

# EUROPEAN SOCIETY FOR PAEDIATRIC ENDOCRINOLOGY

## BYELAWS

These Byelaws supplement the Memorandum of Association of the Society.

### 1. **Aims**

The Society's objects are, as stated in the Articles of Association, to promote for the public benefit research, education and clinical practice in paediatric endocrinology by the organisation of conferences, educational activities and publications, by making grants, by raising public awareness, liaison with national and international legislators, and by any other appropriate means. These shall include the following:-

- 1.1 organising annual scientific meetings for personal communication and conferences on subjects of general interest;
- 1.2 promoting research and education in paediatric endocrinology by bringing together people with an active interest in paediatric endocrinology, by arranging exchange visits of members and their collaborators, by promoting joint projects, and by other means
- 1.3 stimulating contacts with other societies with like aims.

### 2. **Membership**

- 2.1 There shall be the following categories of membership and details of eligibility criteria and fees for each will be outlined on the Society's website:
  - (a) Clinician Members: Full; Early Career, Student or Retired;
  - (b) Scientist Members: Full; Early Career; Student or Retired;
  - (c) Nurse Members: Full; Early Career; Student or Retired;
  - (d) Allied Health Professional Members: Full; Mid-Career; Early Career; Student or Retired.
- 2.2 The Society must keep a register of names and addresses of members.
- 2.3 All members who are in good standing with their membership fees shall be designated as Voting Members.

### 3. **Subscriptions**

- 3.1 The annual membership fees will be proposed by Council for approval at the Annual General Meeting.

### 4. **Applications for membership**

- 4.1 Applicants for Ordinary Membership shall complete the Society's official membership application form in English and shall submit their application to the standing office of the Society.
- 4.2 Membership applications shall be approved by Council via a designated

- Council member.
- 4.3 Council may decline to approve an application for membership if it considers it to be in the best interests of the Society to refuse the application. No reason need be given, but the reason for the decision may be recorded in the minute book of Council at the sole discretion of Council.
- 4.4 All categories of members shall have the right to receive notice of and attend any general meetings, but only Voting Members shall have the right to take part in elections of President and Council members and to vote at general meetings.
5. **Termination of membership**  
Membership is terminated if:
- 5.1 the member dies or;
- 5.2 the member resigns by written notice to the Society unless, after the resignation, there would be less than two members. Such resignation shall take effect from the end of the current membership year and no refunds of membership fees shall be made;
- 5.3 any sum due from the member to the Society is not paid in full within three months of it falling due;
6. **Notice of General Meetings**
- 6.1 All members must be notified of Annual General Meetings at least nine months in advance of the meeting, and this notice shall include a call for nominations for vacant positions on the Council.
- 6.2 The agenda for Annual General Meetings shall be distributed at least one month in advance of the meeting.
- 6.3 All members must be notified of other general meetings at least one month in advance of the meeting and this notice should include the agenda.
7. **Council**
- 7.1 As stated in Article 8.3 of the Articles of Association, Council shall consist of not less than eight and not more than ten members, including the President and the Annual Meeting Host, the Chairs of the Finance Committee, Clinical Practice Committee, Programme Organising Committee, Education and Training Committee Corporate Liaison Board, Communications Committee and Science Committee. Council may appoint up to two more ex officio members provided the total number on the Council does not exceed ten. Ex officio members have no voting rights.
- 7.2 The duties of the Annual Meeting Host shall be to:-
- (a) host the Annual Scientific Meeting and supervise its organisation;
- (b) serve on the Programme Organising Committee during the year of his or her presidency.
- (c) Report to Council on the progress of the organisation of the meeting.
8. **Election of Council members**
- 8.1 Notices of elections shall be issued to all Voting Members;
- 8.2 All notices of election shall be issued at least nine months before each Annual General Meeting unless the vacancy arises less than nine months before the Annual General Meeting, in which case a call for nominations shall be issued as soon as possible;

Each notice shall:

- (a) specify the names of Council members whose retirement gives rise to the vacancies in respect of which the election is to take place;
  - (b) specify the specific roles which are available for election, ie President, Committee Chair or ordinary Council member;
  - (c) invite nominations from Voting Members for candidates to fill these vacancies;
  - (d) contain such other supporting information as shall be specified by Council.
- 8.3 Each nomination shall be sent to the secretariat at least five months before the Annual General Meeting. All nominations must include a brief curriculum vitae and a completed nomination form. A Voting Member may nominate himself or herself. Each Voting Member may make one nomination for each category of Council member. Council may also make nominations;
- 8.4 Employees of pharmaceutical companies may not be nominated for a Council position.
- 8.5 All nominations which satisfy the provisions of Byelaw 8.2 and 8.4 shall be submitted to Voting Members for election unless Council determines otherwise acting in the best interests of the Society.
- 8.6 In cases where the number of valid nominations does not exceed the number of vacancies all candidates shall be elected without any further procedure.
- 8.7 If the number of candidates nominated for election shall exceed the number of vacancies, the secretariat shall at least one month before the Annual General Meeting send to all members the list of nominations.
- 8.8 Secret ballots shall be held before or during the Annual General Meeting, as decided by Council. If there is a tied vote, then a further secret ballot shall be held at the same meeting, but only among the candidates with the tied votes.
- 8.9 If the secret ballot is carried out via e-vote and one or more candidate withdraws their nomination at any point during the process and prior to the result being announced that ballot shall be deemed invalid and a new ballot shall be carried out via e-vote with the remaining candidate or candidates.
- 8.10 A vote shall be valid if delivered to the secretariat by post or electronically no later than the latest time for receipt specified by Council and if electronically at the address specified by Council.
- 8.11 Council may fill any casual vacancies on Council by co-option, but only until the next Annual General Meeting.

## 9. Committees

- 9.1 The Society shall have the following Committees:-
- (a) Strategic and Finance Committee, which will be responsible for the Society's financial planning, global strategy recommendations, budgets, accounts and investments, working in accordance with terms of reference approved by Council from time to time;
  - (b) Clinical Practice Committee, which will be responsible for undertaking projects to maintain and improve clinical practice standards in paediatric endocrinology, working in accordance with terms of reference approved by Council from time to time;
  - (c) Programme Organising Committee, which will be responsible for the scientific programme of the Annual Scientific Meeting, working in accordance with terms of reference approved by Council from time to time;

- (d) Education and Training Committee, which will be responsible for maintaining and improving education and training for paediatric endocrinologists, working in accordance with terms of reference approved by Council from time to time;
  - (e) Corporate Liaison Board, which will be responsible for establishing and maintaining relationships with industry representatives, working in accordance with terms of reference approved by Council from time to time;
  - (f) Communication Committee, which will be responsible for developing the Society's communication strategy working in accordance with terms of reference approved by Council from time to time;
  - (g) Science Committee, which will be responsible for scientific collaboration, scientific networking, ESPE support of projects, ESPE lobbying and ESPE funding, working in accordance with terms of reference approved by Council from time to time.
- 9.2 Each Committee shall have a Chair and three or more additional members proposed by the Committee and approved by Council and shall meet at such times and places as shall be determined by the Chair.
- 9.3 Additional subcommittees and short-term task forces may also be created as deemed necessary by Council.

## 10. **Minutes**

The Council must keep minutes of all:

- 10.1 appointments of officers made by Council;
- 10.2 proceedings of meetings of the Society;
- 10.3 meetings of the Council and committees including:
  - (a) the names of the Council members and committee members present at the meeting;
  - (b) the decisions made at the meeting; and
  - (c) where appropriate the reasons for the decisions.
- 10.4 The minutes of General Meetings must be made available at the Society's office[s] to members of the Society on personal application to the President but may not be removed from the premises.

## 11. **Notices**

Notices may be given by post, email, on the Society's web site or by any other method Council deems fit.

## 12. **Language and interpretation**

- 12.1 All correspondence and meetings of the Society shall be conducted in English.
- 12.2 For the purpose of the Society, endocrinology shall include metabolism, haematology, molecular biology, growth and development, nephrology, electrolyte and water metabolism and any other subjects, insofar as they concern hormones.

## 13. **Annual Scientific Meeting**

- 13.1 The Society shall hold an Annual Scientific Meeting at a place and on a date approved by Council and voted by the members in a secret ballot during the Annual General Meeting.
- 13.2 Abstracts submitted for the Annual Scientific Meetings shall be prepared in English. Emphasis shall be placed on the presentation and discussion of new

and original studies. Both clinical and basic scientific studies in the field of paediatric endocrinology will be considered.

14. **Annual General Meeting**

14.1 The Annual General Meeting will ordinarily be held during the Annual Scientific Meeting. If extenuating circumstances mean it is not possible to hold a physical meeting, it may be conducted online.