

# **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, superannuated 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.

\*\*\*\*\*

## **INDEX**

### **1. OFFICERS**

### **2. COMMITTEES**

### **3. MEETING**

## **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 (4 years re-electable + 2 years extension = total 6 years) and Executive Director (4 years re-electable + 2 years = total 6 years).

#### **1.1.a Executive Director Designate**

Executive Council shall arrange for election of a new Executive Director with the title of Executive Director Designate to be completed no less than 1 year before he/she takes over the Executive Director ship. The role of Executive Director Designate shall thus run for 1 year in addition to the 4-year term as Executive Director. The Executive Director Designate shall be a non voting member of Executive Council and his/her duties will mirror and be in support of the Executive Director.

#### **1.1.b Executive Director**

The term of office is 4 years re-electable + 2 years = total 6 years

#### **1.1.c. Treasurer Designate**

Executive Council shall arrange for election of a new Treasurer with the title of Treasurer Designate to be completed no less than 1 year before he/she takes over the Treasury. The role of Treasurer Designate shall thus run for 1 year in addition to the 3-year term as Treasurer. The Treasurer Designate shall be a non voting member of Executive Council and his/her duties will mirror and be in support of the Treasurer.

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 IFSO EC/EASO Ambassador is non-voting member of EC. If the relationship, as now, goes through the administrative management of EASO, the contact is with the IFSO Executive Director. If it is at the level of Presidents, this will be on the IFSO EC president.

The Journals representative is a non-voting member of EC elected by EC every 2 years.

Young IFSO-EC representative is a non-voting member of EC- He/She will be nominated by the Young IFSO, during the IFSO World Congress, not necessarily at the same time of the Executive Council renovation and start his/her position afterwards.

### **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, for Executive Director and for President-Elect should be actively engaged in the practice of bariatric and metabolic surgery and have been effectively engaged in the activities of the Chapter, having been an officer of the Chapter for at least 2 years (Committee member, Representative of the journal etc)

### **1.3 Formulation of a slate of candidates for president elect.**

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 to ensure that qualified nominees 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.

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 for the position of President elect 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

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

The internal procedure to select the 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 president elect will be put forward for the position of member at large in the IFSO EB.

The second member of the Chapter must 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.

1.4.a. IFSO EC Executive Council has to nominate - in accordance with the Chair of the Committee - a member to be part of the IFSO Scopinaro Foundation Committee for a 3 years term, renewable for a further 2 years term.

#### **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 Executive Director**

Duties and Prerogatives

The Executive Director runs the business of the Society with the assistance of IFSO EC Secretariat. 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

### **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 PCO after the Congress.

1.10 A formal turnover of the presidency will be held during the annual conference, during the General Council meeting.

The President will remain on duty till the end of the Conference.

The new President will be operative from the following day.

## **2. COMMITTEES**

### **2.1 Composition of Committees of the Chapter**

IFSO committees consist of a Chair, a Vice-Chair and members; the Chair is appointed by the Executive Council, upon proposal by the relevant Committee among its members; the Vice-Chair is chosen among the members, appointed by the Chair, and approved by the Executive Council.

The members are appointed by the Chair and approved by the Executive Council.

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

Committees' chairs are members of the Executive Council: they report to the Executive Council and can be invited to attend the meetings of the Executive Council.

### **2.2 List of Committees**

The permanent committees are:

- Scientific
- Bylaws
- Development & Communication
- Integrated Health
- MNAG (Multi national advisory Group)
- Corporate

The EC can create new committees or task forces if needed for specific reasons.

### **2.3 Meetings and activities of the committees**

The Committees can meet during the annual meeting of IFSO or IFSO-EC and whenever the Chair calls its members. Each Chair has to report regularly to the Executive Council 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**

President, Executive Director, Treasurer and Congress President in cooperation with the PCO will take decisions about the reimbursement to the IFSO EC officers.

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 part of the congress budget.

### **3.3 Abstracts**

#### Reviewers:

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

Method: online access to each reviewer for revision.

### **3.4 European Chapter meeting: structure and location**

An international Congress of IFSO-EC is held every year, in April or early May. Members apply to hold the meeting in a city, and this is determined by a majority vote of the IFSO-EC Executive 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, 3 years prior to the date of the meeting for which they are applying.

When the IFSO world congress is held in Europe there should not be any IFSO EC Meeting (after 2027).

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 EC congress.

The secretariat receives the applications and forwards them to the Executive Council members.

The Executive Council will then choose, through a secret ballot, their preferred location.

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

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 Congress President 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 to the Congress President and the Organizing Committee through the PCO. The meeting program is made by the local organizing committee in cooperation with the Scientific Committee. The resulting outline of the meeting is to be reviewed with the current President of IFSO-EC and the Executive Council.

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: 60% - 20% - 20% between IFSO EC, national hosting society and FSO

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, to the IFSO-EC at the latest after 3 months 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 has full 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**

The order of the meetings is usually as follows: Executive Council on Wednesday, and General Council on Friday.

The order and schedule of the meetings is decided by the voting members of the EC.

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

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

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 members 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 45 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 EC secretariat with the requested documentations.

The received applications will be examined by an *ad hoc* "Scholarship Committee" composed by: President elect and Ex. Director, Chair of SC 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 and scientific misconduct by their professional regulatory body shall be recommended by council for exclusion from the society by ordinary ratification.

**\*\*Last updated January 2025\*\***