

MANUAL OF POLICIES & PROCEDURES

IFSO-European Chapter

INTRODUCTION: This Policies and Procedures (P&P) Manual is offered as a user-friendly text for each member or friend of the IFSO-EC family who is interested in comprehending the IFSO-EC By-Laws in more detail. Let's first define what we mean by a P&P.

P&P DEFINED: The first "P" of "P&P" is the word "Policies." Policies are the formal, big picture items, namely the Statutes, By-Laws and Minutes of IFSO-EC's General Council and Executive Council which guide IFSO-EC's decisions, activities and governance. The second "P," "Procedures," defines the specific methods employed to carry out IFSO-EC's policies in its day-to-day operations through the IFSO-EC Officers, Secretariat as well as the other parts of IFSO. These two "P's," taken together as the IFSO-EC P&P, are meant to ensure that IFSO-EC's specific point of view is translated into steps that result in IFSO-compatible outcomes.

USING THE P&P: IFSO'S P&P uses the same alpha-numeric system, i.e. Roman Numerals, Capital Letters, Arabic Numbers, etc., that appear in the IFSO By-Laws. By this means, the P&P thus allows each user to take any part of IFSO's By-laws and read them in more detail, where such detail exists, by looking-up the same By-Laws' Roman Numeral, Capital Letter, etc. in the P&P. To save referring back and forth between the By-Laws and the P&P, each By-Law is repeated, appearing in italic font within the P&P itself. The italics allow the user to clearly identify the By-Laws from the P&P's non-italicized (regular font) text.

CHANGING THE P&P: The IFSO-EC P&P is a dynamic document. As such, it may be added to, amended, replaced, superceded, super-annuated or show how any differences(s) have been resolved by successful motions of the General Council, Executive Council or formal interpretation(s) by the IFSO-EC President or other, like, relevant guidance. The Secretariat may add some additional, non-By-Law, alphanumeric, identifier(s), to make it more accessible or readable. However, where used in the P&P, these additions will clearly stand out to the reader by not being in italics and also by each such heading being enclosed in brackets.

Every time that modifications to the IFSO-EC By-Laws or the P&P are made by the IFSO Executive Council or the General Council, the Secretariat will also make the necessary additions/alterations to this P&P Manual in the relevant area(s) in a reasonably timely fashion to appear on the IFSO Website with the changes made during the prior calendar year clearly apparent in the text. This includes the date of any Resolution(s) passed by the Executive Council or the General Council which serve(s) to expand upon, and/or clarify, the By-Laws or P&P. Modifications from other sources that are found necessary by the Secretariat, such as P&P Circulars, may be added as they become available.

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1. OFFICERS

1.1 President, Secretary-Treasurer

The Executive Council shall put forth to the General Council nominees, as appropriate relative to their elapsed terms of office, for President (2 years not re-electable), Treasurer (3 years re-electable) and Executive Director (4 years re-electable),

Each President of a member society of IFSO-EC is entitled to propose a candidate for the office of President elect, but the Executive Council won't be obliged to accept these proposals, as it is the only nominating committee.

The EASO rapporteur is non-voting member of EC, Young IFSO-EC representative is non-voting member of EC, the Journals representative is non-voting member of EC elected by EC every 2 years.

1.2 Qualifications for Nominees

Nominees for these offices should have a demonstrated history of leadership and effective service to the Chapter. Nominees for Secretary-Treasurer and for President-Elect should be actively engaged in the practice of bariatric and metabolic surgery and have been effectively active in the activities of the Chapter.

1.3 Formulation of a slate of candidates

Upon the close of the nominating period (usually not later than 90 days before the annual meeting) the Executive Council shall review and validate all nominations received to verify that the qualifications for the relevant position have been met. Nominees not meeting the relevant qualifications may be omitted from the slate; otherwise all qualified nominees shall be placed on the slate. The EC may nominate its own qualified nominees for any or all available positions to ensure that qualified nominees for each available position are presented on the final slate of candidates and to help ensure balance among the candidates regarding practice status (private /academic), geographic area or other relevant factors. For the position of President Elect, the EC may interview the candidates to gauge their interest in being nominated as President Elect. There shall be no limit to the number of qualified candidates presented for any available position.

If there are more than one candidate, the EC will vote, by secret ballot, to choose the candidate to put forth to the General Council.

The General Council is not obligated to accept the recommendations of the Executive Council and may accept further nominations from the floor for qualified nominees.

The candidates proposed by the Executive Council and the General Council should have demonstrated history of leadership and effective service to IFSO and to the European Chapter.

In addition the candidate must either:

- a) have served in the Executive Council for at least two years
or
- b) have served as President of an adhering body and have attended at least the last two IFSO – EC meetings within the last four years
or
- c) have headed a committee for at least 2 years

Only if more than one candidate will be nominated, a secret ballot voting will take place during the General Council meeting.

1.4 Chapter representatives in the EB of IFSO

The Presidents of the Chapters are included in the EB of IFSO as “representative of the Chapter”, with voting rights. Their office lasts two years.

The EB selects the ‘member at large’, which is a voting member of the EB, for two years eligible for re-election for one more year.

The Chapter will be allowed to propose a list of five members; however the EB won't be obligated to choose one of the proposed members.

The internal procedure to select the five members is chosen by the Chapter. President-elect and Past-President are recommended candidates, and the other three candidates may be proposed by Chapter President and supported by EC.

The second member of the Chapter has to be a member coming from a country different from the one of the President of the Chapter.

If the President is a voting member due to another position in the Executive Board, the second member will exceptionally have voting rights.

1.5 Vacancy

A vacancy on the EC occurs on the death, resignation or removal of a member. Vacancies, except for the office of President, shall be filled by appointment by the President until the next meeting. Should the office of President become vacant, the President-Elect shall assume the office of President.

1.6 Vice-president

The President elect shall act as vice-president on the occasion of congresses which the president is not able to attend.

1.7 Compensation

Officers shall serve without compensation except that they may be reimbursed for reasonable expenses incurred in conducting the business of the Chapter, subject to the approval of the EC.

1.8 Secretary

Duties and Prerogatives

The Secretary runs the business of the Society. He/she

- is responsible for properly convening meetings, providing an agenda and recording and circulating for the Conduct of ballots.

-is responsible for the Conduct of ballots -shall ensure that Council activity is correctly presented to the Membership for ratification as required -shall oversee the activity of the administration in all membership matters

- will collect all national activities for the publications of at least one yearly newsletter of the EU-IFSO -will manage relationships with other societies 2. Term of Office the Secretary is paid by the EU-IFSO Chapter monthly, based on a contract with renewing every 2 years.

1.9 Executive Council meetings

Expenses for travel, subsistence and accommodation are limited for up to 2 annual EU-Executive Council Meetings for Members of the Council: 300 € maximum for travel without the approval of the EC and the number of nights approved by the EC. The reimbursement will be organized by the Treasurer against receipts.

2. COMMITTEES

2.1 Composition of Committees of the Chapter

IFSO committees consist of a Chairman and not more than **5** members.

The term of office for the Chairmen of the committees is 2 years plus 1 additional year; the first is appointed by the Executive Council while the members are appointed by the Chairman; all of them have to be ratified by the General Council.

The President of IFSO-EC is an *ex-officio* member of all committees.

Committees' chairs are not EC members: they report to Executive Director and can be invited to attend.

2.2 List of Committees

There are 3-4 permanent committees:

-Scientific

-Bylaws

-Development & Communication

2.3 Meetings and activities of the committees

The Committees can meet during the annual meeting of IFSO or IFSO-EC and whenever the Chairman calls its members. Each Chairman has to report every other month to the President, by means of a conference-call or by email and once a year to the General Council about the activity of his/her committee.

3. EUROPEAN CHAPTER MEETING

3.1. Reimbursement rules

The local organizer will cover free registration + travel reimbursement (max 300 €) + hotel accommodation for President, Treasurer, Executive Director

The local organizer will cover free registration + hotel accommodation (max 3 nights) for the members of the Executive Council

The European Chapter will cover travel reimbursement + hotel accommodation for the Secretary

Expenses for IFSO President and Executive Secretary to attend the meetings of the Chapter are covered by IFSO.

Should the President not be able to attend the meetings of the Chapters, the President elect will attend the meeting on his behalf.

3.2 IFSO booth

The exhibition space for the booth + additional equipment (furniture, internet connection, etc.) is offered by the congress organizers.

3.3 Abstracts

Schedule:

Call for abstract: July 1st of the previous year

Submission deadline: November 30th

End Revision: December 30th

File to Springer: January 21st

Publication: online issue of *Obesity Surgery* in April/May

Reviewers:

Executive Council + Scientific committee + some members of the local scientific committee

Method: online access to each reviewer for revision.

The format and the content of the file have to follow precise formatting requirements requested by Springer. IFSO secretariat will provide such information to the organizing secretariat of the congress.

3.4 European Chapter meeting: structure and location

An international Congress of IFSO-EC is held every two years, generally in April, but, if necessary, in early May. Members apply to hold the meeting in a city, and this is determined by a majority vote of the IFSO-EC General Council.

The proposed dates don't have to clash with religious/national festivities not only of the hosting country and must be approved by the Executive Council.

The meeting may be held in tandem with a medical obesity meeting.

Invitations to hold a meeting must emanate from a member with the endorsement of the national society. The member society must be in good standing and the application must be received in writing by the Secretariat at least 90 days prior to a meeting of the General Council, 4 years prior to the date of the meeting for which they are applying.

The meeting of the IFSO is held every other year in a country of the European Chapter.

A bid book, PDF file, containing all essential information (provisional budget with estimated incomes and outcomes, hosting city, congress venue, hotel facilities, social events, travel

connections, sponsors, local government support if provided, etc.) should accompany the application to organize an IFSO congress.

The secretariat receives the applications and forwards them to the General Council members who will then choose, through a secret ballot during the GC meeting, their preferred location.

A short presentation will be done by the applicant during the meeting of the GC.

The host country selected must submit a detailed outline for the meeting to the Executive Council 2 years prior to the Congress, showing that adequate convenient hotel and meeting facilities are available or have been arranged.

The meeting in the host city requires a declared Program Chairman and an Organizing Committee. Selection of submitted abstracts is coordinated by the Executive Council and the Scientific Committee of the IFSO- EC in collaboration with the local organizing committee. Abstracts are submitted electronically (by e-mail) to the chairman of the scientific committee of IFSO-EC. The meeting program is made by the local organizing committee under direct supervision of the chairman of the scientific committee. The resulting outline of the meeting is to be reviewed with the current President of IFSO-EC.

The abstracts must be submitted to *OBESITY SURGERY* by the date indicated by Springer (usually 4 months before the meeting), to enable publication in the March/April issue of the Journal.

The registration fee should be set adequately to ensure that the meeting has a surplus. It is recognized that the attendee's fee for registration will generally only be a relatively small amount compared with the individual's travel and hotel costs.

The profit from the meeting is to be divided as follows: 40% - 30% - 30% between IFSO, the local organizer and the Chapter.

The Registration fee is to be set so that there is a reduced fee for members in good standing, which means those who have paid current dues and subscription.

The surplus should be transferred, if possible, to the IFSO-EC treasury by October 30th of the same year. Within 1 year of the end of the Congress, the Congress organizing committee shall submit to the Executive Council a full report of the Congress in a Financial Statement.

If it should happen that the meeting has no financial surplus, no payment is to be received by IFSO-EC. IFSO-EC accepts no financial obligation for the IFSO-EC Congress. Where a dangerous situation arises in an intended host country, another host city or country may be selected to ensure safety and turnout, upon application and by vote of the Executive Council.

3.5 European Chapter Meeting's schedule

All the institutional Chapter meetings are held on Wednesday. On Saturday the organizers should provide 15-20 minutes for General assembly at the end of the main session to inform the audience about decisions made during EC and GC.

The order of the meetings is as follows: 1) Editorial Board when planned, 2) Executive Council- **Wednesday**, 3) General Council – **Wednesday**,

Post-graduate courses and/or pre-meeting sessions of interest groups (eg. Integrated Health, Laparoscopic Surgery) when organized are usually held on **Wednesday** with political meetings too.

Thursday is the first official day of congress; opening ceremony and welcome reception are held on Thursday.

Friday: gala dinner

Saturday: half day of congress, General Assembly at the end of the main session

Meetings of the Committees can be held throughout the congress, according to the availability of the members of the committees.

3.6 Scholarships (To be updated)

Three scholarships of 1.000 Euro each will be given to 3 young surgeons, member in good standing plus the registration in the IFSO European Chapter Congress with public recognition of their presence (usually during the gala dinner).

The applications must be sent in writing to the IFSO Secretariat at latest 90 days before the Chapter meeting.

The requirements are:

- Applicants must be graduates of schools of medicine and/or other associated disciplines

- Applicants must demonstrate interest in bariatric surgery and/or other allied health disciplines
- Applications will be accepted only when the applicants have been in surgical or other specialties practice for a minimum of one year at their intended permanent location, after completion of all formal training (including fellowships/other scholarships)
- Applicants must be under 40 years old, in his/her training period, or, at the date of the application no more than 5 years have to be passed after finishing their training period
- Applicants whose careers are in the developing stage are deemed more suitable than those who are serving in senior academic appointments
- Applicants must submit a type-written in English Curriculum Vitae (no more than 2 pages)
- Applicants must provide a list of their publications (if available)
- Applicants who are awarded the Scholarships are expected to provide afterwards (within 2 months) a full report of their experience

The applications must be sent to IFSO's secretariat with the requested documentations.

The received applications will be examined by an *ad hoc* "Scholarship Committee" composed by: the President, the President elect, Past President, Executive Director, Chairman of Scientific Committee, which will assign the Scholarships.

The applicants will be informed about the assignment, at latest two weeks after the deadline (usually end of January-February), by the Secretariat by email and will have to provide their bank details for the bank transfer.

4.0 Professional Misconduct

Members found guilty of professional misconduct by their professional regulatory body shall be recommended by council for exclusion from the society by ordinary ratification.

June 2014