



# EUROPEAN SOCIETY FOR SURGICAL RESEARCH

## BY-LAWS

### CHAPTER I

#### Name and objectives of The Society

##### Article 1

At the General Assembly in Salzburg May 16, 1974 by a majority of votes it was decided to change the name of The Society into EUROPEAN SOCIETY FOR SURGICAL RESEARCH. Formerly the name of the Society was "European Society for Experimental Surgery". The Society was founded on 17 February 1966 in l'Abbaye des Prémontrés à Pont à Mousson, près de Nancy, France.

##### Article 2

The objectives of the Society are to promote surgical research in Europe. It will promote experimental and clinical surgical research, correlate science with the art of surgical practice, foster high standards of ethical practice and investigation. It will promote contact with investigators in surgical research in non-European countries.

### CHAPTER II

#### Composition of the Society

##### MEMBERSHIP

##### Article 3

The Society is composed of:

- a) the founders
- b) honorary members
- c) active members
- d) corporate members
- e) foreign members
- f) undergraduate members

a) the FOUNDERS are the members who, by mutual agreement, proposed the founding of the Society and formulated the constitution. The Founders have no special rights or privileges.

b) HONORARY MEMBERSHIP can be exceptionally endowed upon: any person proposed at the General Assembly and elected by majority vote.

##### c) ACTIVE MEMBERSHIP

Any university graduate, active in surgical research, residing and working in Europe, or, being European, working outside from Europe, may apply for admission to the Society. The application shall be sponsored by two active members of the Society (in writing and by means of their signature on the application form) and shall be accompanied by proper evidence, in the form of a list of publication of original scientific work undertaken by the applicant. The application should state the applicant's academic qualifications and professional position.

##### d) CORPORATE MEMBERS

Natural or juridical persons or corporations can become corporate members. The aim of corporate membership is to support surgical research in Europe through the European Society for Surgical Research. The application for corporate membership has to be submitted to the President. Corporate membership will be approved by the General

Committee. Corporate members shall not have the right to vote or to be elected for offices of the Society.



e) FOREIGN MEMBERSHIP

Foreign members shall have the same qualifications as a regular member except that these applicants shall be residents of countries outside Europe. Their application shall be sponsored by two members of the Society (in writing and by means of their signature on the application form) and present proper evidence in the form of a list of publications of personal scientific work. Foreign members shall not have the right to vote or to be elected for offices of the Society.

f) UNDERGRADUATE MEMBERS\*\*

Any undergraduate student of a European medical school with proof of his undergraduate status for at least two more years at the time of application may apply for admission to The Society. The application shall be sponsored by two active members of The Society, one of them supervising the student and certifying the applicant is doing surgical research. Written consent shall accompany the application, that the applicant will become an active member when he graduates from medical school and that he will inform the General Secretary and the Treasurer in due time of his new status. The membership fee for undergraduate members shall not exceed 30% of the membership fee for active members. Undergraduate members shall not have the right to vote or to be elected for officers of The Society.

g) EMERITUS MEMBERS\*\*\*

Any active member who is retired or an Emeritus of an academic institution shall receive the Emeritus membership status by writing a letter to the Treasurer. The reduced membership fee shall be the same like for undergraduate members and shall not exceed 30% of the membership fee for active members. Emeritus members shall not have the right to vote or to be elected for officers of The Society.

## ELECTION OF MEMBERS

### *Article 4*

Candidates for active, undergraduate and foreign membership should send their application on official forms to the secretary general giving the required information for the respective membership (see art. 3c, e and f for these by-laws). The applicant's records will be presented to all members of the General Committee by the secretary general for consideration. Upon approval of the General Committee the applicants shall be proposed for election to the General assembly.

## RIGHT OF VOTE

### *Article 5*

Only active and honorary members have the right to vote at a General Assembly or any other business meeting of the Society.

## MEMBERSHIP FEE

### *Article 6*

a) All members of the Society except undergraduate members, honorary members and corporate members have to pay the same membership fee.

b) The fee will be established annually by the General Committee after considering the reports of the secretary general and the treasurer. All members who have not paid their membership fee for two consecutive years forfeit their membership, if they do no reply to a second reminder of the treasurer. The financial year of the Society starts on January 1st and shall end on December 31st.

c) The annual membership fee for corporate members shall be decided by the General Committee.

## TERMINATION OF MEMBERSHIP

### *Article 7*

An active member shall cease to be a member of the Society in any of the following ways:



- a) by written resignation addressed to the General Committee.
- b) by death.
- c) by default in payment of the membership fee pursuant to the provision of art. 6b.
- d) by expulsion pronounced by the majority of members at the General Assembly after a hearing by at least 2/3 of the members of the General Committee. The General Committee shall keep minutes of the motivation of such expulsion.

## **CHAPTER III**

### **Committees**

- 1. General Committee
- 2. The Nominating Committee
- 3. The Scientific Studies Committee
- 4. The Award Committee

#### *Article 8*

The General Committee shall consist of

- a) president
- b) 1st vice-president
- c) 2nd vice-president
- d) treasurer
- e) secretary general
- f) four members at large including at least two past-presidents or past-vice-presidents\*

Only active members can be elected for office in the General Committee. At the time of election their age should not exceed 45 years. All members of the General Committee are elected by the General Assembly by majority vote. Candidates for vacancies in the General Committee will be presented by the General Committee to the General Assembly on the basis of the Nomination Committee's proposal.

#### RESIGNATION OR DEATH

#### *Article 9*

If any member of the General Committee should die or be compelled by any reason to resign during his term of office, the president is authorized to appoint a successor to serve until the next annual General Assembly. At this meeting, the vacancy shall be open to election. The member who is appointed to fill the vacancy may be elected to the same office.

If the president himself dies or is obliged to resign, his place shall be taken by the 1st vice-president until the next annual General Assembly. At this meeting he may be elected president.

#### FUNCTIONS OF THE GENERAL COMMITTEE

#### *Article 10*

The General Committee shall prepare the rules of procedure for each assembly.

a) The president shall ensure that the constitution is respected and that the rules of procedure are executed. He directs discussions, formulates propositions, collects ballots and proclaims the decisions. He is elected for two years and cannot be re-elected.

b) The 1st vice-president is elected for one year: he will organize the congress in the year following his election. After that he may be elected as a member of the General Committee for four years.



c) The 2nd vice-president is elected for a period of one year. After approval by the majority vote of the General Assembly, he shall take over the office of the 1st vice-president for one year. He will organize the congress two years after his election as 2nd vice-president. After that, he may be elected as a member of the General Committee for four years.

d) The treasurer shall collect all funds and shall pay the expenses of The Society. He shall keep the records of expenses and all accounts and shall, with the consent of the president and the secretary general, administer the properties of The Society. He shall present at the Assembly a detailed report of his administration, which must be approved. He is elected for a period for three years, and may be re-elected for one other term.

e) The secretary general shall prepare the rules of procedure of each meeting of the General Committee and of the General Assembly; he shall present a summarized report of printed and written correspondence, shall carry out all correspondence in the name of The Society, shall register all documents and shall establish contacts with other scientific societies or organizations. He shall establish and keep the archives of The Society and deposit them in quarters chosen by the General Committee. He is elected for a period of three years and may be re-elected for one other term.

f) The maximum term of any member of the General Committee should not exceed 6 years\*.

#### THE NOMINATING COMMITTEE

##### *Article 11*

The Nominating Committee shall consist of three members of The Society. The members and the chairman of this Committee shall be appointed by the General Committee for a period of four years. The chairman shall send a list with the proposals for all officers to the president three month prior to the General Committee's paper selection meeting. At this meeting the General Committee will decide upon the final nominations to be presented to the General Assembly. The secretary general will inform all members of The Society two months prior to the General Assembly about the candidates for each of the vacant positions.

#### THE SCIENTIFIC STUDIES COMMITTEE

##### *Article 12*

A Scientific Studies Committee shall be formed consisting of five members, one of them being a member of the General Committee, serving for three years. The members of this Committee shall be appointed by the General Committee based of the recommendation of the Nominating Committee. This Committee shall develop protocols for cooperative scientific clinical and basic study projects in areas relating to surgical research where such cooperative efforts are required or beneficial.

Implementation of any protocol or program shall require prior approval of the General Committee.

#### THE AWARD COMMITTEE

##### *Article 13*

The Award Committee shall consist of the president, the 1st vice-president, the secretary general and three members of the Society. The latter are proposed each year by the Nominations Committee and approved by the General Committee. The Award Committee decides at the time of the congress of the poster(s) to be awarded with the Poster Award of the ESSR. The president of the Society is the chairman of the Award Committee. It is the responsibility of this Committee to identify and propose to the General Committee individuals who should be accorded Honorary Membership in the Society. This Committee can also initiate recommendations and other ideas for Awards and Honours appropriate to the goals and objectives of The Society.

## **CHAPTER IV**

### **Local Delegates**



#### *Article 14*

The General Committee appoints a local delegate of the Society for each European country. The local delegates shall guarantee close contacts between the secretary general and the members of the Society in the respective countries. The local delegates shall meet with the General Committee at the place and time of the annual congress of The Society.

### **CHAPTER V**

#### **General Assembly**

#### *Article 15*

a) The General Committee shall call together a General Assembly at least once a year in a city and at a time proposed by the General Committee. The meeting shall coincide with an annual scientific meeting, the so-called annual congress. All members of the Society may attend this meeting, only active and honorary members have the right to vote. The agenda is proposed by the General Committee, but the members of the Society may ask for discussion on any relevant subject, provided that their written request is addressed to the president of the secretary general at least one month before the General Assembly. During the General Assembly a report of the president, the secretary general and the treasurer is given and election of the offices are held by ballot vote.

b) The General Committee is called together by the secretary general on behalf of the president.

### **CHAPTER VI**

#### **Scientific Meetings**

#### DATE AND PLACE

#### *Article 16*

a) The congress shall take place annually and must coincide with the General Assembly. The date and place of the congress has to be agreed upon by the General Assembly.

b) Supplementary scientific meetings can be organized by members of the Society in close cooperation with the General Committee. Their number and date are chosen by the General Committee or proposed by at least half of the voting members.

c) The scientific meetings can take place in any city in Europe and will be decided upon by the votes of the members.

#### *Article 17*

a) The procedure of the scientific meetings is chosen by the General Committee.

b) The congress shall consist of short papers followed by a short discussion and poster presentations with discussions. The total number being decided upon by the General Committee. One page abstracts containing full title, authors and co-authors, and the department where the work is done should be sent to the local organizing committee by the notified date and in accordance with the technical instructions of the organizing committee.

Abstracts of non-members have to be sponsored by a member. All abstracts shall be reviewed by all members of the General Committee and by at least one of the organizing committee. Selection of abstracts will be done anonymously, by a system of grading (0-5, with 5 as the highest grade).



## **CHAPTER VII**

### **Publications**

#### *Article 18*

The General Committee will take measures necessary to guarantee the publications of free communications and posters submitted according to the rules. The abstracts shall be published as a supplement to an European scientific journal, listed in Medline with an impact factor. \*\*\*\*

## **CHAPTER VIII**

### **Agreement with other scientific societies**

BRITISH SURGICAL RESEARCH SOCIETY (UK)

#### *Article 19*

In November 1966, the Society established the following agreement with the British Surgical Research Society:

- a) The members of each society can submit papers for the meetings of the other society.
- b) The secretaries of both societies will keep their members informed about the dates of the scientific meetings of each society.

SOCIETY OF UNIVERSITY SURGEONS (USA)

#### *Article 20*

In 1968 an agreement was reached between the Surgical Research Society, the Society of University Surgeons and the European Society for Surgical Research on the organisation at regular intervals (at least once in four years) of a joint scientific meeting according to the proposals of the Committees of the three Societies. Date, place and organisation of the meetings shall be discussed by representatives of the Committees of the Societies for each meeting in due time before the meeting.

## **CHAPTER IX**

### **Amendments to by-laws**

#### *Article 21*

These by-laws may be amended only at the request of the General Committee or of one quarter of the members present at the General Assembly. Any proposed amendment should be sent to all active and Committee or of one quarter of the members present at the General Assembly. Any proposed amendment should be sent to all active and honorary members in due time before the General Assembly in which the changes will be discussed. The proposed amendments will only be accepted with 2/3 majority of the voting members present.

#### *Article 22*

- a) A General Assembly, to decide on the dissolution of the Society, is convoked for that purpose only and must be made up by at least one-half of voting members. If this quorum is not reached the assembly is adjourned. Any assembly so adjourned may then deliberate irrespective of the number of the members present. In any case, a resolution to wind up the affairs of the Society shall only be valid if a vote for such effect is taken by a majority of 2/3 of the voting members present.

b) In the case of dissolution of The Society, the General Assembly shall designate one or more commissioners, charged with disposing of the assets of the Society. The Society shall assign the benefit to an international charity institution.



*Article 23*

Amendments to the by-laws will become effective immediately after their acceptance by the General Assembly.

Zürich, October 1983

- \* Amendments, General Assembly Montpellier, May 1994
- \*\* Amendments, General Assembly Padova / Abano Terme, April 1998
- \*\*\* Amendments, General Assembly Bern, April 1999
- \*\*\*\* Amendments, General Assembly Bern, April 1999