer shall:
  - a. act as Treasurer, receiving all funds, and depositing them in a bank;
  - b. pay all bills of the Federation and keep an itemized account of receipts and expenditures;
  - c. keep a record of all members paying dues;
  - d. send the annual invoice and reminders of payment to the national treasurer and the national delegate
  - e. prepare each year an annual financial report over the financial year for the full members.
  - f. prepare each year a budget proposal for the forthcoming year.

***Article 16: Meetings***

1. The Council and the Executive Committee will meet at least once a year on the date and locality decided by the Executive Committee. Date and locality of any meeting will be announced at least three months in advance of the meeting.
2. The agenda of any meeting must be sent to all members at least thirty days in advance of the meeting.
3. Any delegate wishing to add a topic to the agenda must inform the Secretary General by letter at least two months in advance of the meeting.
4. By-laws amendments or proposals to liquidate the Federation must be sent to all members at least six months in advance of the meeting.

***Article 17: Scientific meetings***

An international scientific meeting will be held at least every three years, when possible in conjunction with the Congress of the European Federation of Societies for Surgery of the Hand. Participation of non-members who are interested in hand therapy will be encouraged.

***Article 18: Special meetings***

A special meeting can be called by at least two officers of the Executive Committee under particular circumstances. Written notice of the meeting shall be mailed to each delegate at least thirty days preceding the meeting.

***Article 19: Voting***

1. All decisions will be taken by majority vote.
2. Each voting member of the Council has one vote. Full members of the Council may vote at its meetings by proxy. A proxy can only be another voting member of the Council. The Secretary

General must be notified in writing at least seven days prior to a Council meeting of any proxy votes given.

3. A quorum of at least two/third of the full members is required in case of by-laws amendments or proposals to liquidate The Federation.
4. When a majority in voting is not obtained, the proposal is rejected.
5. In case a required quorum realizes a fraction, the quorum will be the nearest unequal number.
6. Voting will be by show of hands unless upon the request of any delegate voting has to be by secret ballot.
7. Voting concerning persons / personal matters will be by secret ballot.
8. The President or the Secretary General may request an electronic ballot on procedural matters, but such a decision shall be subject to review at the next Council meeting.

#### ***Article 20: Finances***

1. Each full member will pay an annual fee in ratio with its number of members. Each full member will be responsible for the expenses of its own delegate.
2. Members that send their payment of the annual fee within the first four months of a year, with January being the first month, will be charged the standard fee as established by the Council meeting.
3. Members that send their payment of the annual fee after the first four months will be charged with the fee plus 10 percent.
4. All the members of the Council shall serve without pay.
5. The Council has the authority to accept donations or funds from various sources on behalf of the Federation.

#### ***Article 21: Legal representation***

The President and/or the Secretary General represent the Federation in areas of justice and civil matters.

The EFSHT in-country Bank representative (ICB) represent the Federation in the bank-related matters, assisting in communication and administration with the bank.

#### ***Article 22: Liquidation***

In case of liquidation of the Federation all funds remaining in the Treasury after the liquidation shall be redistributed to the full members in the same ratio as they paid their fees.