



World Federation of Oxygen - Ozone Therapy

***World Federation of Ozone Therapy – WFOT
Constitution and Bylaws***

December 22th, 2005

Modified:

April, 18th, 2015

December 5th, 2015

WFOT – World Federation of Ozone Therapy

Constitution

Article 1. Name - Duration – Site and Status

The World Federation of Ozone Therapy (hereafter “the WFOT”) is constituted for an unlimited period. It is an international non-profit making association founded in 2005.

The WFOT’s site shall in future be at the address of the President, or as otherwise directed by the Executive Committee. English will be its official language. The activities of the WFOT shall be in accordance with this Constitution. No salary shall be paid to any Member for any reason as remuneration for their activities on behalf of the WFOT.

Article 2. Purposes of the WFOT

These are as follows:

1. To promote the use of ozone – polyatomic oxygen in all the possible medical aspects.
2. To co-ordinate work in scientific documents and ensure adequate circulation throughout the world, as required.
3. To co-ordinate relations between WFOT and the other clinical specialities devoted to the treatment of the same pathologies.
4. To promote development of appropriate methods of teaching the use of ozone and to ensure that standards of training and (if appropriate) certification are obtained and maintained.
5. Support and cooperation with the different Health Authorities all over the world in the aim to set up legal rules to the best practice of ozone.
6. To defend members and the use of ozone therapy in any legal procedure. The WFOT recognizes that all legal costs for the defense of any member shall be borne by the member.
7. To obtain public, private, national, and international funding to advance the scientific research, legislative actions, and medical, dental and veterinary uses of ozone.
8. To promote the use of properly performed and standardized ozone therapy to the medical, dental and veterinary professions.

Article 3. Methods of achieving the purposes laid out in Article 2

The WFOT shall:

1. Accept the rules of professional, technical, ethical, and good clinical practice adopted by the 18th World Medical Association Declaration of Helsinki adopted by the 18th World Medical Assembly, Finland, June 1964.
2. Hold a *Scientific Meeting* every two years (if possible) at a time and place designated by the Executive Committee.
3. Develop protocols for treatments based on evidence or solid consensus
4. Organize educational courses.
5. Organize any other such meetings as will also promote its purposes.
6. Award prizes or make scientific awards for work aimed at these purposes.
7. Help members to obtain public or private grants by scientific advise
8. Promote publication of an official journal and other appropriate documents.
9. Coordinate and promote the introduction of ozone didactic into university courses in the faculties related to health practice.

Article 4. Membership

The WFOT shall be composed of:

- *Society Members*
- *Full Members, individuals*
- *Associate Members*
- *Honorary Members*
- *Emeritus Members*
- *Corporate Members*
- *National or International Sections*

Society Members

Duly constituted Medical Ozone National or Continental Societies. This category is open to constituted scientific societies dedicated to the promote the use of Ozone in the different fields of health care, like physicians, odontologist and veterinaries. They will not pay an annual subscription. The Society Members will be represented by their President, or delegate, as Member at Large in the WFOT Executive Committee. They shall enjoy all rights and privileges of membership of the WFOT, including the rights to vote, to serve on committees and to hold any office in the WFOT. The Society Members will be entitled to one vote every 50 members or their society.

Full Members, individuals

This category shall be limited to health practitioners (physicians, odontologist and veterinaries) active in the medical use of ozone. Full Members shall enjoy all rights and privileges of membership of the WFOT, including the rights to vote, to serve on committees and to hold any office in the WFOT. They shall pay an annual subscription, the amount of which will be determined by the WFOT. The rights and privileges shall be forfeit if, over a period to be determined by the WFOT, currently two calendar years, the Member does not pay the annual subscription. Full Members, whose membership lapses in this way, will be eligible to apply for reinstatement on payment of the appropriate subscription.

Associate Members, individuals

The category is open to any individual not eligible for Full Membership. Associate Members have all the rights and privileges of membership of the WFOT, but are not entitled to vote, neither to serve on Committees except as consultants or to hold any office in the WFOT.. They will pay an annual subscription fee, the amount of which will be determined by the Society. The rights and privileges shall be forfeit if, over a period to be determined by the Society, currently two calendar years, the Member does not pay the annual subscription. Associate Members, whose membership lapses in this way, will be eligible to apply for reinstatement on payment of the appropriate subscription.

Honorary Members and Honorary Presidents, individuals

Honorary Membership is conferred by the WFOT upon individuals who are judged to have made outstanding contributions. Nominations should be made by the Executive Committee to the General Secretary. They will then be considered by the Membership Committee, who will make a recommendation to the Executive Committee. Honorary Members will have all the rights and privileges of Full Membership of the WFOT.

Individuals who are considered suitably distinguished may be nominated as Honorary Presidents of the WFOT. Nominations should be made by the Executive Committee to the General Secretary. They will then be considered by the Membership Committee, who will make a recommendation to the Executive Committee. Conferment of this honor, which is for life, will require ratification by the General Assembly.

They are not required to pay subscription fees.

Emeritus Members, individuals

A Full Member who is no longer in active practice may apply to the Membership Committee to modify his or her status. Emeritus Members have all the rights and privileges of membership of the WFOT, but are not entitled to vote, either to serve on Committees except as consultants or to hold any office in the WFOT. They are not required to pay subscription fees.

Corporate Members

The category is open to companies active in fields related to the medical use of ozone and interested in closer collaboration with the WFOT. Corporate Members may send two delegates to the General Assembly, but they will not have the right to vote. Corporate Members shall pay an annual subscription, the amount of which will be determined by the WFOT. The rights and privileges shall be forfeit if, over a period to be determined by the WFOT, currently one calendar year, the Corporate Member does not pay the annual subscription. Corporate Members, whose membership lapses in this way, will be eligible to apply for reinstatement on payment of the appropriate subscription.

National or International Sections

Two or more Individual Members belonging to the same country and lacking of National Ozone Association inside WFOT can propose the General Assembly to create a National Section. This National Section will be considered as a true Society Member and will have all its regulations. On the contrary, Individuals Members belonging to the Section will lose their rights and duties as Individual Member. The National Section will have a delegate inside WFOT Board that will act as the Section's Chairman. This Section's Chairman should be elected by democratic procedures among the Section's members following the related regulation for the WFOT Presidency. Future membership for this Section will be individuals of the same country that, after becoming WFOT Individual Members, apply the Section through its Chairman to become member of this Section.

National Sections can organize meetings and other scientific activities, but they must be in harmony with the general WFOT activities. These ones will prevail over Section's activities.

National Sections can be dissolved by the General Assembly if a National Ozone Association of the same country of the National Section is admitted as Society Member. The members of the Section will automatically recover the status of Individual Members, with all the rights and duties.

Two or more Society Members, due to geographic, language or cultural reasons, can propose the General Assembly to create an International Section. The International Section will have a representative that will act as the Section's Chairman. This Section's Chairman should be elected by democratic procedures among the Section's members following the related regulation for the WFOT Presidency. Future membership for this Section will be WFOT Society Members, applying the Section through its Chairman to become member of this Section.

International Sections can organize meetings and other scientific activities, but they must be in harmony with the general WFOT activities. These ones will prevail over Section's activities.

International Sections can be dissolved by the General Assembly for serious causes or for actions of such nature as to hinder the purposes of the WFOT.

Termination of Membership

Membership may be terminated by:

1. The Member resigning;

2. The Member being removed from the list of Members by direction of the Executive Committee, and with the evaluation of the Membership Committee, for serious causes or for actions of such nature as to hinder the purposes of the WFOT; or
3. For failure to pay annual subscriptions for a period to be determined by the WFOT, currently two years (or one year in the case of Corporate Members).

Article 5. The administrative bodies of the WFOT

The administrative bodies shall be:

1. The Executive Committee
2. The General Assembly
3. The Committees

Article 6. The Executive Committee

1. The Executive Committee is formed by the following officers
2. The President
3. The Vice-President
4. The Past President
5. The General Secretary
6. The Treasurer
7. Members-at-Large, elected by the General Assembly from Full Members, one per country
8. The Presidents, or delegates, of the Member Societies as Members-at-Large
9. The Section's Chairmen

The Executive Committee is responsible for managing and directing the scientific, financial and other activities of the WFOT. It shall meet when directed by the President, or at the request of a majority of its members. The announcement of the meeting shall be done by the General Secretary at least 30 natural days before the meeting date.

The decision-making will be simple majority. Officers not present can previously delegate his/her vote to other Officer by sending a plain copy of an official identification document (passport or national identity card) by post-mail or e-mail to the General Secretary at least one day before the meeting, indicating the name of the Officer that will vote in his/her stead; one Officer can only get up to two single delegated votes.

Article 7. Election of Officers

Any Member entitled to vote of the WFOT can seek election as President, Vice-President, General Secretary, Treasurer or Member-at-Large of the Executive Committee. These Officers shall be elected at the General Assembly to serve according to the provisions of this Article. The procedure for their election shall be as follows.

Notice of candidature, with the names of the candidate and two Sponsors, who shall also be Members entitled to vote, shall be sent, at least three months before the General Assembly, to the General Secretary, who will ascertain that the candidate is in good standing in his membership. The lists of candidates shall be inserted in the convocation to the General Assembly

Voting for each office shall be by secret ballot, unless there is only one unopposed candidate, in which case a show of hands clearly indicating majority agreement will suffice.

The results of the elections shall be announced at the General Assembly; the candidate for each post who has received the largest number of votes will be declared to have been elected. Should voting be tied, the election will be repeated, by secret ballot, at the same General Assembly.

Newly-elected Officers will take office immediately after the General Assembly.

The Officers constituting the Presidency will serve for one term, the length of which has been decided by the WFOT (currently two years), and will not be eligible for re-election at the immediate following term.

The Officers of the Secretariat will serve for the term determined by the WFOT (currently two years), and be eligible for re-election.

The Members-at-Large will serve for two years and will be eligible for re-election.

Presidents or delegates from Member Societies are native Member-at-Large until renewal by their own Society and they are not elected by the General Assembly.

Duties of the Officers

President

The President shall be the presiding Officer of the WFOT and will perform all duties which custom and practice associate with his or her office, including ordering payments and authorizing with his/her signature documents, records and correspondence. The President shall preside over meetings of the Executive Committee and the Scientific Meeting referred to in **Article 3.1**. The President shall represent WFOT before private and public organizations, defending the decisions taken by the Executive Board and the General Assembly. The President may personally convene an Advisory Board to be consulted upon specific items concerning the WFOT. The President shall serve for two years. If for some reason the President becomes unable or unwilling to continue in office before the end of his or her normal term, the Vice-President shall assume the post of President until the next General Assembly or a Special Business Meeting convened for this purpose.

Vice-President

The Vice-President will co-operate with the President as appropriate and assume the duties of the President if the latter is unable to serve, temporarily or, as indicated in the preceding clause, permanently. He or she will also carry out such other duties as may reasonably be assigned by the President. If for some reason the Vice-President becomes unable or unwilling to continue in office before the end of his or her normal term, the post will remain vacant until the next General Assembly or a Special Business Meeting convened for this purpose. The Executive Committee will seek nominations for this post, in the usual way. The newly-elected Vice-President will then serve until the end of the term of office of the current President.

Past President

After one term in office the President will automatically become Past President for a period of two years. He or she will co-operate with the President as appropriate, and will also carry out such other duties as may reasonably be assigned by the President. If for some reason the Past President becomes unable or unwilling to continue in office before the end of his or her normal term, the post will remain vacant until the end of the term of office of the current President.

General Secretary

The General Secretary will maintain the requisite records of the WFOT, including those concerning membership and the transactions at the General Assembly. He or she will also carry out such other duties as may reasonably be assigned by the President. The General Secretary will serve for two years and will be eligible for re-election. If for some reason the General Secretary becomes unable or unwilling to continue in office before the end of his or her normal term, his or her duties will be assumed by the Treasurer until the next General Assembly or a Special Business Meeting convened for the purpose of electing a new General Secretary. The Executive Committee will seek nominations for this post, in the usual way. The new General Secretary will then serve for two years from the time of that General Assembly or from the following one if a Special Business Meeting is held in the sixth months preceding it.

Treasurer

The Treasurer will be responsible for administering the funds of the WFOT, keeping a record of financial transactions, and providing a financial report to the General Assembly. He or she will also carry out such other duties as may reasonably be assigned by the President. The Treasurer will serve for two years, but will be eligible for re-election.

If for some reason the Treasurer becomes unable or unwilling to continue in office before the end of his or her normal term, his or her duties will be assumed by the General Secretary until the next General Assembly or a Special Business Meeting convened for the purpose of electing a new Treasurer. The Executive Committee will seek nominations for this post, in the usual way. The new Treasurer will then serve for three years from the time of that General Assembly or from the following one if a Special Business Meeting is held in the sixth months preceding it.

Duration of officers terms

The Executive Committee may, in collaboration with the Rules Committee, propose to the General Assembly a variation in the length of service of the Officers, including the Members-at-Large should early retirement or other events disturb the normal sequence of changes of Officer.

Article 8. Financial Management - Responsibility

All financial contributions to the WFOT, including subscriptions and other fees and donations, together with income from the educational and other activities of the WFOT, are to be paid through the Treasurer. The payments shall be order by the President and authorized and executed by the Treasurer's signature. The amount and conditions of the annual subscriptions shall be proposed by the Executive Committee and submitted to the General Assembly for approval. The funds of the WFOT shall be used to finance the WFOT's activities. The Executive Committee shall assume collective responsibility for its actions, including those relating to disbursement of funds. It shall not, however, be held responsible for actions by individual Members of the WFOT or by its Committees which it has not previously approved, unless it is deemed to have exercised insufficient control over them.

Article 9. Constitution and Bylaws

The Constitution may be amended at any General Assembly or at a Special Business Meeting (convened for that purpose on written request of one third of the combined numbers of Full and Honorary Members), by a two thirds majority of the voting members present. Proposed amendments must be presented to the Members in the convocation to the General Assembly or Special Business Meeting.

The general management of the WFOT will be based on the Bylaws. The Bylaws are responsibility of the officers of the WFOT and will be settled, and may be amended, by the WFOT Executive Committee.

Article 10. Dissolution - Disposal of Property

The WFOT may be dissolved only at a General Assembly or a Special Business Meeting convened for this purpose, by a three-quarters majority of Full and Honorary Members present. If the final balance sheet shows a profit, this shall be transferred to an non-profit organization with aims similar to those of the WFOT.

Article 11. Provisional organization

The constitution will be duly registered with the provisional nomination of the following officers:

President V.J. Kumar, New Dheli

Vice President C.F. Andreula, Bari

General Secretary M. Bonetti, Brescia
Treasurer A. Fontana, Brescia
Members at Large E. Iliakis, Athens, Greece
J. Baeza Noci, Valencia, Spain
Byung Chan Jeon, South Korea
X. He, Guangzhou China
O. Pepa, Buenos Aires, Argentina
X.F. Vilasuso, Miami, USA
and:
G. Barco, President Eumedica
J.C. De Lucas-García, President Spanish Ozone Society (ACEOOT)
M. Leonardi, President FIO
J. Vilitelka, President Czech Group

At the occasion of the next WFOT Congress in 2007, probably in Beijing, China, formal elections will be held. The provisional officer will be able to re-candidate.

WFOT has been registered by Marco Leonardi and Nicola Leonardi Dall'Occa dell'Orso in Bologna, on Thursday 22 December 2005, by Dr Giorgio Forni - notaio.

Fiscal Number of the WFOT is 91265570373

The provisional location is placed at the residence of:

Prof. Marco Leonardi

Via del Pratello, 8

40122 Bologna

WFOT – World Federation of Ozone Therapy

Bylaws

Election of Members

Applications for *Society Membership* will be passed, via the General Secretary for proposal at the next General Assembly. Candidates will be elected by a simple majority of voting Members. The Member Society will declare the number of its members, the membership fee and vote numbers will be proportional to the number of full members of the Member Society.

Full Members may propose individual candidates for membership of the WFOT. Anyone wishing to become a *Full Member* must seek an existing Full Member to act as his or her sponsor. The latter must certify that the applicant has had the requisites. The application will then be passed to the General Secretary for proposal at the next General Assembly. Candidates will be elected by a simple majority of voting Members. Successful applicants will become *Full Members* as from the General Assembly at which their application is approved.

Applications for *Corporate Membership* will be passed, via the General Secretary, for proposal at the next General Assembly. Candidates will be elected by a simple majority of voting Members, following the procedure detailed in **Article 4**.

Proposals for Honorary Membership or Honorary Presidency should be made to the Executive committee, who will follow the procedure explained in **Article 4**.

The General Assembly

The General Assembly will normally be held in conjunction with the Scientific Meeting. The General Secretary shall send the convocation to the Assembly to all Members at least six weeks before the date set for the Assembly. All Members may attend the Assembly, but only Full, Society and Honorary Members may vote. The General Assembly may take place and decisions may be taken only when the number of members with voting rights present is at least one fifth of the combined numbers of Full, Society and Honorary members; it will be the responsibility of the Secretariat to ensure that this requirement is fulfilled. If it is not, 30 minutes later, the General Assembly will take place regardless of the number of Full, Society and Honorary Members present.

The following will be elected at the time of the General Assembly: the President, the Vice-President, the General Secretary, the Treasurer, the Members-at-Large of the Executive Committee. The elected President will take charge of organizing the next Annual Scientific Meeting. New Members in any category will be elected and registered.

Changes to the Constitution will be discussed and ratified, if approved, at the General Assembly. All such matters as are indicated in the agenda shall be discussed. Any Members present may raise any other Business of interest to the WFOT, but shall first notify the General Secretary in writing of his or her intention to do so. Decisions made at General Assemblies will be made by a simple majority (or by the largest number of votes cast, if more than two choices are available) of voting Members, except as otherwise indicated in this Constitution. Members not present can previously

delegate his/her vote to other Member by sending a plain copy of an official identification document (passport or national identity card) by post-mail or e-mail to the General Secretary at least 15 natural days before the meeting, indicating the name of the Member that will vote in his/her stead; one Member can only get up to two single delegated votes.

Special Business Meetings may be convened by the President on written request of one third of the combined numbers of Full, Society and Honorary Members. The agenda for such Meetings shall be included in the convocation to them, and no business other than that indicated by the agenda shall be conducted. The convocation to a Special Business Meeting [and any relevant ballot papers] shall be sent to all Members at least 30 days before the date set for the Meeting. The decision-making will be the same as for the General Assembly.

Committees

Standing Committees

The members and Chairmen of these Committees shall be appointed by the Executive Committee, and the Chairmen's appointments shall be ratified at the General Assembly or a Special Business Meeting. Any Full or Society member (though a delegate) may offer him or herself for consideration as a Committee member and should do so by informing the General Secretary of his or her willingness to serve. Membership will normally be for one term of two years, with the possibility of appointment for one further term. The Committees shall be authorized to co-opt such further ad-hoc members as circumstances demand by agreement among the existing appointed members, without reference to the Executive Committee; the latter will, however, be advised of such arrangements. The activities of the Committees shall be reported to the Executive Committee and to the General Assembly.

The list of Standing Committees will be kept under review, taking into account the needs of the WFOT. They currently include the following.

Technical Committees:

- Rules Committee
- Membership Committee
- Audit Committee

Scientific Committees:

- Publication Committee
- Scientific Advisory Committee
- Scientific Award Committee

Education Committee

Rules Committee

This Committee shall consist of at least three members, including the Chairman. It shall be responsible for interpreting the Constitution and Bylaws. It will also keep it under review, taking into account the views of the Members of the WFOT, and its changing needs. It will advise the Executive Committee of proposals for modifications to the Constitution and Bylaws. With the agreement of the Executive Committee, it will prepare proposed changes for presentation to the Members.

Membership Committee

This Committee shall consist of at least three members, including the Chairman. It shall be responsible for receiving new applications for membership from the General Secretary, and for allotting the appropriate category to candidates. It will also review the suitability of existing Members for the category of membership in which they are currently placed, having at its disposition the information required to do this. It will provide the Executive Committee with proposals for membership, to be approved at the General Assembly.

Audit Committee

This shall consist of at least three members, including the Chairman. The Committee will review the accounts prepared by the Treasurer each year and shall retain a certified accountant for these purposes, and for certifying the annual report of the Treasurer.

Publication Committee

This Committee will consist of at least three appointed members, including the Chairman, plus the most senior editor of the official journal of the WFOT who is a Full Member of the WFOT, and the editor appointed to that journal by the WFOT. It shall promote publication of appropriate documents by the WFOT and shall be consulted about any projected publication by or on behalf of the WFOT.

Scientific Advisory Committee

This Committee will consist of at least five appointed members, including the Chairman. It shall:

1. Review WFOT guidelines, research program and plans;
2. Review the quality and relevance of the scientific and technical information being used following the guidelines of WFOT;
3. Provide scientific advice as requested by the Associations representatives;
4. Advise the Associates on broad scientific matters.

The Chairman and two more Committee members, together with the President of the forthcoming *Scientific Meeting* and three members, proposed by the President, of the national association organizing the Meeting will constitute the Scientific Program Committee of the *Scientific Meeting*.

Scientific Award Committee

This will consist of at least three appointed members, including the Chairman. It shall supervise any prizes or awards the WFOT may sponsor.

Education Committee

This will consist of at least three appointed members, including the Chairman. The Committee will co-operate with local scientific committees and shall be responsible, in collaboration with the Secretariat, for the scientific organization of didactic courses organized by or on behalf of the WFOT. It will propose places, topics and Presidents for courses to the Executive Committee and General Assembly for approval.

Other Committees

Ad-hoc Committees may be established by the Executive Committee and an Advisory Board may be set up by the President, as indicated above. The period for which these bodies are appointed will normally be determined at the time they are convened.

Meetings

The elected WFOT President shall organize the Scientific Meeting referred to in Article 3a for a date close to the end of his/her Presidency. General Assembly shall hold its meeting during the event and or more didactic courses shall also be organized if possible.

Headquarters

WFOT central headquarters are fixed in the Constitution in:

Via del Pratello, 8

40122 Bologna

After the election of a new President, and during his Presidency, WFOT virtual headquarters will be the official address of the President. He can keep a copy of all the official documents he receives as WFOT President, but he should send the originals to the Central Headquarters through the General Secretary. After the end of his Presidency, he should destroy all the documents kept in the virtual Headquarters.

First Transitional Provision

Up to 2016, the WFOT Presidency and the WFOT Scientific Meeting Presidency can be hold by different persons.