



INTERNATIONAL ASSOCIATION OF TRANSVOICE SURGEONS (IATVS)

# By-Laws of the International Association of TransVoice Surgeons

2024-02-05

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## 1. NAME, AND AREA OF ACTIVITY

The Name of the association is the **International Association of TransVoice Surgeons**, and its domicile is Hamburg, Germany. The association extends its activity to the entire international area of its members. The official language of the association is English.

The abbreviation IATVS may be used unofficially as an abbreviation for the name of the association.

## 2. PURPOSE AND NATURE OF THE ACTIVITIES

Founded in Berlin, Germany on June 11<sup>th</sup>, 2022 by

Chadwan Al Yaghchi (UK), Antonio Ballestas (Colombia), Hakan Birkent (Turkiye), Juan-Carlos Casado (Spain), Ahmed Geneid (Finland), Markus Hess (Germany), Hyung-Tae Kim (South Korea), Dirk Mürbe (Germany), Nupur Kapoor Nerurkar (India), Marc Remacle (Luxemburg), James Thomas (USA), Kursat Yelken (Turkiye)

the purpose of the association is:

- uniting phonosurgeons dedicated to voice feminization surgery and voice deepening surgery
- promote the scientific and professional development of voice feminization surgery and voice deepening surgery
- promote cooperation among voice surgeons in these specific fields
- to change knowledge and ideas in the form of meetings and international congresses
- to increase members' knowledge and support them as specialists in the field of TransVoice treatment
- To broaden public understanding of voice feminization (and voice masculinization) and the importance of voice and speech use and training.
- to be a driving force for quality improvement of voice care for trans voice patients.

To achieve these purposes the association

- Organizes scientific and professional meetings, congresses, and lectures
- Appoints committees for special purposes
- Maintains a website that provides information for its members and the public
- Acts as the representative of its members in medical and non-medical scientific and professional corporations
- Cooperates with other medical and non-medical organizations



### 3. MEMBERS AND MEMBERSHIPS

**Founding Members** are the above-mentioned twelve specialists

**Honorary Members** can be invited by the General Assembly or the unanimous voting of the Founding Members.

**Full Membership** of the association is admitted by the Board Members upon application.

**Associate members** are SLPs (Speech-Language Pathologists) or Surgeons who don't yet meet the full membership criteria (number of procedures) as well as ENT surgeons in training. Associate members don't have the right to vote.

Voting on new members will be conducted online by the Board members and Founding members.

A prerequisite for membership is a presentation to the founding members about the previous activities in the fields of voice feminization surgery and voice deepening surgery.

Full Membership of the International Association of TransVoice Surgeons is open to Laryngologists, and ENT surgeons who hold a special interest in transgender voice surgery or voice deepening surgery and who meet the minimum number of procedures as set by the board.

SLPs and those surgeons who don't meet the minimum number of cases will have the opportunity to become associate members without voting rights.

- To qualify for membership, applicants must send a short CV detailing their transgender voice surgery work with a dedicated section highlighting their case series including the number of cases, technique, and complications.
- The final decision on membership shall be taken by the board, by way of a majority vote within 4 weeks.
- New members will get a member badge and are allowed to use the IATVS logo

### 4. MEMBERSHIPS FEES

The General Assembly decides on the annual membership fee to be collected from ordinary members. Membership fees are not payable by the Founding Members.

Details about the number of membership fees and how payment may be accomplished are 'Internal Rules'.

### 5. ASSOCIATION ORGANS

The association is governed by two organs: the General Assembly and the Board.



The **General Assembly** will be convened every year and has the rights and duties attributed to the meeting of members, in particular, the following:

- Election of the president
- The appointment and dismissal of Board member
- The appointment and dismissal of financial auditors
- The approval of the annual accounts
- The approval of membership fees
- Pass amendments to the by-laws of the association

The General Assembly is chaired by the president and will be kept annually on a day selected by the Board. The agenda will be prepared by the General Secretary. Voting results are decided based on a simple majority. In the event of a tie, the vote of the chairperson is decisive. Elections, however, shall be decided by the drawing of lots. A General Assembly can also be held virtually, if necessary.

The **Board** is consisting of a president and at least three and at most six full members elected by the General Assembly

- President (chairperson)
- Secretary-General
- Treasurer
- Vice President
- Board member at large: The President of the next congress of the association
- Board member at large: Board member with a special task

Board meetings will be held four times a year, either in-person or virtually (e.g., via Zoom). All board members except the President of the next congress are elected for four years with the possibility of re-election on a simple majority vote by the full members present during the General Assembly. The President of the next congress is elected for one year.

There might/should be group nominations for the new Board.

The Board will decide on "Internal Rules." Several elements of the bylaws will be incorporated into "internal rules" to bypass the need for voting at the general assembly. "Internal Rules" will include membership fees and other (variable) details.

Meetings of the board are called by its president or, in the event of hindrance, by the vice-president when they find cause thereto or at least half of the board members so demand. A Board Meeting can also be held virtually, if necessary.



The Board carries out all actions and business, that have been decided upon by the General Assembly, and has the power to make decisions and carry out all matters which are not explicitly the responsibility of the General Assembly.

### **Duties of the President (Chairperson)**

- The president is elected for four years with the possibility of re-election
- Anyone can be nominated for the presidency
- Election will be held electronically by secret ballot
- The President represents the Association in all business with third parties and authorities, as well as in juridical matters.
- He/she calls the meetings of the Board and acts as chairman.

The President shall be the principal Executive Officer of the Association and shall, in general, supervise and control all of the business and affairs of the Association. He/She shall preside at all meetings of the members and Board.

### **Duties of the Secretary-General**

The Secretary in general, perform such other duties as from time to time may be assigned to them by the President or by the Board. The secretary assists the president in running the association's business. The General Secretary oversees the day-to-day running of the society including, calling and preparing the agenda for and chairing the meetings of the Board Members and the General Assembly. The Secretary will keep written minutes of all meetings.

### **Duties of the Vice-President**

In the absence of the President, or in the event of his inability or refusal to act, the Vice-President, shall perform the duties of the President, and when so acting shall have all the powers of and shall be subject to all the restrictions on the President. The Vice-President shall perform such other duties as from time to time may be assigned to them by the President. He/She is maintaining and updating society structure (statutes and internal rules), maintaining relationships with Scientific Associations, maintaining relationships with industry partners, and communicating society news to members.

### **Duties of the Treasurer**

The Treasurer is in charge of the property of the Association. He/She collects the membership fees and makes disbursements and he/she proposes the budget.

Activities that are recognized as being performed by an official representative of the association that carries expenses are reimbursed by the association.



He/she is in charge of the economic and financial administration of the association for correct accounting presenting approved annual accounts and preparing budgets to be presented to the General Assembly. He/She will, in conjunction with the President be responsible for the preparation of the budget and financial reports to the Board on an annual basis.

#### **Duties of the Board Member at Large: President of the next Congress of the Association**

He/She proposes the location and main subject of the next Congress. His/her choices must be approved by the Board. He/she also organizes the next congress on behalf of the Board.

#### **Duties of the Board Member at Large: Board member with a special task**

He/She pursues a specific task, that has been adopted by the Board.

### **6. INTERNAL RULES**

The articles of the present statutes are completed by internal rules. The Board is hereby authorized to draw up the internal rules and subsequently amend or adapt them. The internal rules and any amendment thereto shall be notified to members. The internal rules shall be adopted for the first time by the Board to be held after the General Meeting at which the present articles of association are approved.

### **7. FINANCES**

The association will be funded by

- Membership fees,
- Contributions by corporate partners and donations
- Profits from scientific conferences/congresses and events

The Association shall bear the financial responsibility for the conferences/congresses it organizes.

After allowing for ongoing costs, the residue of any income of the Association shall be used to implement the aims and objectives of the Association.

### **8. THE DISSOLUTION OF THE ASSOCIATION**

The dissolution of the association must be agreed upon at least by two-thirds of the Members during a General Assembly. It must be preceded by a special invitation to all members



explicitly indicating the purpose of this Assembly. Due to the particular importance of this Assembly members may vote by proxy only with a notary public's authentication.

In case of the dissolution of the association, the funds, property, and other assets should be used to further the expressed purposes for which this association was formed and no member should be entitled to receive any of the assets on liquidation.

**Hamburg, February 5, 2024**

## **INTERNAL RULES**

### *New membership application*

1. To qualify for membership, applicants must send a short CV detailing their transgender voice surgery work with a dedicated section. The board will decide if he/she is qualified.
2. If qualified the applicant must give a presentation (either at the annual meeting or via Zoom / Skype) and present to Founding Members (at minimum 8 members should be present) their case series including technique, surgical and voice outcomes, and complications.
3. The final decision on membership shall be taken by the board, by way of a majority vote within 4 weeks.
4. New Full members will get a member badge and are allowed to use the IATVS logo

### *Membership fees*

Membership fees will be 110 € per year payable in advance. The price is valid until the next General Assembly in 2024.

### *Logo use*

Full members are allowed to use the association logo and membership badge on their website and social media. The use of the logo for commercial purposes is not allowed.

### *Website*

The Association has a specific website, intended to make known and publicize the activities and publications of the members, and to promote the Association in general. The website is placed under the responsibility of the board.

**Hamburg, February 5, 2024**