

## ENCALS BYLAWS

- 1. Membership ENCALs** - Membership of ENCALs is achieved by registration directly on the website ([www.ENCALS.eu](http://www.ENCALS.eu)). Membership is open to all. Benefits of membership include networking, and information/registration of European conferences and workshops. Membership is free and there are no specific obligations.
- 2. Centre membership** –ALS Centre membership is open to all Universities/Hospitals in Europe. Subject to agreement by members, Restrictions may apply to Centre membership with respect to the types of clinical/research activity in which the Centre is engaged  
Obligations for Centres
  - Payment of 350 euro per year
  - Provision of 2 news items for ENCALs website per yearBenefits for Centres:
  - One free registration for PhD student for yearly ENCALs meeting
  - Information of Centre on ENCALs website
  - Center info on website about data on biobanks, collaborations, availability of samples & serving population on ENCALs website
  - Voting rights for members participating in an ENCALs ALS Centre (max 5 members per centre)

Centres from Canada and Australia can join ENCALs as associate member. Associate members cannot vote and are not required to pay registration fee.

### 3. Voting Members

Should comply to the following requirements

- European
- Working at a registered ENCALs Centre that is up to date in payment

### 4. Executive Board Committee / chairpersons /treasurer

- The Executive Board Committee consists of a maximum of 13 members (max. one per ALS centre; max. 2 per country)
- A quorum will be considered to be 7 individuals, including chair or co-chair and treasurer
- Chairs, members and treasurer serve for 3 years with the possibility of one immediate re- election. Previous serving members can re-present themselves for election after a 3-year break.
- Chair, vice-chair or treasurer are from different centres
- The local organizer of the ENCALs meeting is a member of the executive board committee during the year before the meeting, the year of the meeting and the year after the meeting.
- In exceptional circumstances the Executive Committee can vote to retain a key member who would otherwise retire, but whose contribution is deemed necessary to the operation of the group. In such circumstances the decision of the Executive Committee must be made by a majority of 75%

#### Functions of the Executive Board Committee:

- Selection of venue for ENCALs meetings
- The chairperson is responsible for producing a financial report each year
- The treasurer is responsible for verifying the financial annual report
- Appointment of the following:
  - Programme Committee ENCALs meeting (3 years)
  - ENCALs Award Committee (3 years)
  - Representatives ENS/EFNS
  - Working groups

**Appointment of a coordinator**

A coordinator for the group will be appointed for a tenure of 3 years, to run concurrently with that of the Chair. The coordinator will provide administrative support to the group.

**Remuneration and expenses**

The members of the Executive Committee, including the chair and co-chair will not be entitled to any remuneration or expenses from the ENCALs account.

However, it is recognized that from time to time, the coordinator may incur minor out of pocket expenses when engaged in ENCALs related activity. These will be reimbursed from the ENCALs account on presentation of vouched receipts to a nominated member of the Executive Board Committee who is not a member of the same centre as the chair and coordinator.