



GUIDELINES FOR AFFILIATE MEMBER SOCIETIES

Thank you for your interest in becoming an Affiliate Member Society of the International Headache Society (IHS).

In common with all limited liability companies, IHS has a Board of Directors (Trustees) who take responsibility for it. The Board is supported by Standing Committees and Special Interest Groups, the Chairmen of which comprise the Advisory Council along with the elected representatives of Affiliate Member Societies.

For a national society to become an Affiliate Member Society of IHS, there are the following requirements:

1. A formal constitution which should be typed and in English
2. A list of current Board members/Directors including their positions
3. A representative to IHS (who must be or become an IHS member) who has been nominated according to your society's constitution
4. Completed IHS membership application form for the society

Once these requirements are fulfilled the application will be sent to the IHS Board of Trustees for review.

Following approval, the representative will be invited to sit on the IHS Advisory Council. The elected representative must be an IHS member in good standing. A new representative can be elected at any time but the personal membership fee is not transferable.

Applications are not limited to one society per country.

If you have any questions, please do not hesitate to contact us further.

We look forward to hearing from you and welcoming you to the International Headache Society.

Carol Taylor
Administrative Manager
INTERNATIONAL HEADACHE SOCIETY

Guidelines for the Constitution

These guidelines are intended to help you consider some of the most important issues relevant to the constitution of a headache society in your country. They are not a comprehensive or detailed set of instructions, but are intended for general guidance only. You should take local legal or other appropriate advice as necessary in establishing the society in your country. A template constitution can be found in Appendix 1.

1. Form of the Society

You will need to decide in what form to establish the society. You will probably decide to establish the society as a legal entity such as a company or a charitable trust. The type of legal entity will depend upon how the society will be run and local legal considerations. For example, in the United Kingdom, the International Headache Society (IHS) is established as a company limited by guarantee and a UK Registered Charity.

2. Objectives and powers of the Society

It will probably be necessary to set out the objectives and powers of the society in the documentation establishing it.

You will probably want to include objectives and powers similar to those of IHS:

- The Objects are to relieve sickness and to protect and preserve health in the United Kingdom and elsewhere in the world, including in any one or more of the individual countries of the world, in particular:
 - by promoting research into the causes, mechanisms, consequences, diagnosis, prevention, treatment and other aspects of headache and by disseminating the useful results of such research
 - by advancing the education and raising the awareness of the public of the subjects of headache, its science and management; and
 - by such other ways as the Charity through its Trustees may from time to time decide.
- In connection with these Objects the Charity shall have the power to:
 - provide a forum for the exchange of knowledge and belief relating to headache
 - educate physicians, other health workers (professional or otherwise), and the general public in the causes, diagnosis, consequences and management of headache
 - encourage the management of headache in a scientific and ethical manner
 - promote, arrange, conduct and publish the proceedings of meetings, seminars, symposia, conferences, lectures, discussions, and courses of study on, or concerning, or in the field of headache and related disciplines.

- The Charity has the following powers, which may be exercised only in promoting the Objects:
 - to promote or carry out research
 - to provide advice
 - to publish or distribute information
 - to co-operate with other bodies
 - to support, administer or set up other charities
 - to raise funds (but not by means of taxable trading).

3. Governance

It will be essential for you to define the following in relation to the management of the society:

- how the society will be managed; this will usually be done by a council of management; you will need to consider what powers and duties the council should have and procedures for the conduct of council meetings
- how members of the council are appointed or elected and how they interact with members of the society; for example, the IHS Board of Trustees consists of a President, President-elect, up to six Elected Trustees, who must be Ordinary Members of the Charity, and up to three Appointed Trustees, who need not be Ordinary Members of the Charity. The Trustees shall appoint a Treasurer and a Secretary from among their number.

4. Membership Details

It will be essential for you to define the following in relation to the membership of the society:

- who qualifies for membership (including honorary membership); for example, IHS states that the qualification for membership of it is a person who is professionally engaged or interested in the study of headache disorders and has university or equivalent qualifications in any relevant field including medicine, surgery, psychiatry, medical or biomedical science, psychology, nursing, physical therapy, social work, pharmacy or medical ethics or law
- procedures for applying for membership or for potential new members to be nominated
- a membership fee structure
- a process for voluntary resignation of membership
- other circumstances where a person might cease to be a member of the society; for example, if a person dies or is expelled from the society or, in the case of a member which is a company, if the company is dissolved or becomes insolvent
- membership rules and a disciplinary procedure; for example, this might allow the managing body of the society to expel a member where the member has persistently refused or neglected to comply with the rules of the society or has wilfully acted in a manner prejudicial to the interests of the society.

Company limited by guarantee, registered in England no. 2988368
Registered Charity no. 1042574

Registered office: 6th Floor, 2 London Wall Place, London, EC2Y 5AU UK

5. The Society's Income

Depending upon the type of legal entity which the society is established as, you may need to state how the society's income will be used. For example, in the United Kingdom IHS applies its income and property solely towards the promotion of its objectives. In other words, it is a non-profit making body. IHS does, however, reserve the right to pay reasonable fees and out-of-pocket expenses to its members and officers, and to pay rent for premises used by it.

6. Other Matters

Bear in mind that there may be matters other than those described above which need to be addressed in the documentation establishing the society. For example, the society may be required to keep and/or file with the relevant authorities books of accounts or other records.

Please ensure that the document is gender-neutral, so please use Chair or Chairperson in place of Chairman, and their/they in place of he/her/his.

If you are in any doubt as to any of the matters described above, you should obtain local legal or other appropriate advice. The full IHS Memorandum and Articles of Association are available on the IHS website.