EUPSA EUROPEAN PAEDIATRIC SURGEONS' ASSOCIATION

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BYE-LAWS OF THE EUROPEAN PAEDIATRIC SURGEONS' ASSOCIATION

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I. General Considerations

Article 1: Bye-Laws definition

- According to Article 17 of the EUPSA Statutes, the EUPSA Executive Board (EB) develops the Bye-Laws which regulate the operative function of the Association.
- The EB can anytime suggest amendments or repeal of the Bye-Laws which do not interfere with the Statutes.
- The Bye-Laws are adopted, amended and repealed by the EUPSA General Assembly (GA) by simple majority of the votes cast by the voting members.

Article 2: Language

The official language of the Association is English

Article 3: Communication with Members

Communication with members occurs primarily via the website and by e-mail. Members are responsible for providing a valid e-mail address.

Article 4: Official Journal

The official Journal of the EUPSA is the European Journal of Paediatric Surgery.

II. Membership

Article 5: Membership application

- All applications for membership are made directly to the Honorary Secretary. The application for active membership has to be endorsed by two active members of the EUPSA. The Honorary Secretary shall consider the qualifications of all candidates, and shall recommend to the Executive Board (EB) those suitable to be approved as members. The EB proposes the approved applicants for membership acceptance at the General Assembly (GA).
- Application for trainee membership has to be endorsed by one active EUPSA member and shall be accompanied by a letter from the chief of his/her department indicating that he/she is a paediatric surgeon in training. Upon registration as paediatric surgeons, trainee members must inform the Honorary Secretary to become active members. The EB will take the decision and inform the GA.
- Application for corresponding membership has to be endorsed by two active members and shall be accompanied with a curriculum vitae and other pertinent information. The EB will take the decision and inform the GA.
- Any member can propose a person to the EB for honorary membership and Rehbein Medal recipient, giving a short report on his merits towards Paediatric Surgery or the EUPSA. The EB will take the decision and inform the GA.

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Article 6: Membership fees

- All members, except senior and Honorary members shall be charged membership fees in an amount proposed by the EB and approved by the GA. Any member who, after appropriate notification, does not pay membership fees within two years will lose membership.
- Members whose membership has been terminated may re-apply for membership after payment of all dues – subject to the approval of the EB.

Article 7: Membership privileges

- All members shall receive a certificate showing their membership within the EUPSA as well as the type of their membership.
- All members are regularly informed via the EUPSA website on news regarding the mission statements, the Statutes and the Bye-Laws. A roster of membership is published on the "only for members" closed Section of the EUPSA website.
- All members are entitled to participate in the EUROPEAN CONGRESS of Paediatric Surgery at a reduced registration fee.
- All members are entitled to participate in the EUPSA approved or organised symposia and workshops at a reduced registration fee.
- All members are entitled to apply for support, fellowship, grants, awards and prizes connected with the EUROPEAN CONGRESS and postgraduate EUPSA activities.
- All members are entitled to apply for support in the broadest sense from the EUPSA as a scientific organization.

Article 8: Termination of membership

The membership terminates:

- on death of a member.
- on receipt of a written resignation of the member.
- unpaid membership fee for two years.
- when the member ceases, for whatever reason, to be a registered paediatric surgeon whether in Europe or elsewhere.
- when a member fails to fulfil his statutory obligations to the EUPSA, acts against the Bye-Laws or the ethical standards in Paediatric Surgery, or prejudices the Association in any way. This kind of termination of membership must be recommended by the EB and approved by the affirmative vote of two-thirds of the eligible members present and voting at the GA.

III. Administration of the Association

Article 9: Executive Board

- The EB is the decision-making organ and is responsible for all administrative and management functions. Delegates of other Associations may be invited to attend EB for specific issues without active voting rights.
- The EB proposes programmes and formulates new strategies to improve and strengthen the EUPSA.

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- The EB decides on the candidates for Honorary membership and for the Rehbein medal to be awarded at the EUROPEAN CONGRESS and decides about the type of prize or the quantity of money for the EUROPEAN CONGRESS prizes (young investigator award, best oral presentation and best poster presentation).
- The EB shall install special Offices and subsections of offices to fulfil the EUPSA strategies and their members. The EB is entitled to install committees for Paediatric Surgical subspecialties such as trauma, cancer, paediatric urology, etc. These committees shall focus their work on research, good practice and the progress of that subspecialty.
- All members of the EB shall serve for the term of office specified in the Statutes and at the expiry of such term or terms new members shall be appointed following proposition of EB and approval of a majority of votes of the GA.
- Members elected by a majority vote of the EB may fill vacancies that occur in any of the offices for the unexpired term.
- The EB shall, from time to time, have the power to employ paid or unpaid agents, staff or advisers to the Association. Such persons would have charge of the administration of the Association, and would work to further the aims of the Association as determined by the EB. All staff will be responsible to the EUPSA President.

Article 10: Executive Board Members

- **The President**
  - shall serve as chair of the EB and shall serve on all offices.
  - convenes and presides over the meeting of the GA and is responsible for the agenda of the meeting.
  - represents the EUPSA on all occasions in international organizations. He is entitled to nominate a member to represent the EUPSA on his behalf.
  - is responsible for all correspondence related to the Association and administers the archives.
  - manages the affairs of the Association, signs the contracts and at all times acts as its principal representative.
  - coordinates all activities and collects reports from the offices of the Association.

- **The President elect**
  - gains for two years, experience as a leading person of the EUPSA.
  - supports the activities of the President and works in close collaboration with the President.
  - is co-Chairperson of the GA and is member of all offices

- **The Past President**
  - may advise the President and supports his activities by his experience.
  - is co-Chairperson of the EB and a member of all offices.

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- **The Honorary Secretary**
  - is responsible for the minutes of the meetings of the EB and the GA and shall provide the minutes of the GA to all members by website and e-mail.
  - shall inform all members of the Association not later than four months before the GA on the date and venue of the GA. He invites all members to submit comments, suggestions and/or recommendations, as well as nominations for elections if appropriate to the President or the Honorary Secretary.
  - shall send out, not less than four weeks prior to the GA, the formal invitation including the agenda to all members of the Association to attend the GA.
  - shall publish the EUPSA-Newsletter on the homepage in close collaboration with the President and the other members of the EB.
  - distributes the appropriate certification of membership to new members.
  - shall prepare the certificates and medal for the honorary member and Rehbein Medal (lifetime achievement medals) respectively for the EUROPEAN CONGRESS.
  - is responsible for contracts of any person or organization cooperating with the EUPSA together with the President and President elect.

- **The Treasurer**
  - shall be the custodian of the assets of the Association and shall adhere to the principles of appropriate bookkeeping and accounting.
  - is responsible for the collection of the subscriptions of the Association.
  - shall work with the President and the EB-members in overseeing all general accounting and financial record keeping functions of the Association.
  - shall ensure that all funds of the Association are audited each year by the selected statutory auditor and shall present the report of this audit to the EB and to the GA.
  - shall make proposals to the EB for funds accumulated by the EUPSA.
  - is responsible for contracts of any person or organization cooperating with the EUPSA together with the President, the President elect and the Honorary Secretary.
  - is responsible together with the assigned PCO and the Congress President for the budget and financial success of the EUROPEAN CONGRESS.

- **The Former Presidents**
  - may advise the President or other members of the EB in their activities, according to their experience in the past.
  - can be assigned duties from the President or the EB to fulfil the aims of the Association
  - are invited to the EB meeting without voting right

- **The Chairmen of Offices**
  - are members of the EB with voting rights.
  - are elected by the members of that office; this can be done one year in advance, at the beginning of his term.
  - shall stimulate, coordinate, promote and organize the special purpose of the office together with the proposed members.
  - cannot be a member of a second office.
  - are responsible for the minutes of the office meetings. The minutes have to be sent to the Honorary Secretary and distributed to the members of the EB.

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- they present to the EB during the meetings in January and during the annual EUPSA CONGRESS in attention to the GA a written report on the activities of the past year and the future plans for the next one year.
- shall present a report at least once a year to the GA.

- **The Webmaster**
  - shall be responsible for the development and the updating of the EUPSA website.
  - is elected for one term of 3 years and attends the EB meetings without voting right. He may be re-elected for another term of 3 years.

- **The Congress Chairperson**
  - is nominated by the EB and attends the EB meetings without voting rights for a period of 2 years, beginning one year before the respective congress and ending after having presented the congress balance to the EB and the report to the GA.
  - has to cooperate with the assigned PCO, which is responsible for the whole congress organization by offering local contacts and helping the PCO to organize the congress.
  - is responsible for the local organization of the EUROPEAN CONGRESS according to the congress manual and shall build up a local organizing team.
  - has to adhere to the principles of appropriate bookkeeping and accounting in close collaboration with the assigned PCO and the Treasurer.
  - has to keep within the budget worked out with the PCO

IV. EUPSA Offices and Committees

Article 11: Offices structure

- Offices are institutions of the EUPSA and should collaborate with each other for special purposes to fulfil the aims of the Association.
- The EB can propose to the GA the closure or installation of offices to strengthen the organisation.
- Offices shall assist the EB.
- The term for appointed members is three years, one re-election is possible.
- If a member of any office fails to attend the meetings without any serious reason or does not reply within a certain sensible time to the request of the Chairperson of the Office, he can be asked to resign and the Chairperson proposes a new member.
- The President, the President elect and the past President are members of all offices and are therefore not specially mentioned in the following paragraphs.

Article 12: Education Office

- It consists of up to twelve members including two trainees. The members elect a Chairperson. The term of office for appointed members is three years, one reappointment is possible.
- The aim of the Education Office is to support and promote the organization of the postgraduate education, lectures, scholarships, exchange of colleagues between institutions and countries, EUPSA-surgical workshops, etc..

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- The Education Office shall formulate good practice standards in Paediatric Surgery in collaboration with the UEMS-Section Paediatric Surgery, which shall be published on the EUPSA website.
- Every question, request or initiative concerning education received by the EB will be transferred to the Chairperson of the Education Office and will be dealt with within a reasonable period of time.
- The Education Office decides whether courses or scientific meetings may receive the EUPSA approval
- The Education Office prepares evaluation procedures for congresses, courses, "meet the expert lunches etc..
- The Education Office presents the results of the evaluations to the local organizers and to the EB.

Article 13: Scientific Office

- It consists of up to twelve members. The members elect a Chairperson. The term of office for appointed members is three years, one reappointment is possible.
- The editor of European Journal of Paediatric Surgery is, by his function, a member of the Scientific Office.
- The aim of the Scientific Office is to maintain the Association's scientific production at the highest level.
- Every question, request or initiative concerning the scientific matters received by the EB will be transferred to the Chairperson of the Scientific Office and will be answered within reasonable time.
- The Scientific Office is responsible for scoring and acceptance or rejection of the anonymously submitted abstracts for the EUROPEAN CONGRESS.
- The Scientific Office proposes the special topics of the EUROPEAN CONGRESS, the invited speakers, and other scientific features of the congress. These decisions must be endorsed by the EB.
- The Scientific Office decides about the recipients of the EUROPEAN CONGRESS awards:
  - two young investigator awards (for the best research works; the recipients must not be older than 35 years)
  - three best poster presentation awards (for the best posters)
- The Scientific Office proposes:
  - "European Congress Lecture" for outstanding contributions in the field of Paediatric Surgical Research.
  - "Duhamel Memorial Lecture" for outstanding contributions to the progress of clinical management
  - "European Journal of Paediatric Surgery Lecture" for outstanding contributions in the field of Paediatric Surgery

  The lecturer will be approved by the EB and ratified by the GA
- The Scientific Office approves the scientific content of post-graduate courses and other EUPSA-organized meetings, as well as official scientific publications of the EUPSA.
- The Scientific Office cooperates with the Network Office where necessary (see Art. 14)

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Article 14: Network Office

- It consists of up to twelve members. The members elect a Chairperson. The term of office for appointed members is three years, one reappointment is possible.
- The primary objective of the Network Office is to develop a data co-ordinating centre, in order to implement, support and promote the development of networks in the field of Paediatric Surgery, to provide data management and bio statistical support and consultation in the areas of design, execution, and analysis for clinical and basic science studies.
- The Network Office shall assist and support EUPSA members in their research activity and shall promote the progress in research among paediatric surgeons in Europe. The office would also assist in the development of study materials, including protocols, study manuals and forms.
- The Network Office shall encourage and coordinate the application for funding to the EU Framework Grants. The Network Office shall collaborate with other EUPSA offices such as the Education and Scientific Offices as well as international centres.
- The members elaborate the needed financial support for EUPSA-studies and submit the financial plan to the Treasurer, who presents these to the EB. The decision is taken by the EB.
- Suggests, promotes, supports and approves multicentre EUPSA studies on all fields of clinical work and basic research from European countries.
- Approves or rejects submitted international research studies between countries of Europe and other continents and may suggest funding to the EB
- The Network Office cooperates with the Scientific Office where necessary (see Art. 13)

Article 15: EUPSA Committees

The EB shall install committees with the aim of promoting research, good practice standards and progress within defined subspecialties of Paediatric Surgery.

V. EUPSA Honorary Awards

Article 16: Honorary members and Rehbein Medal (Lifetime Achievement Awards)

- To honour distinguished Paediatric Surgeons who have contributed significantly to the progress and international development of Paediatric Surgery in Europe and in the world, the EUPSA shall award those outstanding contributions on the occasion of the EUROPEAN CONGRESS.
- Any member of EUPSA can nominate a paediatric surgeon or scientist who has made outstanding contribution to the development of paediatric surgery for the award of EUPSA Honorary Membership and Rehbein Medal Recipient giving a short report on his merits. Details regarding the process of nominating will be posted on EUPSA website.

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- The decisions are made by the EB for the:
  - Rehbein Medal recipient
  - Honorary Membership award
- The EB approves the proposal of the Scientific Office for the:
  - European Congress Lecture" for outstanding contributions in the field of Paediatric Surgical Research.
  - Duhamel Memorial Lecture" for outstanding contributions to the progress of clinical management
  - European Journal of Paediatric Surgery Lecture" for outstanding contributions in the field of Paediatric Surgery

VI. The EUROPEAN CONGRESS

Article 17: European Congress Organization

- The EUROPEAN CONGRESS will be organized annually at a location decided by the EB.
- The EUROPEAN CONGRESS is open for all paediatric surgeons and other interested parties and individuals.
- The Scientific Office is responsible for the scientific program of the congress and the EUROPEAN CONGRESS awards.
- The EB assigns the Organization of the EUROPEAN CONGRESS to a PCO after approval by the GA.
- The modalities for the organization of the Congress are specified in the contract between EUPSA and the PCO, whereas at least a no loss guaranty should be secured.
- The congress Chairperson has to cooperate with the PCO according to the rules set in the congress manual (see Article 10).
- A contract containing a business plan and financial modalities of the congress is worked out and agreed at least 2 years before the congress between the PCO, the Treasurer and the Congress Chairperson.
- The definitive goal shall be to achieve a positive balance in order to improve the financial position of the Association.
- The guaranteed profit belongs to the Association.
- A compensation for the local Organiser will be agreed (see Congress agreement) whereas the CC guaranties that not even a portion of this compensation shall be used for private purposes or for individual members.

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VII. Arbitration

Article 18: Disagreements

- Members are obliged to promote friendship and fraternity.
- In the worst case of a serious disagreement between members or failure to uphold the ethical guidelines of the Association, the EB shall nominate 5 delegates from the senior and honorary members which shall investigate independently the case and present a written report to the EB.
- The EB will then present a proposal to the GA, which may be approved or rejected by a simple majority of votes of eligible members present and voting at the GA.

These Bye-Laws were accepted by the GA on June 7th 2013

Prof. Dr. Jean Michel Guys
EUPSA President

Prof. Dr. Zacharias Zachariou
EUPSA President-elect

Prof. Dr. Prem Puri
EUPSA Past President

Prof. Dr. Giovanna Ricipetitoni
EUPSA Honorary Secretary

Prof. Dr. Massimo Rivosecchi
EUPSA Treasurer

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