



BY-LAWS

Kyoto 2016

Article 1- NAME and DEFINITION

The name of this organization shall be EUROPEAN ASSOCIATION OF SOCIETIES OF AESTHETIC PLASTIC SURGERY (EASAPS).

EASAPS is a non-governmental, a-political, non-sectarian, 'not for profit' organisation registered in France.

The Registered Office of EASAPS is: 13 rue Le Corbusier, 92100 BOULOGNE (France)

Article 2 - PURPOSE

- 2.1 - To organize, promulgate and disseminate an interchange of knowledge and ideas in aesthetic surgery between all European, National Societies or Associations of Aesthetic Plastic Surgery for the benefit of Plastic Reconstructive and Aesthetic Surgeons.
- 2.2 - To protect Aesthetic Surgery for the safety of all patients and the public at large.
- 2.3 - To uphold and maintain the highest ethical standards of personal and professional conduct among its members.
- 2.4 - To promote aesthetic surgery, by all channels and methods available, including the organization of educational courses, congresses and publications.
- 2.5 - To maintain contact and foment cooperation with other International Associations of Aesthetic Plastic Surgery (in particular with ISAPS), in order to establish and maintain common high standards.
- 2.6 - To ensure pan-European representation, encouraging those countries that do not yet have their own Association or Society of Aesthetic Plastic Surgery to establish one and to join the EASAPS.

2.7- To place the name and purposes of this Association before the scientific body of international medicine to promote and protect Aesthetic Plastic Surgery in Europe.

2.8- EASAPS will confer diplomas, prizes and grants for scientific and professional projects, presentations and studies as deemed appropriate by the ExCo, and approved by the General Assembly.

Article 3- ORGANIZATION

3.1- AUTHORITY

The Membership shall have ultimate authority in the management of Association's business and activities.

Such activity shall consist of:

- organizing scientific and educational events;
- managing funds received from subscriptions, donations, grants and income from meetings;
- electing the ExCo, the body responsible for the day to day running of EASAPS.

3.2 - DELEGATION OF AUTHORITY

Responsibility for management of all affairs of the Association will be delegated to the Executive Committee (ExCo) by the General Assembly. Members of the ExCo will be elected by the General Assembly.

Elected ExCo members cannot delegate in any condition their representation at the ExCo Meetings to another person.

3.3 – RECORD KEEPING

All information related to the Association (such as Bylaws, membership database, invoices, minutes, financial information, history etc) will be kept in electronic format by the Historian and the General Secretary. Access to this information is the responsibility of the General Secretary.

3.4 – TRANSFER OF DOCUMENTS

No paper copies of agendas or attachments will be provided for meetings of the ExCo or General Assembly. Attendees at these meetings will bring all documentation in electronic format.

ExCo members, when they demit, will provide electronic copies of all information, including emails and attachments to the Parliamentarian.

Officers, when they demit, will provide electronic copies of all information, including emails and attachments to their successor and the Parliamentarian.

Article 4 - MEMBERSHIP

4.1. GENERAL

Any National Society of Aesthetic Plastic Surgery or Society of Plastic Reconstructive and Aesthetic Surgery within geographical Europe are eligible to apply providing the association is primarily for surgeons qualified in the UEMS mono-specialty of Plastic Surgery.

4. 2 - CATEGORIES OF MEMBERSHIP

A - Founding Societies

Société Française de Chirurgiens Esthétiques Plasticiens (SOFCEP)

Asociacion Espanola de Cirugia Estética Plastica (AECEP)

British Association of Aesthetic Plastic Surgeons (BAAPS)

Vereinigung der Deutschen Asthetisch-Plastischen Chirurgen (VDAPC)

Schweizerische Gesellschaft für Plastische,Rekonstruktive und Aesthetische Chirurgie (SGPRAC),

Societa Italiana di Chirurgia Plastica, Riconstruttiva ed Estetica (SICPRE)

B - Full Member Society

Applicants must be either a National Society or Association of Aesthetic Plastic Surgery or the National Society of Association of Plastic, Reconstructive and Aesthetic Surgery.

All full member Societies/Associations will pay an annual membership fee.

The fee will be set by the General Assembly.

Non-payment of the Annual fee will lead to expulsion from the EASAPS, on the vote of the General Assembly.

C - Affiliate Member Society

Can be proposed and accepted by vote of the General Assembly. They will have the right to attend the General Assembly but will have no voting rights.

4. 3 - APPLICATION PROCEDURES

A - Any National Society or Association of Aesthetic Plastic Surgery or of Plastic, Reconstructive and Aesthetic surgery in geographical Europe is eligible to apply for Full Membership.

B - Any other National, or International, Society or Association of Aesthetic Plastic Surgery or of Plastic, Reconstructive and Aesthetic surgery is eligible to apply for Affiliate Membership.

C - Interested National societies must apply in writing /electronic mail, enclosing a copy of their bylaws, to the General Secretary of EASAPS. Applications must be received not less than 4 months prior to the next EASAPS General Assembly.

Article 5 - GENERAL ASSEMBLY and ELECTION PROCEDURES

The General Assembly will consist of maximum 4 representatives of each member country.

There will be one vote per Country in the General Assembly.

The General Assembly will meet annually.

THE GENERAL ASSEMBLY shall consist of the attending Full Member Societies' National Delegates and shall

- Elect members of the ExCo, with the majority of 2/3 of those present at the assembly;
- Discuss and vote on the Activities of the ExCo, based on a written reports circulated by the EASAPS President, General Secretary and Treasurer to all the members of the General Assembly at least 30 days before the General Assembly.
- Discuss and vote on the election of new Full or Affiliate Member Societies;
- Discuss and vote on expenses, including for courses, conferences, congresses and humanitarian efforts, as proposed by the ExCo.
- Discuss and vote on the Society's financial statement presented by the EASAPS Treasurer, including the budget for the next year, related expenses and set the annual subscription fee.
- Discuss and vote on modifications of the bylaws, as proposed by the ExCo after examination by the Bylaws Committee.

Article 6 - EXECUTIVE COMMITTEE (ExCo)

6.1 - COMPOSITION

The voting members of the Executive Committee shall all be elected by the General Assembly.

The Executive Committee shall have 'day to day' responsibility for running the Association, delegated by vote of the General Assembly.

The ExCo shall:

- Talk at least twice a year.
- Coordinate EASAPS activities, with the approval of the General Assembly.
- Advise the General Assembly of the annual budget and expenditure.
- Submit to the General Assembly new applications for Full and Affiliate Society Members and for Honours to be awarded to individuals of good standing in aesthetic surgery (Ulrich T Hinderer Memorial Plaque).
- Approve the paper to be awarded the **“Ulrich Hinderer Award”** presented in the invited papers ('The Voice of Europe') section of the EASAPS congress
- Approve the prize and certificate, for the Best Original Paper presented at the EASAPS Conference by a young physician (less than 40 years of age).
- Advise on appointments to the editorial board of the EASAPS Official Journal.
- Summon an Extraordinary General Assembly.
- ExCo members should be waived from paying of the registration fee for EASAPS Scientific Congresses or other scientific events organised or endorsed by the EASAPS. They will be responsible for paying for their own travel and for social events.
- Approve the award of “Ulrich T. Hinderer” Memorial Plaque to a distinguished individual in recognition of their work in promoting aesthetic surgery

6. 2- ExCo MEMBERS

The Executive Committee shall consist of the:

The President,

The President-Elect

The Secretary General

The Immediate Past President

The Chair of the Scientific Committee

The Treasurer

The Historian/Parliamentarian

3 Elected Members

The Executive Secretary (Ex-officio non-voting member)

Ex-Officio Members (Non-voting), can be co-opted on to the ExCo, as deemed necessary by the ExCo. Their appointment will need to be approved by the General Assembly.

If a member of the ExCo resigns or is unable to fulfil their duties for any reason, an individual may be co-opted as an Ex-Officio member with the agreement of a 2/3 majority of the remaining ExCo members, pending a formal election at the next General Assembly.

Quorum

The ExCo is to have ten (10) voting members and the quorum is 5 members.

Conduct of the ExCo

The President will chair meetings of the ExCo or, in his/her absence, in order, the President Elect, General Secretary and/or Immediate Past President.

A member of the ISAPS Board can be invited to attend the EASAPS ExCo meetings by the President as an observer with no voting rights.

6. 3 - ELIGIBILITY/DUTIES

A - Eligibility

Any active member of a National Member Society/Association shall be eligible for election to office of the EASAPS.

The President Elect shall succeed to the Presidency upon expiration of the President's term or if the President is incapacitated or unable to fulfill their duties for any reason.

No officer shall hold more than one office at the same time.

No national society should have more than one voting member on the ExCo.

The quorum in the General Assembly is 50% of the member Countries. Votes will be carried by a simple majority, except for constitutional matters, when a 2/3 majority will be necessary.

There is "one country = one vote".

B - Duties

All officers shall uphold the ethics of the Association and work to achieve the goals of the Association and act ethically and legally in executing their Office.

The President shall:

- Coordinate the activity of the Association, the ExCo and its committees.
- Represent the EASAPS in dealings with other national and international Medical Societies,
- Present the Presidential report to the General Assembly.
- Work closely with the EASAPS Executive Secretary and the other officers
- Coordinate the organization of the EASAPS Congress

The General Secretary shall:

- Liaise with those representing National Societies.
- Collate the List of Member Societies.
- Prepare of the agenda for ExCo Meetings and for the General Assembly.
- Circulate the agenda to all ExCo Members and/or national delegates to the General Assembly at least 4 weeks ahead of the date of the meeting.
- Keep minutes of ExCo meetings.
- Circulate the minutes for approval/correction within four weeks of the meeting.
- Provide a copy of the approved minutes for the Historian, who shall add information concerning the scientific and social aspects of the Congress.

The Executive Secretary shall:

- Assist the EASAPS President and Officers in the smooth running of EASAPS and in making the Association more visible and efficient.
- Maintain the EASAPS web site.
- Keep the list of e-mail addresses of ExCo members, national representatives to the General Assembly and of Presidents of the member national societies.
- Inform the Officers of changes in this list and provide the ExCo with an update at each meeting and to the General Assembly.

The President Elect shall:

- Assist the President and officers of EASAPS and undertake projects as recommended by the needs of the Officers and the Association.

The Scientific Chair shall:

- Send invitations to the national representatives of member societies to submit free papers for EASAPS scientific meetings 4 months before the event.
- Liaise with the scientific committee, President, General Secretary and the local Congress Chair to shortlist entries of “free papers” for EASAPS meetings.
- Collate the list of EASAPS Experts, and their areas of special interest, from each member country. This list will be made available to each organizing committee of EASAPS scientific events.
- Coordinate the scientific content of EASAPS meetings in close cooperation with the President, General Secretary, Scientific Committee and local Congress Chair.
- Send to member societies, 6 months before the EASAPS Congress, invitations to submit the paper, which will represent their country in the “Voice of Europe” section of EASAPS Congress.
- Send the abstract of the winner of the “Voice of Europe”, after presentation, to the Editorial Board of the official EASAPS journal for publication and ensure the abstracts of the “Voice of Europe” shortlisted papers are included in the scientific program and in the archive.

The Treasurer shall:

- Coordinate the activity of the Finance Committee.
- Prepare the EASAPS annual accounts in association with the Secretariat and the Accountants of the Association.
- Coordinate collection of the annual subscription from the member countries.
- Maintain the records of EASAPS bank accounts and investments of the Association.
- Be responsible for signing cheques and making payments on EASAPS behalf, with either the President or General Secretary as co-signatories for amounts over 1,000€.

- Submit the annual accounts to the ExCo for 6 weeks before the ExCo meeting prior to the General Assembly, at which the agreed accounts must be available for National Representatives and Member Societies.

The Historian/Parliamentarian shall:

- Maintain and keep the Association's records.
- Collate the history of each national society, which is affiliated to EASAPS.
- Collate in digital format the photo and mini CV for each national society delegate.
- Collate in digit format the scientific, humanitarian and social events organized by EASAPS and the published work of EASAPS.
- Produce the EASAPS News Letter.
- Liaise with the webmaster to upload all scientific and humanitarian events.

The ExCo meetings

Shall be held at least twice a year, if possible, 6 monthly, but if not possible at 'reasonable' intervals depending on the timing of the EASAPS annual meeting.

An ExCo meeting should be immediately prior to the EASAPS annual General Assembly.

Agenda items must be received by the General Secretary 6 weeks before ExCo Meetings.

Each ExCo member will receive the agenda 4 weeks before the ExCo Meeting.

6.4 - TERMS OF OFFICE

The above mentioned ExCo members will be elected every other year at the EASAPS General Assembly.

President will hold office for 2 (two) years and is not eligible for re-election for another term.

President Elect will hold office for 2 (two) years and will succeed to the Presidency without election and, as such, is not eligible for re-election.

Secretary General will be elected for 2 (two) years and is eligible for re-election for another term.

Treasurer will be elected for 2 (two) years and is eligible for re-election for another term.

Scientific Chair will be elected for 2 (two) years and is eligible for re- election another term.

Immediate Past President will hold office for 2 (two) years.

3 elected members will be elected for 2 (two) years and are eligible for re- election for another term.

Historian/Parliamentarian is a voting member appointed by the ExCo for 4 years and may be re-appointed for one further term

Executive Secretary post is non-voting and appointed by the ExCo for up to 4 years. The Executive Secretary may be reappointed depending upon good performance. Failing re-appointment, a new Executive Secretary will be appointed by a process of competitive tender.

6. 5 - VOTING

General Assembly

There will be one vote per member country in the General Assembly.

At least one (1) National Society Representative of a member Nation must be present at the General Assembly to vote in person.

There will be no proxy, postal or casting votes. Decisions will be carried by a simple majority, except for changes in the By-Laws, which will require a 2/3 majority in the

The quorum is 50% of the member countries.

ExCo

ExCo voting is “one member = one vote” and members must be present to vote.

ExCo votes will be carried by a simple majority. If votes are even, the president’s vote counts double.

The quorum is 5 voting members from 10 ExCo members.

The Secretary General can request an email vote if agreed by the President, General Secretary and the Treasurer.

Article 7- COMMITTEES

7.1 - Executive Committee (ExCo)

As above.

7.2 - Finance Committee

Three members, including the Treasurer, elected by the General Assembly.

An authorized (Chartered) accountant will be appointed after competitive tender and interview by the Treasurer and officers. The appointment and remuneration will be approved by the ExCo. The accountant will prepare the financial statements of the Association.

7.3 – Scientific Committee

Five members including:

- The Scientific Committee chairperson, who shall be an elected ExCo member.
- Four members approved by the General Assembly

The Scientific Committee will oversee the awarding of fellowships, studentships, prizes and awards bestowed by the Association.

7.4 - Education Committee

Five members including:

- The President
- The Secretary General
- The Scientific Chairperson
- The President Elect
- One member approved by the General Assembly,

7.5 - Nominating Committee

Five members of the General Assembly, including the

- President elect
- Past President
- Secretary General

Nominations for all ExCo positions, Officers and committees will be shortlisted by the nominating committee and presented at the General Assembly for election. Any individual proposed for election must agree in writing to their name being listed for election.

7. 6 - By-Laws Committee

Shall be the Officers of the Association, with any proposed changes tabled to the ExCo and voted on by the General Assembly.

7. 7 - Patient Safety Committee

President
General Secretary
3 other members voted by General Assembly

The Committee will represent EASAPS in the

- A - European Standardization in Aesthetic Surgery Services - CEN/project
- B - Patient safety committees to be created in each national society.
- C - IQUAM European Mirror Committee

7.8 - EASAPS members of the Editorial Board of the of EASAPS Journal

Shall be elected from ExCo members and the post will be for 2 (two) years and eligible for re-election for one more term.

The EASAPS representative member in the Editorial Board of the EASAPS representative Journal (Aesthetic Plastic Surgery Journal) ensure that the scientific papers from "Voice of Europe" section are peer reviewed and submitted for publication.

Article 8 - AMENDMENTS

Proposals for a change in the bylaws can be initiated by any voting member of the ExCo, or of the General Assembly.

The proposals will be discussed in the Bylaws Committee and ExCo and voted on by the General Assembly.

A quorum must be present in the ExCo and in the General Assembly to allow voting to occur.

A 2/3 majority of those voting is required in the General Assembly to amend the bylaws.

Article 9 - DISSOLUTION

In the event of dissolution or final liquidation of the Association, all assets remaining after payment of outstanding debts shall be returned to the National Member Societies, who have paid their subscriptions do date, in equal shares.