

BY-LAWS

INTERNATIONAL SOCIETY OF ENDOSCOPIC SPINE SURGERY

(ISESS)



29-AUG-2025

BY-LAWS

International Society of Endoscopic Spine Surgery

(ISESS)

(Draft, final version)

SECTION 1 GENERAL RULES

Chapter 1 Denomination and vision

The Society, a non-profit organization, is denominated as the International Society of Endoscopic Spine Surgery (**ISESS**).

The vision of this society is to promote the development of spinal endoscopic spine surgery, enhance the international academic and technology exchange in this professional field, advance the career of spinal endoscopic surgeons, lead a sustainable innovative development of endoscopic spine surgery, and benefit the patients.

Chapter 2 Structure

The organizational structure and election procedures for the **ISESS** Executive Committee are outlined below. These bylaws amend previous versions and emphasize democratic elections and a succession-by-precedence mechanism.

1. Executive Committee Officers

- President: Leads the EC, provides overall management, and represents **ISESS** externally.
- President-Elect: Designated successor to the President.
- Vice Presidents: Two Vice Presidents will support the President in strategic and operational roles.

All officers serve 2-year terms and are elected by the Executive Committee.

2. Academic Committee Chairman

- Responsibilities: Oversees academic research, conference organization, and peer review.
- Election: Selected by the EC and concurrently serves as an EC Vice President (2-year term).

3. Education Committee Chairman

- Responsibilities: Manages training programs, continuing education, and skill certifications.
- Election: Selected by the EC and concurrently serves as an EC Vice President (2-year term).

4. Executive Committee Membership

- All EC members serve 2-year terms. They can be re-elected.
- The Executive Committee shall be renewed at the end of each term, and eligible new members recommended by the Executive Committee members shall be accepted.

Requirements for new members:

- (1) Extensive clinical experience in the field of spinal endoscopy.
- (2) Have published 2 or more high level articles on spinal endoscopy in international medical journals.
- (3) Attend the Executive Committee meeting as an executive member candidate and make a presentation of professional competence.

5. Secretary General

- Responsibilities: Assists the President, oversees Secretariat operations (documentation, meeting minutes, member services, and daily administration).
- Appointment: Recommended by the President and approved by the EC.

6. Election Procedures

- Voting: EC members vote to elect officers; candidates are ranked by vote count.
- Tie-breaking: Ties are resolved via a predefined mechanism (e.g., lottery or revote).

SECTION 2 CORE VALUES AND GUIDING PRINCIPLES

Chapter 3 Core Values

1. **Excellence:** Develop, support and reward highest standard of performance in all our endeavors.
2. **Professionalism:** Instill the highest professional, clinical and ethical standards in our members, and accord our patients and the public the highest level of compassion and trustworthiness.

3. **Leadership:** Commit to the development and advancement of future leaders by setting impeccable example, providing education and experience in **ISESS**.

4. **Collegiality:** Encourage and embrace diversity and unity of our profession generally, and spine care professionals specifically.

5. **Lifelong Learning:** Commit to continued education in the science and spine technologies, with emphasis on spine endoscopy and the evolution of endoscopically-assisted spine surgery.

Chapter 4 Guiding Principles

1. **Accountability:** Maintain an efficient, flexible and fiscally accountable organization responsive to member needs.

2. **Advocacy:** Champion the interests of the endoscopic spine surgery profession to provide access to care and be a resourceful ally for endoscopic spine surgery surgeons and patients.

3. **Education:** Promote **ISESS** as the premier resource for endoscopic spine surgery learning.

4. **Membership:** Anticipate, understand and respond to the needs of our members-present and future.

5. **Organizational Excellence:** Maintain an efficient, nimble and lean management and operational organization responsive to the needs of our members.

6. **Quality and Patient Value:** Empower endoscopic spine surgeons to be leaders in quality healthcare teams as a means to deliver value to our patients through evidence-based cost effective practices.

SECTION 3 MISSION AND ACTIVITIES

Chapter 5 Mission

The mission of Executive Committee of **ISESS** is to promote the development of knowledge, and technical skills in the field of the endoscopic and endoscopically-assisted spine surgery around the world. The Executive Committee will also contribute effort to increase the professional relationship and friendship among endoscopic spine surgeons from different regions of the world.

Chapter 6 Activities

In order to archive the mission described in Chapter 3, the Executive Committee of **ISESS** implements the following activities:

1. Explore, initiate and organize academic activities of the endoscopic and endoscopically-assisted spine surgery.
2. Hold annual academic meetings and organize related continuing education programs.
3. Coordinate activities with other societies and organizations in minimally invasive spine surgery.
4. Activities necessary to accomplish the mission of society.

SECTION 4 MEMBERSHIP AND MANAGEMENT

Chapter 7 Official Members

Doctors and researchers all over the world who are engaged in Orthopedics, Neurosurgery, Pain Management, Neuroradiology, Physical Medicine and Rehabilitation, and related fields could join the **ISESS**.

Chapter 8 Sponsor Member

Organization or individual who provide financial support or sponsorship to the activities organized of the Executive Committee of **ISESS** is considered as the sponsor member.

Chapter 9 Application and Admission

Applicants must submit the application form (Document #1) to the Executive Committee of **ISESS**. Membership application shall be reviewed, approved, and filed by the Secretary General of Executive Committee.

Chapter 10 Executive Committee

The Executive Committee is the supreme organization of **ISESS** with full power to design, organize and conduct all the activities and related affairs of the society.

1. Members of the Executive Committee shall be selected among international experts of endoscopic spine surgery with seasoned experience and outstanding influence in this field.
2. Representatives who participated the first EC of **ISESS** Annual Meeting (hosted in Beijing, China on June 18th, 2016) automatically become the Executive Committee members.
3. The countries who are interested in hosting the next **ISESS** Annual Academic Meeting shall submit its application in advance. The decision will be made by the Executive Committee through voting.
4. Withdrawal from the Executive Committee will automatically take effect after any Executive Committee member's two-year absence of academic activities without any special reasons.

Chapter 11 Organization

1. The Core Group of the Executive Committee of **ISESS** consists of former President, present President and Vice-Presidents, President-elect, and founders of **ISESS**. The Core Group is responsible to schedule the agenda of Executive Committee and to organize election of the President of the Executive Committee.
2. Honorary Member: former Presidents of the Executive Committee will automatically become Honorary Members. The Executive Committee may also invite the world well-known expert who has significant impact in the field of spinal endoscopic surgery to become the honorary member.
3. The President of the Executive Committee shall supervise and monitor the activities taking place in the Executive Committee of **ISESS**. Decisions made within the Committee must be reported to the President. All the decisions will be executed when approved by President.
4. The Secretary General of the Executive Committee shall keep the minutes of each meeting and maintain records of registration, and relative **ISESS** documents. The Secretary General shall assume the duties of the President in the event of incapacity or unavailability of the President.
5. Members in each country have equal rights in the Executive Committee. All decisions from the Executive Committee should be authorized by more than half of the participating members' agreement before execution.

SECTION 5 FINANCE MANAGEMENT

The Executive Committee annual finance budget and management should be proposed by the Chairman of the Academic Committee and approved by the Executive Committee.

The fiscal year of the Academic Committee of **ISESS**: starting from the date right after the end of this year's annual meeting, and finishing at the date of the end of next year's annual meeting. The Academic Committee Chairman shall raise the funds and organize the annual meeting. The Chairman shall present the financial report in the next Executive Committee meeting. In addition, the Chairman of the Academic Committee shall hand in \$ 2,000 US dollars to **ISESS** as activity fund.

Official Website: www.ISESS.com

Secretariat Address: No. 600, Tianhe Road, Tianhe District, Guangzhou, China

Contact Information: ISESS2025@mail.sysu.edu.cn



Email: ISESS2023@163.com