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**BY-LAWS OF THE  
EUROPEAN PAEDIATRIC SURGEONS' ASSOCIATION**

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## **Article 1: Membership**

### **1.1 Membership categories**

- 1.1.1 All applications for membership are made directly to the secretary. The 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 decides about the acceptance of applicants as EUPSA members and informs the General Assembly (GA).
- 1.1.2 The application for active membership has to be endorsed by two active members of the EUPSA.
- 1.1.3 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 secretary to become active members.
- 1.1.4 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.
- 1.1.5 Any member can propose a person to the EB for honorary membership. The EB will take the decision and inform the GA.

### **1.2 Membership fee**

- 1.2.1 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.
- 1.2.2 Members whose membership has been terminated may reapply for membership after payment of all dues – subject to the approval of the EB.

### **1.3 Membership privileges**

- 1.3.1 All members shall receive a certificate showing their membership within the EUPSA as well as the type of their membership.
- 1.3.2 The mission statements, the Statutes and the By-laws as well as a roster of membership are regularly published on the EUPSA website.
- 1.3.3 All members are entitled to participate in the EUROPEAN CONGRESS of Paediatric Surgery – at a reduced registration fee.
- 1.3.4 All members are entitled to participate in the EUPSA accredited or organised symposia and workshops – at a reduced registration fee.
- 1.3.5 All members are entitled to apply for support, fellowship, grants, awards and prizes connected with the EUROPEAN CONGRESS and postgraduate EUPSA activities.
- 1.3.6 All members are entitled to apply for support in the broadest sense from the EUPSA as a scientific organization.

### **1.4 Termination of membership**

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 By-laws or the ethical standards in paediatric surgery, or prejudices the Association in anyway. 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.

## **1.5 Communication with members**

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

## **Article 2: Administration of the Association**

### **2.1 Executive Board**

- 2.1.1 The EB is the decision-making organ and is responsible for all administrative and management functions. Delegates of the Executive Boards of other Associations may be affiliated as members of the EB (without active voting rights).
- 2.1.2 The EB proposes programmes and formulates new strategies to improve and strengthen the EUPSA.
- 2.1.3 The EB decides the candidates for honorary member 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).
- 2.1.4 The EB shall install special offices and subsection 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.
- 2.1.5 All members of the EB shall serve for the term 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.
- 2.1.6 Members elected by a majority vote of the EB may fill vacancies that occur in any of the offices for the unexpired term.
- 2.1.7 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.

### **2.2 President**

- 2.2.1 The president shall serve as chair of the EB and shall serve on all offices.
- 2.2.2 The president convenes and presides over the meeting of the GA and is responsible for the agenda of the meeting.
- 2.2.3 The president represents the EUPSA on all occasions in international organizations. He/She is entitled to nominate a member to represent the EUPSA on his behalf.



- 2.2.4 The president is responsible for all correspondence related to the Association and administers the archives.
- 2.2.5 The president manages the affairs of the Association, signs the contracts and at all times acts as its principal representative. The president coordinates all activities and collects reports from the offices of the Association.

### **2.3 President elect**

- 2.3.1 The president elect gains for two years experience as a leading person of the EUPSA.
- 2.3.2 The president elect supports the activities of the president and works in close collaboration with the president.
- 2.3.3 The president elect is co-chairman of the GA and is member of all offices

### **2.4 Past president**

- 2.4.1 The past president may advise the president and supports his activities by his experience.
- 2.4.2 The past president is co-chairman of the EB and a member of all offices.

### **2.5 Secretary**

- 2.5.1 The secretary is responsible for the minutes of the meeting of the EB and the GA and shall provide the minutes to all members by website and e-mail.
- 2.5.2 The secretary shall, not less than four months, prior to the date notify all members of the Association of the venue and date of the GA and invite all members to submit comments, suggestions and/or recommendations to the president or to the secretary, or nominations for elections if appropriate.
- 2.5.3 The secretary shall send out, not less than four weeks prior to the GA, the formal invitation to all members of the Association to attend the GA. The invitation shall include the agenda.
- 2.5.4 The secretary shall publish the EUPSA-Newsletter on the homepage in close collaboration with the president and the members of the EB.
- 2.5.5 The secretary distributes the appropriate certification of membership to new members.
- 2.5.6 The secretary shall prepare the certificates and medal for the honorary member and Rehbein Medal (lifetime achievement medals) respectively for the EUROPEAN CONGRESS.
- 2.5.7 The secretary is responsible for contracts of any person or organization cooperating with the EUPSA together with the president.

### **2.6 Treasurer**

- 2.6.1 The treasurer shall be the custodian of the assets of the Association and shall adhere to the principles of appropriate bookkeeping and accounting.
- 2.6.2 The treasurer is responsible for the collection of the subscriptions of the Association.
- 2.6.3 The treasurer shall work with the president and the EB-members in overseeing all general accounting and financial record keeping functions of the Association.
- 2.6.4 The treasurer shall ensure that all funds of the Association are audited each year by a firm of international auditors and two internal auditors (EUPSA active members) and shall present the report of this audit to the EB and to the GA.
- 2.6.5 The treasurer shall make proposals to the EB for funds accumulated by the EUPSA.



- 2.6.6 The treasurer is responsible for contracts of any person or organization cooperating with the EUPSA together with president and secretary.
- 2.6.7 The treasurer is responsible together with the congress president for the budget and financial success of the EUROPEAN CONGRESS.

## **2.7 Webmaster**

- 2.7.1 The webmaster shall be responsible for the development and the updating of the EUPSA website.
- 2.7.2 The webmaster is elected for one term of 3 years and is a member of the EB. He/She may be re-elected for another term of 3 years.

## **2.8 Congress Chairman**

- 2.8.1 The congress chairman is elected by the EB; he/she is responsible for the local organization of the EUROPEAN CONGRESS according to the congress manual and shall build up a local organizing team.
- 2.8.2 The congress chairman is a member of the EB without active voting rights.
- 2.8.3 The congress chairman has to present a business plan and congress budget to the EB at least 2 years before the congress.
- 2.8.4 The congress chairman has to adhere to the principles of appropriate bookkeeping and accounting in close collaboration with the treasurer.
- 2.8.5 The EUROPEAN CONGRESS should achieve a net profit. 70% of that profit belongs to the EUPSA assets while 30% remain with the local organizing team.
- 2.8.6 The term of the congress chairman begins one year before the appropriate congress and ends after having presented the congress balance to the EB and the report to the GA.

## **2.9 Chairmen of Offices**

- 2.9.1 The chairman of an office is a member of the EB with active voting rights.
- 2.9.2 The chairman of an office is elected by the members of that office; this can be done one year in advance, at the beginning of his/her term.
- 2.9.3 The chairman of an office shall stimulate, coordinate, promote and organize the special purpose of the office together with the proposed members.
- 2.9.4 The chairman of one office cannot be a member of a second office.
- 2.9.5 The chairman is responsible for the minutes of the office meetings. The minutes have to be sent to the secretary and distributed to the members of the EB.
- 2.9.6 The chairman shall present a report at least once a year to the GA.

## **Article 3: EUPSA Offices**

### **3.1 EUPSA Offices**

- 3.1.1 Offices are institutions of the EUPSA and should collaborate with each other with special purposes to fulfil the aims of the Association.
- 3.1.2 The EB can propose to the GA the closure or installation of offices to strengthen the organisation.
- 3.1.3 Offices shall assist the EB.
- 3.1.4 The term for appointed members is three years, one reappointment is possible.



- 3.1.5 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 chairman of the Office, he/she can be asked to resign and the chairman proposes a new member.
- 3.1.6 The president, the president elect and the past president are members of all offices and are therefore not specially mentioned in the following paragraphs.
- 3.1.7 Education Office
- 3.1.7.1 It consists of up to twelve members including two trainees. The members elect a chairman.
- 3.1.7.2 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..
- 3.1.7.3 The education office shall formulate good practice standards in Paediatric Surgery in collaboration with the UEMS-Section Paediatric Surgery, which shall be published in the EUPSA website.
- 3.1.7.4 Every question, request or initiative concerning education received by the EB will be transferred to the chairman of the education office and will be dealt with within a reasonable period of time.
- 3.1.7.5 The education office decides whether courses or scientific meetings may receive the EUPSA accreditation.
- 3.1.7.6 The term for appointed members is three years, one reappointment is possible.
- 3.1.7.7 The education office prepares evaluation procedures for congresses, courses, “meet the expert lunches etc..
- 3.1.7.8 The education office presents the results of the evaluations to the local organizers and to the EB.
- 3.1.8 Scientific Office
- 3.1.8.1 It consists of up to twelve members.
- 3.1.8.2 The editor of European Journal of Paediatric Surgery is, by his function, a member of the scientific office. The members elect a chairman. The aim of the scientific office is to maintain the Association’s scientific production at the highest level.
- 3.1.8.3 Every question, request or initiative concerning the scientific matters received at the EB will be transferred to the chairman of the scientific office and will be answered within reasonable time.
- 3.1.8.4 The scientific office is responsible for scoring and acceptance or rejection of the anonymous submitted abstracts.
- 3.1.8.5 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.
- 3.1.8.6 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)



- 3.1.8.7 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.
- 3.1.8.8 The scientific office suggests, promotes, and supports and approves multicentre EUPSA studies on all fields of clinical work and basic research from European countries. 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.
- 3.1.8.9 The scientific office approves or rejects submitted international research studies between countries of Europe and other continents and may suggest funding to the EB.
- 3.1.8.10 The term for appointed members is three years, one reappointment is possible.

### **3.1.9 Network Office**

- 3.1.9.1 The network office consists up to 12 members.
- 3.1.9.2 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.
- 3.1.9.3 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.
- 3.1.9.4 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.

## **Article 4: EUPSA Committees**

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

## **Article 5: Honorary members and Rehbein Medal (Lifetime Achievement Awards)**

- 5.1 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.
- 5.2 The decisions are made by the EB for the:
  - European Congress Lecture for outstanding contributions in the field of paediatric surgical research
  - European Journal of Paediatric Surgery Lecture for outstanding contributions in the field of paediatric surgery
  - Duhamel Memorial Lecture for outstanding contributions to the progress of clinical management



## **Article 6: Language**

6.1 The official language of the Association is English

## **Article 7: Congresses**

- 7.1 The EUROPEAN CONGRESS will be organized annually at a location decided by the EB.
- 7.2 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 congress chairman is responsible for the management of the congress and the specified structure according to the rules set into the congress manual.
- 7.3 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 congress chairman and the treasurer. The financial responsibility will remain with the congress chairman, who has to adhere to the principles of appropriate bookkeeping and accounting in close collaboration with the treasurer. The definitive goal shall be to achieve a positive balance in order to improve the financial position of the Association.

## **Article 8: Official Journal**

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

## **Article 9: Disagreements**

The 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.