



## **B Y L A W S**

### **I. Name and Objective**

The objective of the Swiss Society for Sleep Research, Sleep Medicine and Chronobiology (referred to as “the Society” hereafter) shall be to promote all aspects of sleep research, sleep medicine and chronobiology in Switzerland. These shall include the organization of scientific meetings, the promotion of training and education, the dissemination of information, the establishment of fellowships and awards, and the establishment of guidelines for professional aspects of sleep medicine.

### **II. Members**

The society shall be composed of Regular Members. Any person engaged in sleep research, sleep medicine, chronobiology, and related areas of science or medicine, shall be eligible as a Member. Young scientists and clinicians shall be particularly welcome.

While the Society shall be basically composed of residents of Switzerland, application by individuals and corporations from neighboring countries will be considered. Applicants for membership shall be sponsored by two Members of the Society. Election for membership shall be performed by decision of the Board of Officers.

Longstanding members retired from their professional activity may submit a passive membership application to the Board. Passive members receive correspondence and may participate without voting rights at the Society’s meetings. They pay reduced membership dues.

The board can elect honorary members

### **III. Governing Body**

The Members who are present at the Business Meeting of the Society shall constitute the Governing Body of the Society. Each Member shall have one vote. The Board of Officers shall set up the tentative agenda of the Business Meeting, and shall inform the Members by mail. The Governing Body shall decide by simple majority vote on the following items:

- a) Acceptance of the minutes of the previous Business Meeting
- b) Election of Officers
- c) Acceptance of the financial report of the Treasurer and an appointed Accountant

e) Membership dues

Any change in the bylaws shall necessitate a two-thirds majority of the Governing Body or a two-thirds majority of Members replying within 50 days of the initiation of a mail ballot.

#### **IV. Officers**

The Board of Officers of the Society shall be elected from the Members who are residents of Switzerland. The Board of Officers shall consist of

- a) the President
- b) the Vice-President
- c) the Secretary
- d) the Treasurer
- e) two to four Members-at-Large
- f) the Past-President

The Members of the Board shall be elected for the period between one Business Meeting and the next Business Meeting, which shall correspond to approximately one year. The election shall be carried out by simple majority vote of the Governing Body. Re-election shall be possible but the same office cannot be held for more than three consecutive terms.

#### **Powers and Duties of the Officers:**

The President shall preside at the Meetings of the Board of Officers and the Business Meetings of the Society. The President shall be generally responsible for all matters concerning the administration of the Society. In collaboration with the Secretary, the President shall be responsible for the execution of policies determined by the Governing Body or the Board of Officers and shall perform such other functions as may be necessary and desirable to promote the purposes of the Society. The President shall foster liaison with other National Societies of sleep research, sleep medicine, and chronobiology.

The Vice-President shall assist the President and the Secretary in their duties, and shall assume the President's duties in the event that the President is absent or disabled.

The Secretary shall act as Secretary of the Board of Officers, and shall be responsible, along with the President, for executing the policies determined by the Governing Body or the Board of Officers. The Secretary shall be responsible for the maintenance of the records of the Society. At the Business Meeting, the Secretary shall record the motions, their proposers and seconders, the results of the voting and the number of votes cast for and against, if counted. The Secretary shall briefly

record the trend of discussions. The Secretary shall disseminate information about the activities of the Society and compile the list of members.

The Treasurer shall have the custody of funds and securities of the Society, shall keep full and accurate account of receipts and disbursements of funds belonging to the Society, and shall deposit all monies and other valuable effects in the name and to the credit of the Society, in such depositories as may be designated by the Board of Officers. The Treasurer shall also disburse the funds of the Society as authorized by the Board of Officers and shall render to the Governing Body and the Board of Officers at their regular meetings an account of the financial condition of the Society.

The Members-at-large carry out duties according to the ongoing needs of the Society.

The Past-President counsels the Board of Officers and participates at the meetings without the right of vote. He/she carries out duties according to the ongoing needs of the Society.

The Board of Officers shall represent the Society to the public.

#### **V. Annual Meeting**

A Meeting of the Society will be held every year. The Meeting will consist of a Scientific Meeting, the Business Meeting of the Society and, if so desired, a Meeting of the Board of Officers. During the Business Meeting, the place and time of the next Annual Meeting shall be determined and the Chairperson of the Local Organizing Committee shall be elected.

#### **VI. Membership Dues**

Each class of members (i.e. Regular Members and Passive Members) shall pay membership dues as set forth during the Business Meeting. Membership dues for the current year shall be paid before the end of June.

#### **VII. Committees**

Permanent or ad hoc committees can be established; their members are appointed by the Governing Body or by the Board of Officers.

These bylaws have been approved by the Governing Body on November 4<sup>th</sup>, 2011.

The President

The Secretary

Johannes Mathis

Christian Cajochen