

Version 9, 23.04.2020



Swiss Narcolepsy Network

Swiss Narcolepsy Network (SNaNe) Regulation

1 Scope

These regulations govern the principles of the Swiss Narcolepsy Network (SNaNe).

2 Purpose

The mission of SNaNe is to foster cooperations in Switzerland among health professionals, scientists, patient's organizations and general public to promote the diagnosis, treatment, psychosocial support, research and awareness of narcolepsy and central disorders of hypersomnolence (CNS-H). In addition, the SNaNe supports the creation of collaborations with international organisation (e.g. EU-NN).

3 Legal Status

The SNaNe is a section of the European Sleep Foundation (ESF) and acts in accordance with the bylaws and the rules of the ESF.

4 Membership

¹Principles

The assembly of the members decides on the admission of members on the basis of written application.

²Membership categories

- a. **Individual members:** MD PhD, psychologist, nurse, technician and others health specialists, involved in sleep specialist in sleep medicine or sleep research, who works in Switzerland. They can be official members of working groups within SNaNe.
- b. **Institutional members:**
 - Sleep centres in Switzerland become full institutional member if the following criteria are fulfilled:
 - a. the sleep centre is certified by the Swiss Society for Sleep Research, Sleep Medicine and Chronobiology (SSSSC),
 - b. the centre sees at least 20 patients/year with narcolepsy or CNS-H,
 - c. use of the SNaNe databank,
 - d. involvement in education and training related to narcolepsy/CNS-H.
 - e. collaboration with the Swiss patients' organization (SNaG) ¹,
- c. **Junior individual members:** medical residents, PhD students, medical specialists and Post-docs (who obtained their degree/certification no more than 1 year before). They can be official members of the working groups within SNaNe.
- d. **Corresponding individual members:** sleep specialist in sleep medicine or sleep research who works outside Switzerland.
- e. **Supporting members:**
 - a. are regularly informed of the activities and receive the announcements,
 - b. receive the newsletter,
 - c. participate in the Assembly without voting rights.

³Application for membership

Individual, junior and corresponding individual members as well as institutional and corresponding institutional members can apply for membership by submitting credentials

¹ Schweizerische Narkolepsie Gesellschaft.

Individuals may apply for membership by submitting credentials establishing their eligibility for Membership status as stipulated above.

5 Membership fees

No fees are charged.

6 Membership rights

¹ The only categories of membership entitled to vote during any regular or extraordinary Assembly of the members of the SNaNe shall be the Individual and the junior individual members.

² Only Members present at the Assembly are eligible to vote.

³ Rights and duties of the Individual and junior individual members:

(i) To hold an elected office in the SNaNe.

(ii) To vote on the election of individual members to the Assembly of the Members.

⁴ Rights of the institutional members:

(i) Official reference centres of the Swiss Narcolepsy Network.

(ii) Co-authorship of publications produced on the base of the SNaNe databank.

(iii) Official Organizers of the Swiss Narcolepsy Day and all SNaNe events.

⁵ Rights of corresponding individual and supporting members.

(i) Take part in regular or extraordinary Assembly, without the right to vote or to be elected.
Receive written informations from SNaNe.

7 Termination of membership, resignation and exclusion

¹ Membership expires by resignation, exclusion or dissolution of the member.

² Resignation is possible at any time.

³ Membership can be terminated by resolution of the Assembly of the Members, in particular if she/he repeatedly violates the statutes, aims and resolutions of the SNaNe.

8 SNaNe Organs

The organs of the SNaNe are:

a. Assembly of individual members.

b. Board.

9 The Assembly of the members

¹ The Assembly of the members is the supreme body of the SNaNe.

² The Assembly of members shall consist of Individual and junior individual members.

³ The Assembly of members shall be responsible for the following tasks:

a. Election of the President.

b. Election of members of the Board of the SNaNe.

c. Amendments to the regulation of the SNaNe.

- d. Endorsement of decisions made by the Board of the SNaNe presented by the Board to the Assembly of the members.

⁴ An ordinary Assembly of the members is held at least once a year, usually in the first half of the year. Extraordinary Assembly of the members may be held at the request of the Board, or if more than 4 members request the Board to call the meeting, specifying the proposed agenda in writing.

⁵ The Assembly of the members decides on the proposals submitted to it by the Board. It decides on the discharge of the Board.

⁶ The Board invites the members to the Assembly of the members in writing at least 14 days in advance, and announces the agenda.

⁷ Each full member has the right to request in writing to the Board the inclusion of a specific agenda item. The application must be received by the Secretary at least 20 days before the Assembly of the members convenes.

⁸ No definitive decision can be taken on items not included on the agenda sent to all members 14 days in advance to the Assembly.

⁹ Decisions of the Assembly of the members which carry a simple majority are binding for all members. The President has the casting vote in the case of a tie.

¹⁰ The Secretary shall provide for minutes to be recorded at each Assembly of the members.

10 The Board

¹ The Board is composed of representatives of the individual and junior individual members and, except for the president constitutes itself.

² The Board shall have the President, the Vice President, the Secretary and 2 members at large, including representatives of the paediatric domain and junior individual members.

³ The Vice-President and the Secretary shall be elected from among the Board members. These functions cannot simultaneously be represented by the same member.

⁴ The term of office of the Board is three years, renewable once.

⁵ The term of office of the President is three years, renewable once.

⁶ The election of the Board shall take place in the first part of the year and the mandate shall begin on 1th July of that year for a period of three years. Mandates of members of the Board, who are appointed during a current term of office, officially begin on the preceding 1th of July.

⁷ The Board may invite persons who do not need to be members to attend meetings in an advisory capacity for specific tasks.

⁸ The Board deals with the business of the SNaNe. It decides on all matters which are not reserved for other organs. Its tasks include in particular:

- a. determining the strategic orientation of the SNaNe,
- b. external representation of SNaNe interests,
- c. regulation of signatory powers.

⁹ The Board meets at least two times a year (also by telephone conference if necessary). Further Board meetings shall be held as required.

¹⁰ The President shall convene a meeting of the members of the Board in writing at least 7 days in advance and notify them of the agenda.

¹¹ The other members are also entitled to request the President to convene a Board meeting, stating the reasons. In this case, the meeting shall normally be held within 30 days of the request.

¹² The Board has a quorum if at least half of its members are present. It passes its resolutions with the simple majority of those present. The President has the casting vote in the case of a tie.

¹³ In urgent cases, the Board may resolve by circular letter. Circular resolutions are valid if the majority of the Board members have agreed to them, and no member has requested oral consultation.

¹⁴ The Secretary takes the minutes of the board meetings. The minutes must be sent to each member of the Board within two weeks. The Board decides on the approval of the minutes at the following meeting.

¹⁵ The members of the Board are volunteers. Members of the Board shall be reimbursed for travel costs for the meetings.

¹⁶ Resolutions on remuneration are to be passed by the Board.

¹⁷ The President, Vice-President or the Secretary represent the SNaNe to the outside world.

¹⁸ The Board invites the members to the Assembly of the individual Members in writing at least 14 days in advance, and announces the agenda.

11 Secretary

¹The Board regulates the activities and competences of the Secretary in a set of business regulations.

² In particular the Secretary is responsible for:

- a. The operational implementation of the aims of the SNaNe.
- b. The regular informing and coordination with involved partners.
- c. The appropriate organisation of services for SNaNe members and third parties.
- d. The assistance to potential member in the application procedures.
- e. The appropriate financial advisor activity.
- f. The drafting of the minutes of the Board meetings and of the general assembly.

12 Amendments to the regulation

¹ A proposal for a revision of the regulation must be submitted either by the Board or at least four full members, if it is to be submitted to a vote; in the latter case, it must be submitted in writing to the President at least 20 days before the Assembly of the members.

² All individual members must be informed about the revision of the regulation at the latest with the invitation to the Assembly.

³ The revision of the regulation requires at least a two-thirds majority of the full members present at the Assembly of the members.

13 Dissolution of the SNaNe

¹ The SNaNe may be dissolved by a resolution of an ordinary or extraordinary Assembly of the members with a two-thirds majority of the members present.

14 Entry into Force

The regulations were adopted at the Founding Meeting of, 2020 and are effective as of this date.

Place and date:

President of the SNaNe:

Secretary of the SNaNe:
