

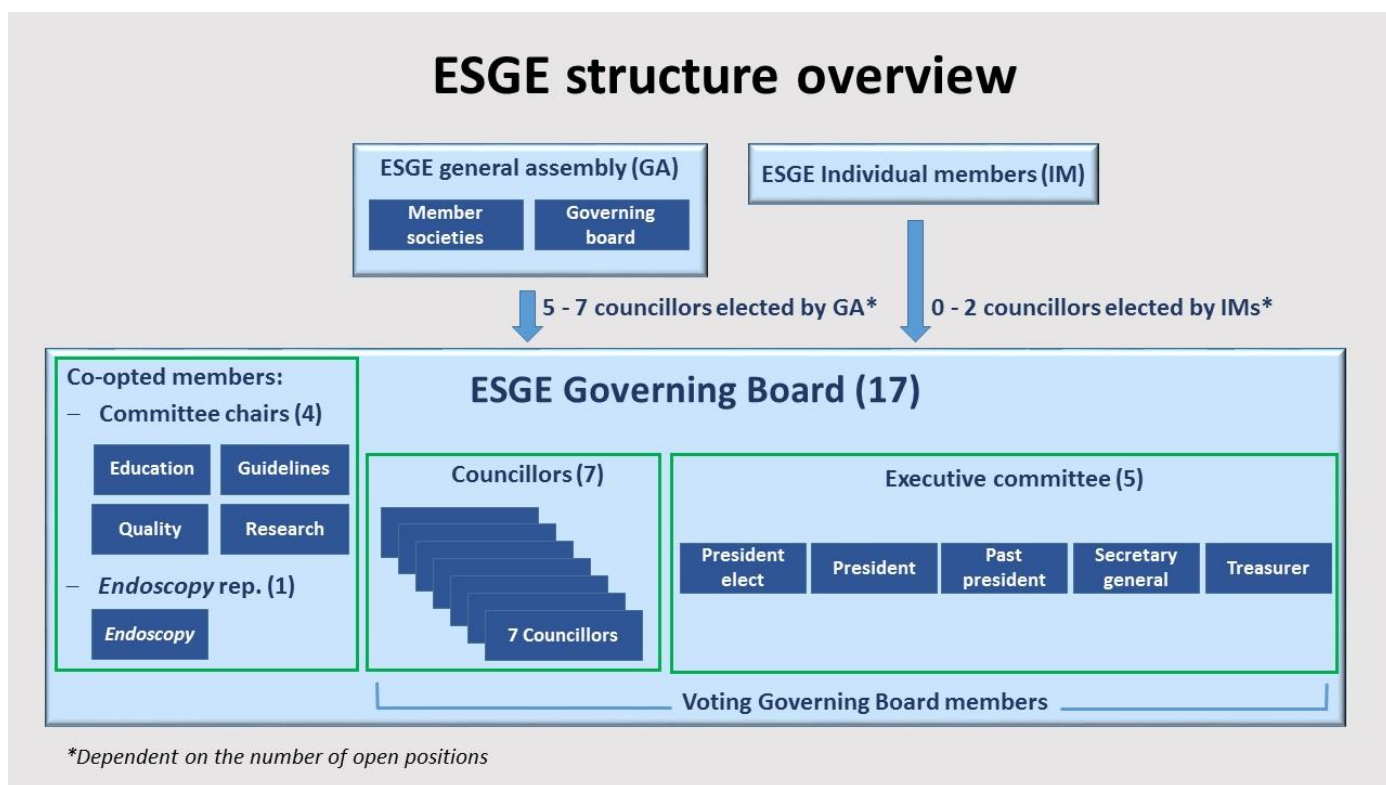


European Society of  
Gastrointestinal Endoscopy

# ***By-laws***

*Revised August, 2018*

## 1. ESGE structure



## 2. Introduction

- The ESGE By-laws are the rules for the conduct of the work of the organization, enacting the principles laid out in the Statutes.
- In contrast to the Statutes, changes to the By-laws can be expected in the course of ESGE operations and need only the approval of the Governing Board.
- For convenience, the structure of the ESGE by-laws replicates the structure of the Statutes as far as possible.

## 3. ESGE affiliations with other societies

### ***United European Gastroenterology (UEG)***

- ESGE is a founding member of UEG.
- ESGE representatives are nominated by the ESGE Governing Board for the following positions within UEG:
  - Scientific committee member
  - Education committee member
  - Governing council member (Endoscopy representative)
  - Meeting of members (3 ESGE representatives)
  - Public affairs Committee member
  - Research committee

- ESGE representatives on UEG bodies are required to ensure that the ESGE Secretariat receives minutes from UEG meetings, and other documentation pertaining to their position within UEG. Representatives report to the ESGE Governing Board.
- The ESGE governing board is required to approve the continuation of ESGE representatives on UEG committees for persons leaving the ESGE governing board during their term.

#### **World Endoscopy Organization (WEO)**

- ESGE is a member of WEO and represents the European Zone.
- The President of ESGE is member of the WEO Governing Council.
- ESGE provides the nomination from the European Zone for the office of WEO President-Elect.

## **4. statutes' articles description**

*Note: The indexing of these by-laws' articles is aligned with the [ESGE Statutes](#)*

### **Article II – I – Member Societies**

#### **Section 2. Terms of membership**

- In order for a society to become an ESGE Member Society, an official application must be made at least six months before the next General Assembly meeting.
- The following documents are required:
  1. Official letter of application
  2. Copy of the Statutes and Articles of the applicant society
  3. Composition details of the Governing Board of the applicant society including names and addresses of the Board members
  4. List of all members of the applicant society
  5. If the applicant society is from the same country as a current ESGE Member Society, a **Letter of agreement** signed by the applicant society and all other ESGE Member Societies from that country
    - The Letter of agreement should recognize and agree to the ESGE Statutes regarding: (a) nomination of only one candidate from each country for election as Member Societies Councillor (Article III–1, Section 2); (b) single vote for each country at the General Assembly (Article III–4, Section 2); and (c) only one Member Society representative from any given country on the Governing Board (Article III–1, Section 5).
- Applications are evaluated by the Governing Board according to the following considerations:
  - **Number of current ESGE Member Societies from the applicant's country.** Admission to ESGE of a further national society representing that country's endoscopists should be an exception.
  - **Scope of interest of the applicant society** within the GI endoscopy field for instance, pediatric endoscopy. The scope of interest of this applicant society should be compatible with and if possible complementary to the scope of interest of the current ESGE member society.

- After assessment of all the requirements above the Governing Board will decide whether the application should be shared with the ESGE General Assembly for approval.

**Section 4: Annual dues**

- The annual Member Society dues are €350 per year irrespective of number of societies per country.
- The annual Member Society dues are waived for Member Societies that have recruited more than 20 ESGE Individual Members for the corresponding year through the dual membership scheme (see below).
- Only Member Societies that have paid their annual dues (or whose annual dues have been waived) are entitled to nominate a candidate for the position of ESGE Member Society Councillor.
- Member Societies that have not paid their annual dues for two years (or have not had them waived) will be reviewed by the Governing Board.

## **Article II – 2 – Individual membership**

**Section 1: Eligible Person**

- On application, the candidate must provide a curriculum vitae (CV) that includes details of any scientific publications.
- On application for trainee membership, the candidate must provide a CV and letter from the Program Director of their training institution that confirms the candidate's full-time training status and the duration of the training.

**Section 2: Term of membership**

- Standard individual membership can be maintained as long as dues are paid.
- Trainee membership is limited to a period of two years. After the first year of trainee membership the application will be reviewed.
- Individual members are required to renew their membership before January 1 of the year in question. As of January 1, individual membership benefits cease until payment is made. If the membership fee is not paid by May 1 of the year in question, membership will lapse.

**Section 4: Annual dues**

- The annual fee for regular ESGE Individual Membership is €195 for the calendar year (January 1 – December 31).
- The initial annual fee for regular ESGE Individual Membership is reduced to €165 for candidates applying in person for ESGE Individual Membership at ESGE conference booths. At booths taking place after May 31, ESGE offers an initial reduced fee for those joining in the second half of the year (July 1 – December 31) at €120.
- The annual fee for ESGE Trainee Membership is €95 for the calendar year (January 1 – December 31). There is no half-year or on-site reduced rate for ESGE Trainee Membership.

### **Dual membership**

- ESGE offers a dual membership scheme to ESGE Member Societies to enable their own individual members to join ESGE at a reduced rate.
- The annual fee for ESGE dual membership is €150 for the calendar year (January 1 – December 31), if members of the partner society do not have a subscription to the monthly journal *Endoscopy* via the Member Society. These dual members receive *Endoscopy* via ESGE.
- The annual fee for ESGE dual membership is €80 for the calendar year (January 1 – December 31), if members of the partner society have a monthly subscription to *Endoscopy* via the Member Society. Dual members from these Member Societies do not receive *Endoscopy* via ESGE.
- If the Member Society is responsible for the dual membership application and administration, it will receive administration compensation per member.
- ESGE provides each partner society with a dual membership agreement that is signed by the ESGE Treasurer and the representative selected by the partner society.
- A minimum of ten dual members per year from the partner society is required to maintain the dual membership agreement.
- The dual membership agreement can be terminated by either of the contracting parties three months prior to the end of each calendar year, by registered letter and calculated from the date of receipt of the termination letter. Unless either of the contractual parties terminates the contract by registered letter received by September 30, the contract continues thereafter on an annual basis.

## **Article III – I Governing Board**

### **Section 1: Councillor commitments**

- Councillors are expected to participate in ESGE activities, whether in committees, subgroups or by initiation of new endeavors after board approval. They are required to dedicate the necessary amount of time to this role.
- Each Councillor's role / tasks within the organization should not be influenced by his country of origin or representation of a particular group.
- Alongside Committee chairpersons, one representative from the journal *Endoscopy* is co-opted to the Governing Board as a non-voting member.

### **Section 2: Election of Member Society Councillors**

- ESGE calls for Member Society nominations for open positions on the ESGE Governing Board three months prior to the next General Assembly.
- If a Member Society Councillor is presently serving their first term on the ESGE Governing Board, the Member Society that nominated them will be requested to confirm that their present representative is eligible for re-election, whether they will put forward a new nominee, or whether they do not wish to confirm / nominate any representative.
- The deadline for Member Society nominations is one month before the next General Assembly.
- ESGE Member Society Councillor elections are performed using the single transferable vote (STV) system. Each person eligible to vote receives his/her voting card when

registering on-site at the General Assembly. Each voter ranks his/her preferred candidate(s) for the position of ESGE Member Society Councillor. The voting cards are collected and results are available two days after the General Assembly.

***Section 4: Election and terms of office of Individual Membership Councillors***

- Election of Individual Membership Councillors takes place every two years via an online voting process.
- ESGE calls for nominations from ESGE individual members three months prior to the next General Assembly.
- ESGE Individual Members who have paid their annual membership fees are each eligible to nominate one candidate for election as ESGE individual member representative. They may nominate themselves.
- The deadline for nominations by ESGE individual members is two months prior to the next General Assembly.
- The voting procedure is undertaken online six weeks prior to the General Assembly and with a two-week deadline. Individual Members receive a unique link that allows them one vote only. Voting is anonymous.
- Election results are announced prior to the next General Assembly.
- The 2-year term of the elected Individual Member Councillor begins at the General Assembly.
- The number of vacant ESGE Councillor positions depends on how many, if any, of the Individual Membership Councillors have been elected to the ESGE Executive Committee at the preceding ESGE Governing Board meeting.

***Section 6: Duration of the Governing Board Member's mandate***

- ESGE Governing Board members and co-opted members are required to attend three face-to-face meetings per year. If a member is unable to attend a meeting their continuation on the board will be reviewed.

## **Article III – 2 - Executive Committee**

***Section 2: Election***

- Every two years Governing Board members may apply for the positions of President-Elect, Secretary General and Treasurer, six months before the next General Assembly.
- All Governing Board members can apply except the current President-Elect, President and Past President.
- Applications must include a letter of motivation plus CV and must be received by the Secretary General five months before the next General Assembly.
- The election process occurs by simple vote during a Governing Board meeting taking place no later than three months before the General Assembly. Each candidate is required to give a five-minute presentation.
- All the non-co-opted Governing Board members are entitled to vote.

## **Article III – 4 General Assembly**

### ***Section 4: Agendas and convening rules***

- The Secretary General sends invitations to the ESGE General Assembly to ESGE Member Societies, ESGE Governing Board, ESGE Honorary Members and ESGE Individual Members three months prior to the meeting.
- ESGE Member Societies are required to name both their voting representative and accompanying persons attending the ESGE General Assembly.

## **Article III – 5 Committees**

### ***Section 1: Composition and purpose of the committees***

Apart from the ESGE executive committee, ESGE has currently the following established Committees:

- Education Committee
- Guidelines Committee
- Research Committee
- Quality Improvement Committee

#### **Composition**

- Each committee is comprised of one chairperson and up to ten committee members. The members are selected by the chairperson. The members typically lead Working Groups that are formed to execute specific activities.
- Other members may be co-opted onto the committee as appropriate on an ad hoc basis.
- Meetings
  - Each Committee shall hold a minimum of one face-to-face meeting per year.
  - At least three months' notice of face-to-face meeting dates should be given.
  - Other meetings may be held via teleconference.
  - The Working Group chairpersons are required to provide a written status report at face-to-face meetings.
  - The ESGE Secretariat organizes committee meetings under the direction of the chairperson.
  - All meetings are minuted and minutes will be available to committee members and the ESGE Governing Board.

### ***Section 2: Chairpersons***

#### **Nomination and election**

- ESGE Individual Members who have paid their annual membership fees are eligible to put themselves forward for election.
- ESGE calls for chairperson nominations every two years. The voting procedure is undertaken at a Governing Board meeting.
- The term of the elected Chairperson commences at the next General Assembly. However, the elected Chairperson acts as deputy to the current Chairperson prior to the next General Assembly.

- Results are announced directly after the election.
- Chairpersons shall serve for a period of two years. They are eligible for re-election by the Governing Board for a maximum of one further term of two years.

### **5. Establishment of new projects**

ESGE governing board members and Individual Members may propose new projects.

- a. The project proposal template should be used to present new projects to the secretary general via the ESGE secretariat.
- b. In July, during the strategic governing board meeting, new projects are considered according to the following criteria:
  - i. Relevance/aim/purpose (“why?”/”what for?”) within ESGE structure
  - ii. Expected structure (“how?”), namely if a working group should be formed under the aegis of an established committee or a stand-alone working group is proposed
  - iii. If external companies are to be involved, the proposed budget should include two quotes
  - iv. Expected timeframe for projects
- c. After review, the Governing Board decides whether projects should be taken forward. If so, an interim coordinator is nominated and, if appropriate, a working group formed.
- d. Projects that are approved are required to provide an annual report including a budget to the governing board so that the development can be assessed.