

## **Statutes of the European Paediatric Surgeons' Association**

### **Article 1: Name of the Association**

The Association shall be named the European Paediatric Surgeons' Association (hereinafter referred to as the EUPSA or Association). The EUPSA is founded as a scientific and non profit-making association for an indeterminate period of time according to the Austrian Civil Code.

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

The head office of the EUPSA is registered in Austria.

### **Article 3: Aims and Objectives of the Association**

- To act as an international forum of the European Paediatric Surgeons
- To promote the highest clinical standards in all fields of paediatric surgery and in all paediatric surgical centres in Europe.
- To support the discovery of new clinical and research insights which may lead to prevention, treatment and cure of congenital malformations, trauma and all other paediatric surgical diseases or disturbed functions
- To support friendship and fraternity among all members of the Association
- To develop an advocacy role for all fields of paediatric surgery in Europe
- Not seek any legislative or executive power within European countries
- These Aims and Objectives shall be achieved by
  - o The organisation of the annual EUROPEAN-CONGRESS
  - o The Formulation and publication of good practice standards in the EUPSA-website.
  - o Promoting and organizing postgraduate courses, workshops, teaching lectures, and special congresses.
  - o Promoting scholarships and international exchange for study purposes of members
  - o Promoting European research projects of members
  - o Supporting members in public health activities related to prevention, diagnosis and therapeutic measures in paediatric surgery
  - o Intensifying the relations of the EUPSA with non-European paediatric surgical Associations

### **Article 4: Not-For-Profit**

The Association shall not engage in business of any kind, which is ordinarily carried on for profit, and nothing in the statutes and By-laws shall authorize the Association to do so. The Association shall not enter into any transaction, carry on any activity or engage in any business solely for pecuniary purposes. Any income received by the Association shall be applied exclusively to the not-for-profit purposes of the Association as set forth herein. No part of any income shall benefit of any private member or individual.

### **Article 5: By-laws**

The board shall propose from time to time, for adoption by the members, By-laws, provided that the By-laws shall not be inconsistent with the laws of Austria. Those By-laws must be adopted and may be amended, after due notice, by the affirmative votes of two-thirds of eligible members present and voting at the Association's General Assembly.

### **Article 6: Administration of the Association**

An Executive Board (EB) shall conduct the business of the Association. The Executive Board shall make proposals to the General Assembly and fulfil the decision of the General Assembly.

All the financial dealings of the Association have to adhere to the principles of appropriate bookkeeping and accounting. Any debts or liabilities must always be fully covered by the assets of the Association, and the Treasurer of the EB has to ensure that the Association has always a positive balance.

Two independent Auditors are elected by the General Assembly. They audit all financial records presented by the treasurer and submit their report of this audit to the EB and the General Assembly.

The EB shall install special Offices. The EB, as well as the General Assembly, may nominate the Officers. The nominations must be approved by a majority of votes of the eligible members voting at the General Assembly.

The EB shall propose to the General Assembly the installation of Committees for subspecialties of paediatric surgery. The Committees are open to all members interested in that subspecialty.

- Executive Board

- o President (Chairman of the EB)
- o Past President (1. Vice-chairman)
- o President Elect (2. Vice-chairman)
- o Secretary
- o Treasurer

Chairmen of the Offices

Webmaster

Congress Chairman, without voting rights

President of the UEMS – Section Paediatric Surgery, without voting rights

Editor EJPS, without voting rights

- Quorum at the Executive Board Meeting

EB decisions shall, when possible, be made by consensus. When this is not possible every issue may be determined by simple majority of the votes cast by the officers of the Association present at the EB meeting. In the case of equality of the votes the President shall have a second or casting vote. The quorum exists when 4 (four) members of the EB are present.

- Election of the EB

- o Only Active Members from Europe are eligible to be candidates for President, Treasurer, Secretary, Congress Chairman and Webmaster.
- o At least 4 (four) months before the Annual Meeting of the General Assembly all members – except Trainees– shall be asked to propose candidates for the election to the Executive Board. The Secretary informs the members via Homepage about all received nominations. Unless there is a specified Nomination Office, the EB proposes the candidates for election to the General Assembly. The General Assembly has the right to propose further candidates. Only candidates present during the General Assembly are eligible for election.
- o Before the General Assembly meeting ballot sheets for an election shall be distributed. Members unable to attend the General Assembly shall be entitled to send their ballot papers to the secretary by post to arrive at least 7 (seven) days before the meeting. The anonymous ballots are opened during the election process at the General Assembly.
- o The President Elect will be automatically the next President and the President the next Past President. Therefore, the President Elect will be elected by a secret ballot at the time of the General Assembly two years before his/her term as President.
- o The Secretary, the Treasurer and the Webmaster will be elected by a secret ballot at the time of the Annual Meeting of the General Assembly an appropriate time before their office begins.
- o The proposed Delegates for the EUPSA-Offices must be approved by a majority of votes of the eligible members voting at the General Assembly.

- Terms of Office
  - o The term for the President is two years. Thus, he/she serves the Association two years as President Elect and two years as Past President. No re-election is possible.
  - o The term for the Secretary, the Treasurer and the Webmaster is three years. One re-election is possible.
  - o The term for Chairmen of the Offices is three years – except otherwise regulated. One re-election is possible.
  - o The term for the Congress Chairman is two (2) years.

### **Article 7: Membership**

The EUPSA has the following membership categories:

- Active Membership
  - o Active Membership is open to all paediatric surgeons from Europe and other continents.
  - o Active Members have the right to vote at the General Assembly
  - o Only active members from Europe can be elected as office bearers and can be appointed as chairman of Offices
- Trainee Membership
  - o Trainee Membership is open to paediatric surgeons-in-training from any country
  - o Trainee Members have no rights to vote at the General Assembly
  - o Trainee Members can be appointed as members but not as chairmen of Offices. Preferably one or two Trainees should be appointed additionally as members of the Education Office.
- Corresponding Membership
  - o Corresponding Membership is open to all scientists or non paediatric surgery specialists who have major interests in the specialty of paediatric surgery
  - o Corresponding Members have the right to vote at the General Assembly
  - o Corresponding Members can be appointed as members but not as chairmen of Offices
- Honorary Membership
  - o Honorary Membership may be awarded to paediatric surgeons, to scientists and others who have made outstanding contributions and exerted an important influence on paediatric surgery
  - o Honorary Members have no right to vote at the General Assembly
  - o Honorary Members can be appointed as members but not as chairmen of Offices
- Senior Membership
  - o Senior membership is open to active members after their retirement (at their own request)
  - o Senior members have not the right to vote at the General Assembly
  - o Senior Members can be appointed as members but not as chairmen of Offices

### **Article 8: Membership Fee**

All members except Senior and Honorary Members shall be charged membership fees in an amount proposed by the EB and approved by the General Assembly.

### **Article 9: General Assembly**

- Meeting
 

The General Assembly shall be held at least annually and shall always be held on the same occasion as the EUROPEAN CONGRESS of Paediatric Surgery. All members are entitled to attend. The Secretary shall, not less than 4 (four) months prior to the date, notify all members of the Association of the venue and date of the General Assembly and invite all members to submit

comments, suggestions and/or recommendations to the President or to the Secretary, or nominations for elections if appropriate. All comments or requests received not less than 6 weeks prior to the General Assembly shall be included in the Agenda, unless the EB directs otherwise.

Not less than 4 weeks prior to the General Assembly the formal invitation to all members of the Association to attend the General Assembly shall be sent out by the Secretary. The invitation shall include the Agenda.

Members may raise a matter or matters not referred to on the Agenda for the purpose of discussion. These will be discussed under the item "Other Business". The General Assembly can defer these items also to the following meeting.

- Presidency

The General Assembly will be convened and presided over by the President, and in his/her absence by the Past President, and in his/her absence by the President Elect, and in his/her absence by the oldest Active Member of the EB.

- The Agenda

The President signs the Agenda and is responsible for the items. All comments of members received in time and approved by the EB, as well as all items suggested by EB-members shall be included in the Agenda. The following items are obligatory in the Agenda:

- o The minutes of the previous General Assembly
- o The report of the President
- o The Report of the Congress Chairman
- o The report of the Treasurer and the Internal Auditors
- The report of the Secretary
- The report of the Webmaster
- o Other Business

- Voting

- o Only Active Members shall be entitled to vote at the General Assembly on any matter arising out of the Agenda.

In all meetings the decisions are made by a simple majority of votes by the eligible members present and voting. In the case of equality of votes the President or other presiding officer of the Association shall have a second or casting vote. All items discussed under "Other Business" cannot be voted on.

- o Election of Officers for the EB:

The candidate is elected who has 50% + 1 votes of the eligible members present at the General Assembly including the ballot paper votes received by the secretary at least 7 (seven) days before the General Assembly.

- Extraordinary General Assembly

An extraordinary General Assembly may be called at the request of 3 (three) members of the EB or at the request of not less than 10 (ten) percent of the Active Members indicating the reasons therefore.

- Discharge

Before the President Elect takes over the office as an actual President, the former President has to present a report of his term and, if appropriate, it has to be approved by a simple majority of votes of eligible members present and voting at the General Assembly.

Before the election of a new Treasurer the report of the former Treasurer covering the whole time spans of his office has to be presented, and if appropriate, approved by a simple majority of votes of eligible members present and voting at the General Assembly.

### **Article 11: Offices and Members of Offices**

Within the Association special Offices shall be installed and members of offices shall be proposed by the Office Chairman and approved by the EB. The delegates of the Offices elect a chairman, unless it is differently specified by the By-laws. Only Active Members from Europe can be elected as a chairman of Offices. The Chairmen of the Offices are members of the EB and shall present a written report of the activities of the past year and the prospective plans for the next two (2) years to the EB and to the General Assembly two months before the European Congress.

### **Article 12: Amendments**

These Statutes, the Mission and the Goals of the Association as well as the Association's Bye-laws may be amended by a two-thirds vote of the eligible members present and voting at the General Assembly. The proposed amendment(s) shall be printed on the notice of the General Assembly and shall be submitted to the eligible members at least 30 (thirty) days in advance of the General Assembly.

### **Article 13: Dissolution of the EUPSA**

The EUPSA is constituted in perpetuity but may at any time be dissolved by a resolution passed at a General Assembly by not less than two-thirds of the Active Members of the Association. The EB shall ensure that all temporary debts and liabilities of the Association shall be paid and discharged in full. Any remaining assets of the Association shall be transferred to the Caritas and must only be used by this institution for public health activities. If the Caritas does not exist any more at the time of dissolution of the EUPSA, the remaining assets shall be transferred to an equivalent institution involved in public health activities.

## **By-Laws of the European Paediatric Surgeons' Association**

### **1. Article 1: Membership**

#### **1.1 Membership categories**

- 1.1.1 All applications for Membership are made directly to the Secretary of EUPSA as a member of the Executive Board (EB). The Secretary shall consider the qualifications of all candidates, and shall recommend to the EB those suitable to be approved as members. The EB decides about the acceptance of applicants as members of EUPSA.
- 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 Member of the EUPSA 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 Executive Board will take the decision and inform the General Assembly.
- 1.1.5 Any member can propose a person to the EB for a **honorary membership**. The Executive Board will take the decision and inform the General Assembly.

#### **1.2 Membership Fee**

- 1.2.1 All members, except Senior Members and Honorary Members shall be charged membership fees in an amount proposed by the EB and approved by the General Assembly. Any member who, after appropriate notification, does not pay membership fees within two years will lose the membership.
- 1.2.2 Discharged members may request reinstatement – after payment of any back fees owed – subject to the approval of the EB

#### **1.3 Membership Privileges**

- 1.3.1 All members shall receive a document that certifies their membership within the EUPSA as well as the type of their membership
- 1.3.2 The Mission Statements, the Statutes and the Bylaws 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 EUPSA accredited or organised symposia and workshops – if applicable at a reduced registration fee
- 1.3.5 All members are entitled to apply for support, fellowship, grants, awards and prizes in association with the EUROPEAN CONGRESS and postgraduate activities the EUPSA, as well as for funding of European or international multi-centre research studies.
- 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

- 1.4.1 on death of a member
- 1.4.2 on receipt of a written resignation of the member
- 1.4.3 unpaid membership fee for two years
- 1.4.4 when the member ceases, for whatever reason, to be a registered paediatric surgeon whether in Europe or elsewhere
- 1.4.5 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 any way. This kind of termination of membership must be recommended by the Executive Board and approved by the affirmative vote of two-thirds of the eligible members present and voting at the General Assembly

## **1.5 Communication with Members**

1.5.1 Communication with Members occur primarily via the website and by e-mail.

## **2. Article 2: Executive Board**

- ◆ 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).
- ◆ The EB proposes programmes and formulates new strategies to improve and strengthen the EUPSA.
- ◆ The EB decides the candidates for Honorary Lectures to be delivered, 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, best poster presentation).
- ◆ 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.
- ◆ 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 General Assembly.
- ◆ 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, which may include a Senior Executive. 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 including the Senior Executive will be responsible to the President of EUPSA

### **2.1 President**

2.1.1 The President shall serve as Chair of the EB and shall serve on all Offices.

2.1.2 The President convenes and presides over the meeting of the General Assembly and is responsible for the Agenda of the meeting.

2.1.3 The President convenes and presides over meetings of the EB and is responsible for the Agenda.

2.1.4 The President represents the EUPSA on all occasions in national and international organizations.

2.1.5 The President is responsible for all correspondence related to the Association and administers the archives.

2.1.6 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.

## **2.2 President Elect**

2.2.1 The President Elect gains for two years experience as a leading person of the EUPSA

2.2.2 The President Elect supports the activities of the President and works in close collaboration with the President

2.2.3 The President Elect is Co-chairman of the General Assembly and is member of all Offices

## **2.3 Past President**

2.3.1 The Past President may advise the President and supports his activities by his experience

2.3.2 The Past President is Co-chairman of the EB and a member of all Offices

## **2.4 Secretary**

2.4.1 The Secretary is responsible for the minutes of the meeting of the EB and the General Assembly and shall provide the minutes to all members

2.4.2 The Secretary shall, not less than 4 (four) months, prior to the date notify all members of the Association of the venue and date of the General Assembly and invite all members to submit comments, suggestions and/or recommendations to the President or to the Secretary, or nominations for elections if appropriate.

2.4.3 The Secretary shall send out, not less than 4 (four) weeks prior to the General Assembly, the formal invitation to all members of the Association to attend the General Assembly. The Invitation shall include the Agenda and anonymous ballot sheets for elections.

2.4.4 The Secretary is a member of the Media Office.

2.4.5 The Secretary is responsible for keeping the homepage up to-date stage, with special regard to oncoming nominations for elections.

2.4.6. The Secretary shall publish the EUPSA-Newsletter of the Association in close collaboration with the President and the Members of the EB.

2.4.7 The Secretary distributes the appropriate certification of membership to new members.

2.4.8 The Secretary shall prepare the certificates and medals for the EUROPEAN CONGRESS awards and the honorary lectures and lifetime achievement medals.

2.4.9. The Secretary is responsible for contracts of any person or Organization cooperating with EUPSA together with President and Treasurer.

## **2.5 Treasurer**

2.5.1 The Treasurer shall be the custodian of the assets of the association and shall adhere to the principles of appropriate bookkeeping and accounting.

2.5.2 The Treasurer is responsible for the collection of the subscriptions of the Association.

2.5.3 The Treasurer shall work with the President and the EB-members in overseeing all general accounting and financial record keeping functions of the Association.

2.5.4 The Treasurer shall assure that all funds of the Association are audited each year by two independent Auditors and shall present the report of this audit to the EB and to the General Assembly.

2.5.5 The Treasurer shall make proposals to the General Assembly for investing not for working purposes required money.

2.5.6 The Treasurer is a member of the Scientific Office.

2.5.7 . The Treasurer is responsible for contracts of any person or Organization cooperating with EUPSA together with President and Secretary.

## **2.6. Webmaster**

2.6.1. The webmaster shall be responsible for the development and the updating of the EUPSA website

## **2.6 Congress Chairman**

2.6.1 The Congress Chairman is elected by the EB; he is responsible for the local organization of the EUROPEAN-CONGRESS and shall build up a local organizing team.

2.6.2 The Congress Chairman has to adhere to the principles of appropriate bookkeeping and accounting in close collaboration with the Treasurer

2.6.3 The EUROPEAN-CONGRESS shall achieve possibly a net income. 70% of that income belong to the EUPSA assets while 30% remain with the local organizing team

2.6.4 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 General Assembly.

## **2.7 Chairmen of Offices**

2.7.1 The Chairman of an Office is a member of the EB. The Congress Chairman is a member of the EB without voting right.

2.7.2 The Chairman of an Office is elected by the members of that Office; this can be done one year in advance the beginning of his/her term.

2.7.3 The Chairman of an Office shall stimulate, coordinate, promote and organize the special purpose of the Office together with the proposed members.

2.7.4 The Chairman of one Office cannot chair a second Office.

2.7.5 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.

2.7.6 The Chairman shall present a report at least once a year to the General Assembly.

## **3. Article 3: The EUPSA Offices**

Offices are institutions of the EUPSA with special purposes to fulfil the aims of the Association. Offices shall assist the EB.

If a proposed 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.

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 The Education Office**

It consists of up to 12 (twelve) members including 2 (two) Trainees. The members elect a chairman.

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.

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.

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. The Education Office decides whether courses or scientific meetings may receive the EUPSA accreditation.

The term for appointed members is 3 (three) years, one reappointment is possible.

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.

### **3.2 The Scientific Office**

It consists of up to 12 (twelve) members, including the Congress Chairman and the Treasurer. 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.

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.

3.2.1 The Scientific Office is responsible for scoring and acceptance or rejection of the anonymous submitted abstracts.

3.2.2 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.

3.2.3 The Scientific Office decides about the recipients of the EUROPEAN CONGRESS awards:

3.2.3.1 - 2 (two) young investigator awards (for the best research works; the recipients must not be older than 35 years)

3.2.3.2 - 3 (three) best poster presentation awards (for the best posters)

3.2.4 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.

3.2.5 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 Funding and Financial Affairs Office.

3.2.6 The Scientific Office approves or rejects submitted international research studies between countries of Europe and other continents and may suggest funding to the Funding and Financial Affairs Office.

The term for appointed members is 3 (three) years, one reappointment is possible

## **4. Article 4: The EUPSA Committees**

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

## **5. Article 5: Honorary Lectures and Lifetime Achievement Awards**

To honour distinguished paediatric surgeons who have contributed significantly to the progress and international acknowledgment of paediatric surgery in Europe and in the world the EUPSA shall award those outstanding contributions on the occasion of the EUROPEAN CONGRESS. The decisions are made by the EB

- **The European Congress Lecture**  
for outstanding contributions in the field of paediatric surgical research
- **The European Journal of Paediatric Surgery Lecture**  
for outstanding contributions in the field of paediatric surgery

- **The Duhamel Memorial Lecture**  
for outstanding contributions to the progress of clinical management
- **The Rehbein Medal**  
for outstanding lifetime achievements in paediatric surgery

#### **6. Article 6: Language**

The official language of the Association is English

#### **7. Article 7: Congresses**

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 Congress Chairman is responsible for the management of the congress and the specified structure according to the rules set into the Congress Manual. 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 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.

#### **8. Article 8: Official Journal**

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

#### **9. 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 General Assembly, which may be approved or rejected by a simple majority of votes of eligible members present and voting at the General Assembly.