

**EUROPEAN ACADEMY OF PAEDIATRICS (EAP) / UNION OF EUROPEAN MEDICAL
SPECIALISTS - SECTION OF PAEDIATRICS (UEMS-PS) INPO**

(THE “ASSOCIATION”)

INTERNAL RULES OF PROCEDURE

1. INTRODUCTION

- 1.1. These internal rules of procedure (“RoP”) are internal rules (*intern reglement/réglement d’ordre intérieur*) as referred to in section 2:59 of the (Belgian) code of companies and associations.
- 1.2. These internal rules of procedure may be modified by the Executive Committee of the Association, deciding by the majority of votes.
- 1.3. Any changes of the rules of procedure shall be shared with the EAP membership (see AoA art.22)
- 1.4. The present RoP shall enter into effect on the first business day after its adoption by the Executive Committee. The RoP shall be sent by the Secretary General, as soon as possible, to all Members.
- 1.5. If there is any conflict or inconsistency between the provisions of these RoP and the articles of association of the Association, the latter shall prevail.
- 1.6. Terms and expressions starting with a capital letter defined (by reference) in the articles of association of the Association shall have the same meaning in these RoP, unless otherwise defined herein or the context specifically requires otherwise.

2. WORKING LANGUAGE

- 2.1. The language of the Association for official purposes is French, while the formal working language of the Association is English.
- 2.2. All documents of the Association shall be issued in English, except if and to the extent Belgian law would require otherwise.

3. FORMER EXECUTIVE COMMITTEE PRESIDENT

During a period of one (1) year immediately following the termination of his mandate, the former President shall attend the meetings of the Executive Committee meetings as a non-voting advisor.

4. MEMBERS – DELEGATES

- 4.1. The Executive Committee must keep a register of all its Members, listing for each Member, its category and its Delegate(s).

- 4.2. Each Delegate has the right to ask for the floor to address the General Assembly.
- 4.3. All Delegates may take an active role in the work of the General Assembly, the Permanent Councils, task forces or strategic advisory working groups, and must assign her/himself to one of the two Permanent Councils.

5. CONFERRING OF INDIVIDUAL RECOGNITION

5.1. HONORARY MEMBERS

- 5.1.1. The Executive Committee can confer the status of “Honorary Member” to an individual who is adjudged to have made extraordinary contributions to the work and development of Association and served the Association for many years in the Executive Committee or any of the Councils.
- 5.1.2. The nomination of an “Honorary Member” may arise by way of a proposal from the Executive Committee. The nomination for “Honorary Membership” will be presented by the Executive Committee to General Assembly who will vote on the proposal for approval of the proposition.

5.2. OTHER SPECIAL INDIVIDUAL TITLES

- 5.2.1. The Executive Committee can confer the status of “Corresponding Member” to an individual residing outside of Europe, as defined by the WHO regional Office for Europe, who is adjudged to have made extraordinary contributions to paediatrics and child health.
- 5.2.2. The nomination of a “Corresponding Member” may arise by way of a proposal from the Executive Committee. The nomination for “Corresponding Membership” will be presented by the Executive Committee to General Assembly who will vote on the proposal for approval of the proposition.

6. COUNCILS

6.1. GENERAL

- 6.2. Each individual member in good standing of the Full, Associate and Affiliated and Related Member Societies is considered a Fellow of EAP and may participate to the activities of the Association including the meeting of the two permanent councils. The Executive may limit the number of Fellow participants based on available space.

- 6.3. The Paediatric Subspecialty Delegates and Fellows of the Paediatric Subspecialty Members will, in any case, have a seat and voting rights in the Secondary-Tertiary care council.

6.4. PRIMARY CARE AND SECONDARY/TERTIARY CARE COUNCILS:

- 6.4.1. The Executive Committee shall set up two permanent councils, i.e. (i) the Primary care council or community care paediatric council (including all community based paediatrics) (the “Primary Care Council”), and (ii) the Secondary/Tertiary care council or hospital-based paediatric council (including all hospital based paediatrics) (the “Secondary/Tertiary Care Council”, together with the Primary Care Council, the “Permanent Councils”). The Permanent Councils are sections of the Association and are composed of the Delegates and the Fellows that have a similar interest in specific areas within the broad field of paediatrics. The Executive Committee shall review their activity at regular intervals.

- 6.4.2. A Delegate holds voting rights in the Permanent Council where she/he registers at the time of initial membership or renewal of membership of the Member which she/he represents (unless

they change the society/organization she/he represents or she/he changes his/her work status (from community to hospital and *vice versa*)). A Fellow holds voting rights in the Permanent Council where she/he is registered.

- 6.4.3.** The Primary Care Permanent Council serves the scientific, educational, professional and practice-based interests of primary care and community based paediatrics, by providing representation of primary care to the Association and its relevant task forces and strategic advisory groups and to the European Board of Paediatrics.
- 6.4.4.** The Secondary/Tertiary Care Council serves the scientific, educational, professional and practice-based interests of secondary/tertiary care (hospital based) and academic paediatrics by providing representation of secondary/tertiary care to the Association and its relevant task forces and, strategic advisory groups and to the European Board of Paediatrics.
- 6.4.5.** All Delegates may take an active role in the work of the General Assembly, the Permanent Councils, task forces or strategic advisory working groups. Each of the Affiliated and Related Delegates; Associate Member Delegates and the Full Member Delegates may assign her/himself to one of the two Permanent Councils. All other Fellows may assign to one of the two Permanent Councils

6.5. CHAIR OF PERMANENT COUNCIL

- 6.5.1.** Each Permanent Council is led by a chairperson. This chair must be a registered member of this specific Permanent Council and be elected, by simple majority, by the members of this Permanent Council and approved by the General Assembly. The term of office is two years, renewable once. This chair represents the Permanent Council in the Executive Committee. Candidates for the position must notify their intent to the Executive Committee with a written request, personal statement, and current CV, at least two months prior to the election.

6.6. ADDITIONAL STRATEGIC ADVISORY GROUPS

- 6.6.1.** Each Permanent Council may set up additional Working Groups (Task Forces or Networks), which need to be approved by the General Assembly. These are composed of individual paediatricians with a common interest working within a Permanent Councils.
- 6.6.2.** They should regularly produce evidence-based and up-to-date publications in form of reviews, articles, statements and any other written, visual or audio-visual material and collect, assess and disseminate evidence-based and up-to-date information on all aspects of paediatrics. The Strategic Advisory Groups are set up to carry out specific tasks as required within a period of time agreed. They are set up and dissolved by Executive Committee and/or General Assembly which shall review their activity at regular basis. The Chair of the Strategic Advisory Group can be a Delegate or an individual member of a Member and is elected by the members of the Strategic Advisory Group /Task Force/Network with approval by the EAP Executive Committee and General Assembly
- 6.6.3.** EAPRASnet is a Network of National Coordinators who are members of a Permanent Council.
- 6.6.4.** Young EAP (yEAP) is a Network with its own terms of reference linked to the EAP Constitution and Young EAP members are registered in a Permanent Council. The chair of the Young EAP has a seat on the Executive Committee.

7. UEMS-SP

- 7.1.** The Paediatric section of the UEMS (“UEMS-SP”) is an internal structure of UEMS which is a separate legal entity, distinct from the Association. Nonetheless, it is the intent of the Association to closely collaborate with UEMS-SP. The European Board of Paediatrics (EBP) is the European Board/Bureau of the paediatric Section of UNION EUROPEENNE DES MEDECINS SPECIALISTES [UEMS] IVZW, an international non-profit association registered with the Belgian Central Enterprises Register under number 0469.067.848 [“UEMS”],The Executive Committee shall, at all times and to the highest extent legally possible, closely cooperate with the EBP , European board/Bureau of the UEMS-PS in relation to the matters relevant to, both, the Association and (cumulatively) UEMS-PS, in order to ensure a unified approach in relation to these matters.
- 7.2.** The UEMS-SP is subject to the governing documents of the UEMS (which include, amongst others, the statutes and rules of procedure of the UEMS).The European board or the bureau of UEMS-SP meetings will be separated from any EAP General Assembly with a separate agenda. For both meetings separate minutes will be drawn up.

8. DECLARATION OF INTERESTS

- 8.1.** Each member of the Executive Committee, chairs of any strategic advisory groups, the Executive Director and those who organize events and activities on behalf of the Association must submit an annual “Declaration of Interests” in a format determined by the Executive Committee and submit it to the President of the Association. Candidates for each of these positions must also submit a Declaration of Interests to the President of the Association prior to being allowed to stand as a candidate.
- 8.2.** The president will determine whether an actual or perceived potential conflict of interest, and whether additional information is needed, including a discussion with the interested person. In the case of the Declaration of Interests of the President, the evaluation will be performed by the Vice-President.
- 8.3.** If a relevant conflict of interest is determined, it will be presented to the Executive Committee for discussion. The remaining Executive Committee members shall decide if a conflict of interest exists. In most circumstances, the disclosure of financial, affiliated or other interests or relationships that pose a potential conflict of interest will likely be sufficient in addressing the potential conflict. If, however, in the view of the Executive Committee, disclosure of such interests or relationships alone is not adequate to ensure the integrity and credibility of Association, the affected individual may be asked to resolve the conflict by either withdrawing from the outside conflicting interest or relationship or withdrawing from participation in some or all activities of the Association. Alternatively, the Executive Committee may provide for other means to resolve the conflict.

9. EUROPEAN SCHOOL OF PAEDIATRICS

The Association, together with UEMS-PS, the Permanent Councils and strategic advisory Groups/Task Forces/Networks may set up a European school in order to serve the educational needs and research interests of European paediatricians. This must be approved by the General Assembly. The activities the European School should be evaluated on a yearly basis by the Executive Committee.

10. PUBLICATIONS

10.1. JOURNAL:

The Association may establish its own journal or shall institute a partnership with an established European paediatric journal. Such a partnership should be subject to a written agreement between the Association and the journal representatives. Details of such a partnership should be dealt with by a designated editorial officer who will report on activities and problems to the Executive Committee on a regular basis.

10.2. OTHER PUBLICATIONS:

The Executive Committee may appoint other officers to deal specifically with other editorial aspects of publications such as the production and dissemination of information or teaching material and the representation of the Association on the web.

11. MEETINGS AND CONGRESSES

The Association will hold meetings or congresses in collaboration with other European paediatric societies.

12. THE SECRETARIAT

12.1. OFFICE

The Association, acting through its Executive Committee, may decide to set up an office and employ staff to administer the affairs of the Association. This administrative secretariat shall be located in Brussels, but may be moved elsewhere in Europe if deemed necessary.

12.2. EXECUTIVE DIRECTOR

The Executive Committee may appoint a voluntary, non-paid Executive Director who, together with the Executive Committee, is responsible for the organisation and activities of the Association. As a guarantor for the continuity of projects and activities, she/he shall be responsible for ensuring that business meetings are conducted efficiently and in accordance with the articles of association and these rules of procedure. Subject to the authority of the President, Secretary General and Executive Committee, the Executive Director shall attend all Executive Committee and business meetings of the Association as an observer.

The Executive Director is appointed by the Executive Committee. Her/his activities have to be evaluated by the Executive Committee every third year and; based on this evaluation and relevant decisions of the Executive Committee, her/his appointment is extended or terminated. The Executive Director can be dismissed by the Executive Committee, at any time after the first year.

12.3. STAFF

Depending on size and volume of activities, the Association may employ staff, who will work under the authority of the Executive Director. Appointment of such staff will be in accordance with staff regulations established by the Executive Committee and in conformity with the legislation of Belgium or any other country where the office of the EAP may be situated.

12.4. DUTIES OF THE SECRETARIAT

The duties of the secretariat are:

- (a) Membership management

- (b) Assisting the Treasurer in collection of membership fees
- (c) Producing, circulating and filing the minutes of various meetings
- (d) Assisting the Executive Committee in administrative issues
- (e) Circulating information between Executive Committee, Delegates and group members
- (f) Any other administrative tasks arising

13. RESOURCES

13.1. RESOURCES:

The financial resources of the Association are kept strictly separated from the financial resources of UEMS-SP (or any other related organisation).

Resources include:

- (a) Annual fees paid by Members that are represented in the General Assembly by Delegates. The amount of these fees is calculated *mutatis mutandis* the relevant UEMS regulations, is determined by the Executive Committee and approved by the General Assembly
- (b) Membership fees paid by the individual members of the groups. The amount of fees is determined by Executive Committee and approved by General Assembly
- (c) Proceeds from meetings and congresses.
- (d) Public or private grants, subsidies and endowments.
- (e) Interest and revenue from goods and assets belonging to the Association.
- (f) Payment for services rendered.
- (g) Authorised donations and bequests.
- (h) Any other income from of the Association's activities by members or Delegates

13.2. PROCEDURES:

All monetary contributions received for the work of any component part of the Association must be channelled through the Treasurer.

13.3. RESERVE FUND:

The Association will establish a reserve fund in order to cover the commitments that it has contracted for the running of its operations and to ensure continuation of function. The operation and supply of this fund shall be determined by the Treasurer with information of and in collaboration with the Executive Committee.