

Neuropathic Pain Special Interest Group (SIG).

Constitution and Bylaws

Mission Statement:

The SIG will advance the understanding of mechanisms, assessment, prevention and treatment of neuropathic pain.

Aims and Objectives

- **Collaboration for basic and clinical research**
- **The study of the underlying mechanisms of neuropathic pain**
- **The exchange of information and experience about the assessment and treatment of neuropathic pain**
- **The identification and implementation of programs to prevent the development of neuropathic pain**
- **Furthering the educational objectives of the SIG via international meetings, an annual symposium, workshops at the IASP World Congress on Pain[®], Congress satellite meetings, a newsletter and the IASP Web site.**

Constitution and Bylaws

Article 1. Membership and Dues

1.1 Membership

Membership shall be open to all members of IASP.

1.2 Annual Dues

The level of annual dues shall be proposed by officers of the SIG and approved by the membership or set by the IASP in accordance with IASP guidelines.

1.3 Termination of Membership

Members can terminate their membership by a written request to the IASP office. Membership will be deemed to have lapsed after non-payment of dues for seven months.

1.4. Honorary members

Management committee can nominate 1-3 honorary members for each general meeting. The nomination should be accompanied by the agreement of the candidate to become honorary member. The new honorary members are presented in the general meeting.

Article 2. Meetings

2.1 General Meetings

The SIG will hold a general meeting to conduct and approve the business of the SIG in conjunction with the IASP World Congress on Pain.

2.2 Extraordinary Meetings

An extraordinary meeting can be convened at any time at the request of the Executive Committee or twenty five (25) or more members of the SIG in good standing.

2.3 Notice of Meetings

Notice of extraordinary meetings of the SIG will be provided to the membership in writing at least sixty (60) days prior to the date of the meeting. The general meetings take place during the IASP World Congress on Pain and are announced in the Congress program booklet.

2.4 Quorum

Fifteen (15) members of the SIG in good standing shall constitute a quorum at any general or extraordinary meeting.

2.5 Scientific Meetings

Scientific or professional meetings will be held on a regular basis in accordance with the Aims and Objectives of the SIG and will be organized and financed by the SIG. These may be held at the request of a national or regional chapter of IASP, jointly with other educational bodies or as separate events. Such meetings shall not conflict with other IASP activities and will be open to all IASP members on a space-available basis. The SIG will contribute to IASP educational activities as requested.

Article 3. Officers

3.1 Officers

The SIG officers shall be a Chair, Vice Chair, Past Chair, Treasurer and Secretary. All officers must be members of IASP and the SIG in good standing. These officers shall constitute an Executive Committee. They will function as the administrative body of the SIG.

3.2 Terms of Office

The term of office of all officers shall be two years. The term of office shall be from the general meeting at which they were elected until the next general meeting at the subsequent Congress. Treasurer and Secretary may be re-elected for up to two further terms. Thereafter, there must be a lapse of two years before they are eligible for re-election to any post.

3.3 Election of Officers

Candidates should be proposed and seconded in written or electronic format by members of IASP and the SIG in good standing. The nomination should be accompanied by the agreement of the candidate to take part in an election and to serve if elected. Nominations should be made to the Secretary ninety (90) days prior to the general meeting. Election of officers shall be by means of a ballot, with a simple majority vote of members attending the general meeting deciding the successful candidates, or by electronic vote prior to the general meeting.

3.4 Removal of Officers

Any officer who fails to attend three consecutive business meetings without reasonable cause or who fails to pay dues shall be removed from office.

3.5 Resignations

Resignations of officers should be made in written or electronic format and submitted to the Chair.

3.6 Vacancies

Vacancies in the Executive Committee (with the exception of the Chair) shall be filled from the membership of the SIG. Nominations should be proposed and seconded as in Section 3.3. In the event of multiple nominations the remaining members of the Executive Committee will elect the new officer.

3.7 Chair

The Chair shall be responsible for running the affairs of the SIG. These duties will include the conduct of general and extraordinary meetings, submitting an annual report to the IASP Secretariat and carrying out any other duties that are consistent with the aims and objectives of the SIG.

3.8 Vice Chair

The duties of the Vice Chair are to assist the Chair in the performance of the duties listed under Section 3.7. The Vice Chair will assume the position of Chair in the event of absence, vacancy or resignation of the Chair. The Vice Chair shall assume the post of Chair for a two year period at the end of the subsequent World Pain Congress.

3.9 Past Chair

The duties of the Past Chair are to assist the Chair in the performance of the duties listed under Section 3.7.

3.10 Treasurer

The duties of this post are to oversee and maintain the funds of the SIG. The Treasurer will recommend measures to the Executive Committee to ensure the prudent and appropriate use of SIG funds and will present an annual report to the membership of the SIG in the newsletter or by electronic means and shall make a further formal report at the general meeting.

3.11 Secretary

The duties of this post are to support the Chair in the administration of the SIG. The Secretary shall be responsible for the minutes of meetings, the maintenance of bylaws and will correspond as appropriate with IASP and the membership of the SIG via written or electronic means.

Article 4. Committees

4.1 Aims and Objectives

Standing committees will be established at the discretion of the Executive Committee at general or extraordinary meetings to pursue the aims and objectives of the SIG. *Ad hoc* committees for a specific purpose may be created by the Executive Committee at any time. An *ad hoc* committee will cease to exist at the time of the general meeting or earlier if their purpose has been achieved. *Ad hoc* committees may be re-appointed to complete their tasks.

4.2. Composition

All committees shall have a minimum of four and maximum of 12 members of the SIG. In addition, the Chair and Secretary are members of all committees *ex officio*.

Membership of committees shall reflect the multidisciplinary and international nature of the SIG where possible. A report of committee meetings shall be made to the membership in the newsletter or by electronic means.

4.3 Appointment to Committees

The Executive Committee will appoint members to the other committees. The term of appointment is two years. Members may be re-appointed. Election to the Executive Committee is covered in Section 3.3.

4.4 Co-option to Committees

Any SIG committee shall have the power to co-opt specialist advisors. Co-opted membership of any committee shall cease after each general meeting. Co-opted members will not have voting rights on that committee.

4.5 Standing Committees

The SIG shall have the following standing committees:

- Executive , consisting of Officers of the SIG (see Article 3.1)
- Management (includes the executive committee)
- Standing Committees as established under Article 4.1

The Management Committee will oversee the administrative, financial and educational activity of the SIG. The Management Committee shall hold a meeting at least annually to review current and future activity within the SIG and will be chaired by a member selected by the Executive Committee.

4.6 Quorum

Four (4) members of any SIG committee shall constitute a quorum.

Article 5. Finances

5.1 Financial Responsibilities

The SIG is responsible for financial support of all its activities, including meetings.

5.2 Dues

Collection of the annual dues payment shall be included in the member's IASP annual dues payment and these funds will be held by IASP in a restricted account for the exclusive use of the SIG. The SIG will not collect membership dues independently and may not collect such dues on behalf of IASP.

Article 6. Amendments to the Bylaws

6.1 Amendments

Proposals to amend the Bylaws must be made in writing to the Executive Committee. These will be announced to all SIG members and submitted to a vote at either the next general or extraordinary meeting at which a quorum of members is present. Approval will be by a simple majority of members present.