

Bye-Laws of the European Society for Paediatric Anaesthesiology

Article 1: Membership

1.1 Membership categories

1.1.1 Active members may only be physicians who have completed an accredited education in the field of anaesthesiology and who work or reside in a European country; or persons to whom exemption from the requirements for active membership described above has been granted by the Executive Board in individual cases, which exemption may be subjected to further conditions.

1.1.2 Associate members: Members of the European National Societies/Associations of Paediatric Anaesthesiologists affiliated to ESPA can become member of ESPA via their national group.

1.1.3 Affiliate members may only be physicians who have completed an accredited education in the field of anaesthesiology but do not work or reside in a European country; or physicians, nurses or other persons who work in the field of paediatric anaesthesiology; or persons to whom exemption from the above-mentioned requirements for affiliate membership has been granted by the Executive Board in individual cases, which exemption may be subjected to further conditions.

1.1.4 Trainee members may only be physicians who are following an accredited education in the field of anaesthesiology in an European country in order to become an accredited anaesthesiologist. Application for **trainee membership** shall be accompanied by a letter from the chief of his/her department indicating that he/she is an anaesthesiologist in training.

1.1.5 Retired members may only be persons who formerly were active members of the association but who no longer work (in employment or independently) in the field of anaesthesiology.

1.1.6 Honorary members shall only be persons who have excelled in doing meritorious work in the field of paediatric anaesthesiology. The election for a **honorary membership** will be recommended by the Executive Board. Honorary members are exempted from payment of the annual contribution.

1.1.7 Only the active members are entitled to vote at meetings of the General Assembly, to be appointed as members of the Executive Board and to be appointed as chairmen of committees of the association.

1.1.8 Membership applications should be made directly via the ESPA Website under "Membership". Membership is activated upon the payment of the membership fee. Associate/Dual members can be applied via their respective National Society/Association. Applications for Membership are made directly to the Secretary of ESPA.

1.2 Membership Fee

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

1.2.2. Associate members pay a reduced annual fee to ESPA via their National Society or Association.

1.2.3. Any member who, after appropriate notification, does not pay membership fees within two years will be expelled from the ESPA membership

1.2.4. The EB has the right to reduce or waive the membership fee in special circumstances.

1.3 Membership Privileges

1.3.1 All members shall receive electronically a document that certifies their membership within ESPA as well as the type of their membership

1.3.2 The Mission Statements, Statutes and the Bye-Laws, Guidelines, news items and details of forthcoming ESPA events are regularly published on the ESPA website.

1.3.3 All members are entitled to participate in the European Congress of Paediatric Anaesthesiology - if applicable at a reduced registration fee

1.3.4 All members are entitled to participate in postgraduate teaching activities of the ESPA, organized by an ESPA Committee – if applicable at a reduced registration fee

1.3.5 All members are entitled to participate in ESPA accredited paediatric anaesthesiology congresses, meetings, symposia and workshops – if applicable at a reduced registration fee

1.3.7 All members are entitled to apply for support in the broadest sense from the ESPA 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

1.4.4 when the member ceases, for whatever reason, to be a registered paediatric anaesthesiologist or physician whether in Europe or elsewhere

1.4.5 when a member fails to fulfil his statutory obligations to the ESPA, acts against the Bye-laws or the ethical standards in paediatric anaesthesiology, or prejudices the

Society in any way. This kind of termination of membership must be decided by the Executive Board

1.5 Communication with Members

1.5.1 Communication with Members occurs primarily via the website, an electronic Newsletter and by e-mail.

Article 2: Executive Board

2.1 Tasks of Executive Board

2.1.1 The Executive Board is the decision-making organ and is responsible for all administrative and management functions.

2.1.2 The Executive Board proposes programmes and formulates new strategies to improve and strengthen the ESPA.

2.1.3 The Executive Board proposes the candidates for honorary membership.

2.1.4 The Executive Board decides about the type of prize or the quantity of money for the European Congress prizes (e.g. young investigator award, best oral presentation, best poster presentation).

2.1.5 The Executive Board is entitled to propose the installation of Committees to fulfil the aims of the Society and shall nominate their members.

2.1.6 All members of the Executive Board shall serve for the term specified in the Statutes and at the expiry of such term or terms new members shall be appointed following nomination and a vote at the General Assembly.

2.1.7 Members elected by a majority vote of the Executive Board may fill vacancies that occur in any of the Committees for the unexpired term.

2.1.8 The Executive Board has the power to employ paid or unpaid agents, staff or advisers to the Society, for example to help manage the membership and organize the annual European Congress. Such persons would have charge of the administration of the Society, and would work to further the aims of the Society as determined by the Executive Board. All staff including the Senior Executive will be responsible to the Executive Board

2.1.9 Delegates of the Executive Boards of other Societies and others individuals may be co-opted as Members of the Executive Board (without active voting rights).

2.2 President

2.2.1 The President shall serve as Chair of the EB and the **Advisory Council of Representatives of National Societies** (ACORNS) and shall serve on all Committees

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

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

2.2.4 The President represents the ESPA on all occasions in national, international and intercontinental organizations

2.2.5 The President is responsible for all correspondence related to the Society and administers the archives with the help of the Secretary

2.2.6 The President manages the affairs of the Society and at all times acts as its principle representative

2.2.7 The President coordinates all activities and collects reports from the Committees of the Society

2.2.8 If the president is unable to perform his/her duties, he/she may step down as president at any time during his/her term of office. From that time the president elect or past-president will take over as acting-president until the office of president can be filled according to the statutes. If it is not possible for these person to take over from the out-going president, the executive board shall appoint an acting-president from among the active members and will ensure that the office of president is filled according to the statutes as soon as possible.

2.3 President Elect

2.3.1 The President Elect gains experience as a leading person of the ESPA during his two years of Committee

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 ACORNS and the General Assembly and is member of all Committees

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 Committees

2.4.2. The Past-President is in charge of the organization of the elections of the members of the Executive Board

2.5 Secretary

2.5.1 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 on the website of the Society.

2.5.2 The Secretary shall, not less than 4 (four) months, prior to the date notify all members of the Society 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.

2.5.3 The Secretary shall send out, not less than 4 (four) weeks prior to the General Assembly, the formal invitation to all members of the Society to attend the General Assembly. The Invitation shall include the Agenda.

2.5.5 The Secretary is responsible for keeping the homepage up to-date, and to keep the archives of the Society

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

2.5.7 The Secretary shall prepare the honorary members certificates.

2.6 Treasurer

2.6.1 The Treasurer shall be the custodian of the assets of the Society and shall adhere to the principles of appropriate bookkeeping and accounting

2.6.2 The Treasurer shall collect the subscriptions of the Society.

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 Society.

2.6.4 The Treasurer shall assure that all funds and financial transactions of the Society are audited each year by a reputable Auditor and shall present the report of this audit to the EB and to the General Assembly

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

2.6.6 The Treasurer is responsible for generating the yearly Financial Report to be presented at the annual General Assembly as well as during the annual conference in spring.

2.7 Chairmen of Committees

2.7.1 The Chairmen of Committees are ideally members of the EB. If not, they are elected by the EB and shall provide a regular report of the activities of their Committee to the President

2.7.2 The Chairman of a Committee is elected by the members of that Committee or by the EB.

2.7.3 The Chairman of a Committee shall stimulate, coordinate, promote and organize the special purpose of the Committee together with the nominated Delegates.

2.7.4 The Chairman of one Committee cannot chair a second Committee

2.7.5 The Chairman is responsible for the minutes of the Committee 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 which may be presented to the General Assembly and/or published on the society website.

Article 3: The ESPA Committees

3.1 Description of committees

3.1.1 Committees are institutions of the ESPA with special purposes to fulfil the aims of the Society. Committees shall assist the EB.

3.1.2 If a nominated Delegate of any Committee 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 Committee, he/she can be asked to resign and the Chairman proposes a new Delegate.

3.1.3 The President, the President Elect and the Past President are members of all Committees and are therefore not specially mentioned in the following paragraphs.

3.2 The Scientific Committee

3.2.1 It consists of the Chair of the Scientific Committee, the Treasurer and up to 10 members. The Chair is elected by the EB. The aim of the Scientific Committee is to maintain the Society's scientific production at the highest level.

3.2.2 Every question, request or initiative concerning the scientific matters received at the EB will be transferred to the chairman of the Scientific Committee and will be answered within reasonable time.

3.2.3 The Scientific Committee is responsible for the rating and acceptance or rejection of the anonymous submitted abstracts for the annual European Congress.

3.2.4 The Scientific Committee proposes the scientific programme of the annual European Congress. These decisions will be ratified by the EB.

3.2.5 The Scientific Committee decides about the recipients of the European Congress 2awards: 2 best oral presentation awards and 2 best poster presentation awards.

3.2.6 The Scientific Committee evaluates the scientific content of postgraduate courses and meetings or congresses who ask for an endorsement by ESPA.

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

Article 4: The Advisory Council of Representatives of National Societies (ACORNS)

4.1 The ACORNS consists of representatives of the national organizations for paediatric anaesthesiology inside Europe: there is one representative per country. If in a certain European country there is no national organization for paediatric anaesthesiology, the national organization for anaesthesiology may appoint a representative for the ACORNS. If in a certain European country there is more than one national organization for paediatric anaesthesiology, representation for the ACORNS shall rotate annually amongst these organizations. If in a certain European country there is no national organization for paediatric anaesthesiology and no national organization for anaesthesiology, the anaesthesiologists working in that country may appoint a representative for the ACORNS.

4.2 Every national organization shall be entitled to appoint one representative for the ACORNS and shall inform the Executive Board thereof in writing or electronically, and also of any change therein.

4.3 It shall be the task of the ACORNS to collect and discuss suggestions that are made by the national organizations about the present and future work of the ESPA. The findings of the ACORNS shall be submitted for discussion to the annual meeting of the General Assembly.

4.4 The ACORNS shall meet once a year, usually during the annual Congress of ESPA, at such a time that a summary of its discussions may be submitted to the annual meeting of the General Assembly.

4.5 The President shall also be the chairman of the meetings of the ACORNS. If the President is lacking, the Secretary shall act as chairman. In the absence of both the President and the Secretary a person to be designated from their number by the representatives of the ACORNS shall act as the chairman.

4.6 The members of the ACORNS shall receive no remuneration for their work as such.

Article 5: Congresses

5.1 The European Congress will be organized annually. The European Congress is open to all paediatric anaesthesiologists and other interested parties and individuals. The Scientific Committee is responsible for the scientific program of the Congress and the European Congress awards-

5.2 The financial responsibility for congresses will remain with the ESPA. The definitive goal shall be to achieve a positive balance in order to improve the financial position of the Society and have enough money in reserve to finance one future Congress.

Article 6: Official Journal

6.1 The Society is affiliated to a scientific journal, Pediatric Anesthesia.

Voted at the General Assembly: