

European Headache Federation – EHF

Bylaws Future Headache Experts



(I) Name

The group is called “Future Headache Experts”, abbreviated to “FHE”.

(II) Vision

- Young medical doctors and scientists with a special interest in headache care represented within the EHF by the Future Headache Experts- FHE.
- The FHE is an international forum, platform and working group with a special interest in headache.
- FHE should share and develop ideas that might, in turn, advance the headache field and better train the future generation of headache experts.

(III) Aims

- The FHE aims at encouraging young medical doctors/scientists/researchers to initiate conversations and share ideas that can educate, motivate, and encourage young doctors/scientists in the areas of headache medicine and science.
- FHE should discuss their active participation in headache congresses, studies, and critically evaluate their research methods.
- FHE should use this platform for collaboration among young researchers for better understanding of headache disorders, expanding their research knowledge and their personal development.
- FHE should learn, interact and share the ideas with mentors and fellow researchers.
- FHE should set up research collaborations.

(IV) Ordinary Members

- Post-Graduate students, MDs, Post-doctoral fellows, Trainees
- Age limit 40
- Membership applications must be sent to the Board of the FHE who will then decide if the applicant is eligible to become an ordinary member.

Members and co-workers of pharmaceutical industries are excluded.

(V) Bylaws

1. Nomination

1.1 Ordinary Members

- 1.1.1 The numbers of ordinary members within the FHE are unlimited.
- 1.1.2 Any person described under Point (IV) can nominate himself or herself to become an ordinary member of the FHE.

2.1 Board Members

- 2.1.1 The FHE-Board will have 3-5 members including one chair.
- 2.1.2 2 or more Board members from the same country is not permitted.
- 2.1.3 Any ordinary member can nominate himself or herself for candidate of the FHE-Board. It is mandatory to provide a letter of motivation for joining the FHE-Board, including a CV.
- 2.1.4 Notification to apply as a candidate for the FHE-Board must be given to the Board of the European Headache Federation, by electronic mail, no less than 30 days in advance of the election date.
- 2.1.5 The nominated FHE-Board members must be approved by the Board of the European Headache Federation by a single majority.
- 2.1.6 The Board of the European Headache Federation will decide on a chairperson out of the nominees by a single majority.
- 2.1.7 The Chair of the FHE-Board is elected for a 2-year term.
- 2.1.8 The Chair of the FHE must announce the elections for the new FHE-Board no later than three (3) months before the ordinary General Assembly.
- 2.1.9 Elected board members cannot be re-elected after having served 4 years on the FHE-Board but can be elected for a 2-year term as Chair.

2. Meetings

- 2.1. The FHE-Board should meet at least twice a year.
- 2.2. Upon the decision of the chair, meetings can be held electronically or in person with all decisions confirmed in minutes.
- 2.3. The minutes must be sent to all ordinary members and to the Board of the European Headache Federation.
- 2.4. One member of the FHE-Board (usually the chair) will be invited to join the meetings of the Board of the European Headache Federation at the discretion of the EHF-Board.
- 2.5. A meeting with the ordinary members, other than the General Assembly must be held at least once a year.
- 2.6. Notification to attend must be given, by electronic mail, no less than 30 days in advance to all ordinary members of the FHE.
- 2.7. The minutes must be sent to and approved by the Board of the European Headache Federation.

3. Members Meeting

- 3.1. The FHE will have a Members Meeting during the EHC.
- 3.2. Notification to attend must be given, by electronic mail, no less than 30 days in advance to all ordinary members of the FHE.
- 3.3. All ordinary members can submit in writing to the FHE-Board (usually the chair) any issue or proposal no later than 7 days before the next Members Meeting and, if approved by the FHE-Board, it will be put on the agenda of the Members Meeting.
- 3.4. Members Meeting during EHC must be attended by the current president or representative of the Board of the European Headache Federation and the FHE-Board, all ordinary members of the FHE are welcome.
- 3.5. EHF receives the annual report of the FHE-Board at least 14 days before the General Assembly
- 3.6. All ordinary members of the FHE have the right to vote during the Members Meeting. Votes must be cast in person and cannot be transferred through other persons.
- 3.7. The Chair of the FHE presides over the Members Meetings and is responsible for all procedures related to the preparation and conduct of the Members Meetings. If the Chair is unable to perform these tasks, they can be conducted by a Board member designated by the Board to this effect.
- 3.8. The resolutions of the Members Meetings must be recorded in minutes by the Chair who shall then send the minutes to all ordinary members and the Board of the European Headache Federation.

4. Budget

- 4.1. The FHE receives an annual budget for any FHE business as decided by the EHF board.

5. Changes in the Bylaws

- 5.1. Any provisions of the bylaws can be changed by the Members Meeting upon recommendation of the FHE-Board or by the Executive Board of the European Headache Federation.
- 5.2. Changes in the bylaws must be ratified by the Executive Board of the European Headache Federation.

6. Ethics and Oversight

- 6.1. The activities of the FHE are overseen by the Executive Board of the European Headache Federation.
- 6.2. The Executive Board of the European Headache Federation has a power of veto in all belongings of FHE.
- 6.3. All members of the FHE must respect the European Headache Federation and its approved policies.