



WORLD FEDERATION  
OF NEUROLOGY

# WFN Membership Welcome Pack

Information for National Societies seeking membership

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## Message from the President:

Dear Delegate,

This document has been prepared for member society delegates, presidents and representatives.

It seeks to outline several important operations of the WFN in which delegates and others will participate.

The first section describes the procedure for a national society or group of neurologists to become a member of the WFN. It also lists the benefits and obligations of national societies as members, including the importance of maintaining details of the current executive of your National Society with the WFN London office. The WFN is registered in the United Kingdom as a Charity and operates according to the UK Charity Commission guidelines.

To facilitate participation in the business of the WFN each member society will receive important notices, dates of recurrent procedures, upcoming elections, selection of WCN sites and meetings; the most important of which is the annual Council of Delegates meeting. To be eligible to fully engage in all WFN activities including elections and voting on other matters at the annual COD, member societies must be up-to-date with their annual dues.

Separate sections deal with the procedures undertaken at the annual Council of Delegates meeting and via World Brain Day.

Fuller descriptions of WFN activities can be found in the website ([www.wfneurology.org](http://www.wfneurology.org))

I sincerely hope that you and your society will contribute actively to the WFN. Only by this means will your society derive the full benefits of membership.

Yours sincerely,

William M Carroll

## Becoming a WFN Member

Each country can only have one member society.

Joining the WFN is easy. There is no application form, we ask societies to send us the following information:

### Required Documents

1. An email/letter which asserts that your society is the **main representative body** for neurology in your country (and to advise if there are other neurological societies).
2. Documentation to show that your society is either recognised by and/or registered with the government ministry responsible for health or a non-government professional/umbrella organisation.
3. A copy of your society's constitution, articles of association and/or bylaws (in English).
4. Names, addresses and contact details (telephone/fax/e-mail) of your society's office bearers.
5. Minimum of 5 qualified Neurologists.
6. Completion of Data Protection and Privacy Statement

## Process of application

Applications should be sent to the Membership Committee via the London office at [info@wfneurology.org](mailto:info@wfneurology.org). In addition, queries about any aspect of the application process or related matter should also be directed to the London office at [info@wfneurology.org](mailto:info@wfneurology.org) or to the Chair of the Membership Committee as found on the WFN website.

The application will then be circulated to the WFN Membership Committee.

With approval by the WFN Membership Committee your application will be received by the Trustees then referred to the annual Council of Delegates (COD) meeting.

Prior to that your society is offered the same privileges as a full member (except the for voting at that meeting) as detailed below.

Once the Council of Delegates has voted to accept your nomination and your annual contribution to the WFN has been received, your society will have full membership privileges. *(please see Council of Delegates section below)*

## Benefits of membership

Membership in the global neurology organization.

Promotion of neurology nationally, regionally and globally.

Opportunity to apply for WFN educational grants.

Availability of travelling fellowships

<https://www.wfneurology.org/junior-travelling-fellowships>

Availability of reduced/waived WCN registration fees for young or trainee neurologists.

Involvement and contribution to neurological research and care worldwide

<https://www.wfneurology.org/wfn-applied-research-groups>

Access to the neurology education vehicle, "The WFN-AAN Continuum", prepared by the American Academy of Neurology in addition to other WFN educational programs, is available for countries fulfilling the criteria of low-income countries.

<https://www.wfneurology.org/aan-wfn-continuum-education-programme>

Online Access to World Neurology the WFN's regular newsletter via the website at the following link:

<https://www.wfneurology.org/cme-accreditation-and-endorsement>

Electronic contact via the WFN to over 30,000 people, a voice at the annual Council of Delegates meeting, i.e., a seat and vote in the Council of Delegates.

Opportunity to participate in important committees within the WFN.

## Dues

Each Member Society pays the Federation annual dues or subscription being a sum for each individual member of that Member Society. Presently the amount paid for each individual neurologist by their member society is USD 5.00 or the sterling equivalent at the time they fall due.

The member society informs on changes in the number of their members.

A Member Society or associate member who is prevented by regulations in its, his or her own country from paying the annual dues should contact the Head Office as soon as possible (no later than one month before the Council of Delegates) and an alternative payment method will be decided.

## How dues are paid

- direct transfer to our bank (please ensure that you put the name of your society as a reference so that we can identify you easily and update our records).
- payment by credit card via the WFN website link.
- payment by cheque in \$ USD or the sterling equivalent (payable to World Federation of Neurology and sent to: World Federation of Neurology, Chester House, Fulham Green, 81-83 Fulham High Street, London SW6 3JA).

## Council of Delegates

### Full WFN Membership

The Member Societies are entitled to attend meetings of the Council of Delegates by an authorised delegate.

There is a quorum at a meeting of the Council of Delegates if the number of authorized delegates personally present is at least 15. The member society must let the London office know in advance who will be attending the meeting by at least 2 months prior to the meeting taking place. The name of every authorized delegate personally present shall be noted by the Secretary- General at the start of the meeting for the roll call.

**Delegate:** Each authorized delegate is an individual member of the Member Society for which he or she acts, and each national member society has one vote.

**Representative:** Provided that a Member Society whose authorized delegate will not be present at a meeting of the Council of Delegates, the Member Society may appoint any member of that Member Society to represent the society in place of the delegate.

**Proxy:** Should the delegate or representative not be able to attend the meeting then the member society can instruct the authorized delegate of another Member Society to act on its behalf (no authorized delegate shall so act for more than three Member Societies at any meeting, their own vote and the vote of two others)

Delegates who are appointed as Trustee or officer of the WFN cease to be an authorized delegate from the date that he or she starts to hold office. The Member Society (or Member Societies) for whom he or she acts must replace him/her with a new delegate.

Every issue is decided by a majority of the votes cast.

## Associate Membership

A qualified neurologist resident in a country without a Member Society may apply to the Trustees to become an associate member and the Trustees shall assess his or her application

Associate members may attend and speak but not vote at meetings of the Council of Delegates.

## Procedures at a COD Meeting:

- Receive the accounts of the Federation for the previous financial Year.
- Receive the Trustees' report on the Federation's activities since the previous COD.
- Accept the retirement of those Officers who wish to retire or whose term of office is expiring and elect persons to those positions from the list submitted by the Nominating Committee.
- Trustees to fill the vacancies arising from the list submitted by the Nominating Committee.
- Appoint auditors for the Federation.
- Discuss and determine any issues of policy or deal with any other business put before them.
- Vote on the WCN congress sites
- Receive news on global network

Please see link for more information on elections

**<https://www.wfneurology.org/elections>**

For further information on how to apply for WFN roles please see the link below

**<https://wfneurology.org/wfn-nominating-committee-guidelines-and-procedures>**

## Other Expectations of Delegates

The delegate is expected to inform his or her society on the proceedings of the WFN, which are largely educational activities, the WBD, the WCN. Delegates are also invited to send authorized reports of neurological events related to the WBD or the WFN in the individual country to the WFN for dissemination in the WFN social media outlets.

Being a member of the COD questions, suggestions and proposals can be made at any time to the WFN office, which will ask its appropriate committees and officers to work on this.

## Useful Links

WFN Committees

**<https://www.wfneurology.org/committees>**

Continuum

**<https://www.wfneurology.org/aan-wfn-continuum-education-programme>**

Education

**<https://www.wfneurology.org/wfn-education-committee>**