

EUROPEAN FEDERATION OF INTERNAL MEDICINE

BYE-LAWS

INTRODUCTION

These Bye-Laws relate to the rules for the day to day management of the Federation and are to be read in conjunction with the statutes which were drawn up in accordance with Belgian law.

1. HEADQUARTERS

- 1.1 The legal headquarters of the Federation are at the Belgian Office of Internal Medicine, currently at the Fondation Universitaire in 1050 Brussels.
- 1.2 The secretariat may however be based in any European country as recommended by the Executive Council and approved by the Administrative Council.

2. PURPOSE

- 2.1 The primary role of the Federation is to promote the scientific and professional aspects of internal medicine throughout Europe. With this aim it should:
 - 2.1.1 Maintain European congresses in internal medicine with a strong scientific and educational content.
 - 2.1.2 Provide other educational opportunities both for internists in training and those wishing continuing medical education (CME).
 - 2.1.3 Maintain good communication between the national societies of internal medicine by means of the journal, newsletters and the Internet.
 - 2.1.4 In order to achieve these aims the Federation may set up working groups or subcommittees (see below) and should maintain close links with the European Union of Medical Specialists (UEMS) Monospecialty Committee in Internal Medicine.

3. MEMBERS

- 3.1 The Federation primarily consists of society members, namely national societies of internal medicine in each country.
 - 3.1.1 Where no national society exists an equivalent scientific society, whose primary field is internal medicine, may become a member.
 - 3.1.2 Where there is more than one society relating to internal medicine in one country these may apply individually for membership.

- 3.1.3 A society of internal medicine from a non-European country may also apply for society membership.
- 3.1.4 All applications will be made to the Executive Council through the Secretary General and recommendations made to the Administrative Council where final approval is necessary by majority vote.
- 3.2 Individual Members:
- 3.2.1 Individual members of national societies automatically become ordinary members of the Federation. Other members (associate members, honorary members, emeritus members) can apply to the Secretary for membership and will be put forward by the Executive Committee to the Administrative Council for approval.
- 3.3 Institutional Members:
- 3.3.1 In common with other international scientific societies, the Federation would wish to work in conjunction with other institutions particularly from within the pharmaceutical industry.
- 3.3.2 Institutional members will be entitled to all documentation relating to the Federation and to attend council meetings by invitation of the Executive Committee to discuss matters of mutual interest.
- 3.3.3 There are various levels of membership fee for institutional members depending on their level of involvement in the activities of the Federation. This will be determined by discussions between the Institution and Executive when drawing up the contract with the body concerned.¹
- 3.3.4 The membership fee for society members, individual members and institutional members is set by the Treasurer after discussion with the Executive Committee, and is approved by the Administrative Council.
- 3.4 Associate Members:²
- 3.4.1 National Societies of Internal Medicine outside Europe, or other professional bodies with an interest in internal medicine, may join the Federation as Associate Members.
- 3.4.2 Associate Members will be entitled to all the documentation of the Federation and to attend Administrative Council meetings as observers.
- 3.4.3 The annual fee for Associate Membership would be set by the Treasurer after discussion with the Executive and approved by the Administrative Council.

4. FELLOWSHIP OF THE FEDERATION:³

- 4.1 The institution of Fellowship of the Federation was approved by the Administrative Council in Zurich, March 2000., and is detailed in Appendix 3. The main purpose of

¹ Amendment approved Admin Council meeting May 2007

² 'Associate Members' text approved Admin Council meeting January 2002

³ 'Fellowship of the Federation' text approved Admin Council meeting September 1999

creating the Fellowship is to provide the Federation with a cadre whose responsibility is to uphold and expand the professional aspects of the Federation.

- 4.2 The Credentials committee will include one member of the executive, and up to five other members of the Administrative Council. Members of the Credentials committee must be of different nationalities, and will be appointed for a period of three years renewable. Recommendations made by the Credentials Committee will be approved by the Administrative Council.
- 4.3 The fellowship diploma will be presented formally to new Fellows of the Federation during the annual Congress. Fellows will however be entitled to use the title of Fellow as soon as their application has been approved by the Administrative Council.
- 4.4 The fellowship fee is paid annually, covering the period from January 1st to December 31st each year. It includes a subscription to the European Journal of Internal Medicine and a reduced registration fee at the EFIM Congresses. Other benefits may include free subscription to PIER, Lunch Symposium for Fellows at the Annual EFIM Congress including Fellows Lecture, listing on the online directory, diploma and pin.
- 4.5 An Honorary Fellowship of the Federation can be awarded, on the recommendation of the Credentials Committee, to a member or non-member who has contributed in a material way to the development of internal medicine.
- 4.6 The status of Emeritus Fellow will be awarded by the Credentials Committee on retirement. An Emeritus Fellow will keep the title of Fellow but will no longer pay the annual fee and will not receive the European Journal of Internal Medicine, but will receive newsletters or similar documents regularly produced by EFIM.

5. ADMINISTRATION

Administration of the Federation is carried out by the Executive Committee with the approval of the Administrative Council and General Assembly.

5.1 Selection of the Executive Committee:

5.1.1 The Officers of the Federation which make up the Executive Committee are nominated and selected by the Administrative Council as laid down in the Statutes. Where there is more than one candidate for a post, a voting procedure has been approved (see Appendix 1)

5.1.2 When any member of the Executive is unable to continue their term in office, the Executive shall make appropriate arrangements for the duties of that officer to be carried out until the election of a new officer can take place.⁴

5.2 The Executive Committee

⁴ Amendment approved Admin Council meeting April 2006

The Executive Committee consists of a President, a Vice President, a Secretary, and a Treasurer, and two additional members. The Past-President and representative(s) of the Young Internists are non-voting members of the Executive Committee. Any official documents of the Federation can be signed by two members of the Executive Committee, one of whom must be the President or the Secretary.

5.3 The President:

5.3.1 The President is charged to accomplish the resolutions of the Administrative Council and General Assembly and is appointed for a period of two years.

5.3.2 The President should present a two year programme to the Administrative Council in order to further the aims of the Federation.

5.3.3 In conjunction with the Secretary, the President must decide on the Agenda for the Executive Committee, the Administrative Council, and General Assembly.

5.3.4 The President must sign the Minutes of meetings of the Federation after they have been approved.

5.3.5 When the President is unable, for any reason, to continue his/her term of office he/she should be succeeded by the Vice-President (President-Elect).⁵

5.4 Vice-President (President-Elect):

5.4.1 The Vice-President is appointed by the Administrative Council for a period of two years.

5.4.2 The Vice-President is President-Elect and will succeed the President at the completion of his term of office.

5.4.3 The Vice-President will assist the President to accomplish his/her duties, and in the absence of the President can represent EFIM and can chair meetings of the Executive Committee, Administrative Council, and General Assembly.

5.5 The Secretary General:

5.5.1 The Secretary General is appointed by the Administrative Council for a period of two years, and may be re-elected to the same position for further terms of two years, up to a maximum of eight years.

5.5.2 In conjunction with the President the Secretary will prepare the agenda for the meetings of the Executive Committee, Administrative Council, and General Assembly.

5.5.3 The Secretary is responsible for recording the Minutes of the Executive Committee, Administrative Council, and General Assembly, including any resolutions that are undertaken.

⁵ Amendment approved Admin Council meeting April 2006

- 5.5.4 The Secretary is responsible for ensuring that the Minutes of the Federation, once approved, are signed by the President or Vice-President and stored for further reference.
- 5.5.5 The Secretary is responsible for the day to day administration of EFIM activities, informing the Executive Committee about correspondence received and other matters relevant to the Federation.

5.6 The Treasurer:

- 5.6.1 The Treasurer is appointed by the Administrative Council for a period of two years and may be re-elected to the same position for further terms of two years, up to a maximum of eight years.
- 5.6.2 The Treasurer is responsible for recording all receipts and expenses of the Federation, a summary of which is presented at the General Assembly for approval each year.
- 5.6.3 The Treasurer is responsible for formulating a budget for the next year. This budget must be accepted by the Executive Committee and approved by the General Assembly.
- 5.6.4 The Treasurer is responsible for ensuring the membership fees are paid promptly and inform the Executive Committee where failure of payment occurs.
- 5.6.5 The Treasurer must keep the Executive Committee informed of the financial status of the Federation throughout the year.
- 5.6.6 As laid down in the Statutes, the financial year ends on 31 December, and the Treasurer must submit accounts for approval by the Executive Committee and the Administrative Council at the meeting nearest this date.

5.7 Past President:

- 5.7.1 The Past President remains on the Executive Committee as a non-voting member for a further period of two years.
- 5.7.2 In the absence of the President and Vice-President the Past President can represent the Federation at the Executive Committee or Administrative Council. The Statutes specify that the General Assembly must be presided over by the current President or Vice-President.

5.8. Other Executive members

5.8.1. As specified in Article 6 of the Statutes, an Associate Secretary may be co-opted onto the Executive Committee with the approval of the Administrative Council.

5.8.2. The Executive Committee may invite or co-opt other individuals when a specific purpose exists (such as the Editor-in-Chief EJIM, the President of the Foundation, the Director of ESIM).

5.9 The Administrative Council:

- 5.9.1 The Administrative Council is made up solely of representatives from member societies and not individual or institutional members: these may attend as non-voting observers by agreement with the Executive Committee.
- 5.9.2 Each member society nominates two representatives; where both are unable to attend they are encouraged to send a nominated deputy who can also vote.
- 5.9.3 If a member county chooses to send more than two representatives (especially if one of the representatives is on the Executive Committee) the member society will still have the right to only two votes in total.
- 5.10 UEMS Representatives:
- 5.10.1 In order to further the close cooperation between the UEMS Monospecialty Committee of Internal Medicine and EFIM, two non-voting representatives of the UEMS Committee will be nominated to attend meetings of the EFIM Administrative Council; two nominated members of the EFIM Council may attend meetings of the UEMS Committee.
- 5.11 General Assembly:
- Under Belgian Law a General Assembly is required to allow individual members to express their opinions and to vote on resolutions.
- 5.11.1 As the Federation consists primarily of member societies, the General Assembly will normally be held in conjunction with a meeting of the Administrative Council which it will precede.
- 5.11.2 Notification of a General Assembly will be made to the member societies and individual members by the Secretary General giving the statutory notice of 30 days.
- 5.11.3 The General Assembly is the official body for the election of Officers to the Executive Council, for the approval of financial affairs, and for approval of changes to the statutes, including dissolution of the Federation.

6. MONETARY CONTRIBUTION

- 6.1 The membership fees payable to the Federation will be determined by the Executive Committee after recommendations from the Treasurer, and will be approved by the Administrative Council and General Assembly for the forthcoming year.
- 6.2 The Treasurer will send a request for payment to the members at the beginning of each year. If no payment is received by April, a further demand will be sent. If a further delay is encountered he will inform the Executive Committee.
- 6.3 Failure of payment after a six month period should be investigated by the President who should contact the president of the relevant society.
- 6.4 After one year without payment the member society will lose voting rights in the Administrative Council, and after two years, expulsion is automatic under the Statutes.

7. SUBCOMMITTEES AND WORKING GROUPS

The Executive Committee can, with the approval of the Administrative Council, convene working groups or formal subcommittees to further specific aims of the Federation.

7.1 Working Groups:

- 7.1.1 Each working group has a coordinator who would report to the Executive Committee every six months.
- 7.1.2 Working groups will normally consist of four to seven members, one of whom should be a member of the Executive Committee.
- 7.1.3 Working groups will usually convene at the time of meetings of the Administrative Council or congresses, but are encouraged to continue their activities beyond these meetings with communication by letter, fax, e-mail or telephone conferencing.
- 7.1.4 No actions can be undertaken by the working group without prior approval from the Executive Committee.
- 7.1.5 Expenses incurred by the working group must be approved by the Treasurer.
- 7.1.6 Working groups will provide a written report of their activity for the Administrative Council.

7.2 Subcommittees:

- 7.2.1 Where the task of a working group seems to have a longer term perspective the Executive Council may decide to form an official subcommittee with chairman and secretary who would be responsible for drawing up clear aims for the subcommittee and reporting to the Executive Committee.
- 7.2.2 Meetings of the subcommittee will be minuted by the secretary and these minutes circulated, after approval by the Executive Committee, to members of the Administrative Council.

8. EUROPEAN CONGRESSES

The Federation will plan to hold congresses every year in a different European country, usually in conjunction with one of the member societies of internal medicine.

- 8.1 Member societies may apply to host the EFIM congress under the guidelines drawn up by the Congress Working Group (appendix 2). The final choice of venue will be approved by the Administrative Council and should take place two years or more from the event to allow adequate planning.
- 8.2 Organisation of the Congress requires close liaison between the Federation represented by the Executive Council, the Steering Group, the Local Organising Committee, and the Scientific Advisory Board..
 - 8.2.1 **Steering Group:**

The overall responsibility for the congress will be co-ordinated by the Steering Group made up of an equal number of representatives from EFIM (nominated by the Executive Committee) and from the Council of the member society. This Committee will report directly to the EFIM Executive Council concerning progress with the congress and any problems encountered.

8.2.2 Local Organising Committee:

The Local Organising Committee is responsible for drawing up an outline programme, in conjunction with the Scientific Advisory Board, and for liaising with the Professional Congress Organiser in all aspects of the organisation of the meeting. The Local Organising Committee will be made up largely of members of the local national society, but it should contain two representatives from the Executive of the Federation. The actions of the Local Organising Committee will be communicated to the Steering Group who will give final approval.

8.2.3 Scientific Advisory Board:

The Scientific Advisory Board will be made up of representatives of the member societies from the Federation and of the local national society. The responsibility of the Scientific Advisory Board is to provide suggestions of subjects, chairmen and speakers, and to provide a panel to assess and approve abstract submissions.

9. EUROPEAN SCHOOL OF INTERNAL MEDICINE

After approval by the Administrative Council the first School of Internal Medicine was held in September 1998 in Alicante under the directorship of Prof Jaime Merino. It has been held annually since, but in 2010 the Executive decided, because of increased demand, to initiate a second School to be held in the winter, starting in 2011.

- 9.1 The aims of the School are to promote postgraduate education and cultural exchange amongst internists in training between different member countries of the Federation.
- 9.2 The course will consist of a mixture of seminars, lectures, and case presentations. The programme will be decided by the Director of the School in conjunction with the local working group and approved by the Executive.
- 9.3 Member countries will be asked to nominate and fund resident internists in training for the meeting.
- 9.4 Member countries will also agree in principle to nominate and fund one or more members of the Faculty for the school.
- 9.5 The Director will provide a report and evaluation of the meeting, including a summary of the budget, for the Executive Committee and Administrative Council.
- 9.6 The venue of the School will be decided by the Executive Committee, based on the advice from the Selection committee (see Appendix 4) and approved by the Administrative Council. The venue will be approved for a period of two years initially, but will usually be extended to a third year after a satisfactory report to the Executive Committee.

10. OTHER EDUCATIONAL ACTIVITIES

- 10.1 EFIM will encourage European internists to support national European meetings in internal medicine.
- 10.2 The Federation may, if requested, act as co-sponsor of a national meeting in internal medicine after approval of the Executive committee
- 10.3 In the field of continuing medical education for registered internists, the Federation will liaise closely with the UEMS Monospecialty Committee in Internal Medicine.
- 10.4 The Federation may seek to set up an educational fund to provide educational opportunities both for individual and group activity. This could include awards, scholarships, and visiting fellowships.

11. FOUNDATION FOR THE DEVELOPMENT OF INTERNAL MEDICINE IN EUROPE⁶

- 11.1 This Foundation was approved by the Administrative Council in Zurich, March 2000, and is registered under Swiss law.
- 11.2 The Foundation has the following non-profit making aims:-
 - To develop the knowledge and understanding of pathophysiology, diagnosis, treatment and prevention of diseases relevant to internal medicine.
 - To promote biomedical, clinical, behavioral, nutritional and epidemiological research of diseases relevant to internal medicine.
 - To help to promote public awareness and understanding of diseases relevant to internal medicine.
 - To promote education and training of doctors and other health professionals in the field of diseases relevant to internal medicine.
 - To establish and maintain contacts with other institutions and societies sharing the same activities.
 - To undertake any activity which helps to attain the objectives set out above.
- 11.3 The Foundation is managed by a Council consisting of a maximum of 12 members, at least half of them being physicians and members of the European Federation of Internal Medicine. It must include at least one Swiss national and one Swiss resident. The President of the Council should be a physician and will be an ex-officio member of the Council with voting rights. The Council should also include representatives of medical associations, of those taking care of patients, as well as individuals who by their experience can add a valuable contribution to the attainment of the aims. Council members will be approved by the Administrative Council of EFIM.
- 11.4 The Management Committee is formed by the President, Vice President, Secretary, Treasurer and an Associated Member. The tenure of office is three years renewable.

12. EUROPEAN JOURNAL OF INTERNAL MEDICINE (EJIM)

⁶ 'Foundation for the Development of Internal Medicine' text approved Admin Council meeting September 1999

- 12.1 EJIM, the official journal of the European Association of Internal Medicine, became the official journal of the Federation when it was founded in 1996.
- 12.2 The Editor in Chief of the journal will be nominated by the Executive Committee and approved by the Administrative Council. The post is for four years and can be extended by a further four years after approval by the Administrative Council.
- 12.3 The responsibilities of the Editor in Chief include:-
- Nomination of deputy editors; selection of the editorial board; selection of national representatives for the journal from member countries of the Federation; be responsible for the day to day administration of the journal; liaise closely with the publishers.
- 12.4 The Editor in Chief of EJIM will work closely with the Executive Committee who will give the final approval to the selection of deputy editors and editorial board. The Editor will report regularly to the Executive Committee attending committee meetings when required. The Editor will also provide a written report to the Administrative Council which will be circulated with the Agenda in advance of the meeting.

13. PAYMENT OF EXPENSES⁷

13.1 Executive Committee Expenses

The Federation will be responsible for travelling and accommodation expenses for members of the Executive Committee where this is not met by their national societies. Reimbursement of air fares will be paid at the Economy/Apex rate; any exception to this would need approval from the Treasurer.

13.2 Working Group Expenses

Expenses for travel and accommodation for members of working groups would be reimbursed on a similar basis to 13.1 but only after approval by the Treasurer in advance of the meeting (see item 7.1.5). The Executive Committee may decide to allocate an annual budget to active working groups who need expenses to cover the cost of telephone or face-to-face meetings. The necessity to reimburse these expenses should be assessed on an annual basis.⁸

14. AMENDMENTS TO BYE-LAWS

- 14.1 These Bye-Laws are drawn up as a practical aid for day to day management of the Federation, will be subject to review and amendment by the Executive Committee and Administrative Council as deemed necessary.

⁷ Amendment approved at General Assembly/Admin Council meeting in Alicante September 2002

⁸ Amendment approved Admin Council meeting October 2007

APPENDIX 1

Election of Officers

1. The Vice-President will normally succeed the President at the end of the 2 year period of office, as laid down in the EFIM statutes.
2. The election of the officers serving on the Executive Committee will be made by the Administrative Council every 2 years or in the case of the opening of a position, as laid down in the EFIM Statutes. Usually a new officer will be elected into the Executive Committee as a member with no specific function; after one or two years he may become elected into one of the specific positions of the Committee (Vice-president, Secretary, Treasurer). The Secretary and the Treasurer can be re-elected to further terms of 2 years, up to a maximum of 8 years.
3. Nominations (duly proposed and seconded) for each of these positions should be sent in writing to the secretary not less than 4 weeks (28 days) before the date when the Administrative Council will meet, having first obtained the agreement of the candidate. The names of all candidates will be circulated to all members of the Administrative Council in advance of the meeting.
4. Voting will be made by ballot by those present at the meeting of the Administrative Council, each member country being entitled to two votes. *Written*⁹ proxy votes may be used for the first ballot, providing one delegate from that member country is present.
5. Where there are two candidates for one of the posts, the election will be by simple majority. A ballot should still be undertaken when only one candidate is standing, with approval again on a simple majority.
6. If there are more than two candidates for a post, there must be a second ballot unless one of the candidates secures more than half the votes. In the second ballot only the two candidates with the most votes will be considered; the choice will then be decided by a simple majority of those present (no proxy votes allowed).
7. The votes will be counted by the Secretary and verified by an ordinary member of the Administrative Council, appointed by agreement of those present, and duly recorded in the minutes of the Administrative Council.

Approved by the Administrative Council in Maastricht October 16th 1997, and modified and approved by the Administrative Council in Dublin, October 25th 2008.

⁹ Amendment to item 4 approved Admin Council meeting January 2002

Selection of Venue for EFIM European Congresses

Summary of the recommendations of the `Congress and Scientific Working Group`, approved by the Administrative Council in London, February 1997.

National Societies wishing to host a joint European Congress with EFIM would be required to submit the following for consideration by the Executive committee:

1. Written support of the national society hosting the meeting:
 - How large is the local population of internists?
 - How is the specialty organized in the country?
 - What is the estimate of the domestic participation in the meeting?
 - Will the meeting be held in conjunction with or separately from the national society?
2. Name of the President of the Congress:
 - A CV is needed, including experience in organizing meetings
3. Selection of the city:
 - What congress facilities are available?
 - What are the hotel facilities (number of beds/prices)?
 - How accessible is the meeting site (airports, trains)?
4. Can support of the local pharmaceutical industry be expected?
5. Who will be the organizer of the meeting?
 - A professional conference organiser will normally be required, the choice being agreed jointly by the local society and the EFIM Executive council
6. Other financial aspects:
 - The Congress President and his/her National Society would, with the congress organiser, be prepared to take the full risk of any potential deficit.
 - As a consequence, the National Society is expected to receive 50% of the potential profit, the other 50% remaining with EFIM.

Fellowship of the European Federation of Internal Medicine (FEFIM)

Introduction

To be selected as a Fellow of the European Federation of Internal Medicine (EFIM) is on the basis of significant personal achievements in the field of internal medicine.

The main purpose of creating the Fellowship is to provide the Federation with a cadre whose responsibility is to uphold and expand the professional aspects of the Federation, and to help integrate the various national activities in internal medicine into the European scene. A Fellow should have distinguished himself or herself individually in the clinical, educational or professional aspects of internal medicine.

The fellowship diploma is presented to new Fellows of the Federation during the annual Congress.

Candidacy for Fellowship

Candidates will be evaluated by the Credentials Committee which will consist of members appointed by the Administrative Council of the Federation.

Potential candidates must be graduates from an established medical school and have received their training in internal medicine at a recognized institute, either in Europe or overseas.

- **Candidates from within Europe** should be a member of good standing in their National Society. Applications must be accompanied by supporting letters from two members of the Federation, and should have the approval of the President of their National Society.
- **Candidates from outside Europe** must submit similar documents plus a supporting letter from one member of the EFIM administrative council and from the President of their National Society or, if not applicable, from the President of a recognized professional or scientific organization in their own country.

An adequate publication record in peer-reviewed journals must be provided, in order to show proof of ongoing interest in scientific matters in internal medicine.

Application Procedure

- Complete the application form and send it, together with supporting letters, to the Secretary of the Federation.
- Copies of original documents may be in the candidate's own language and need not be translated. All other documents, such as Curriculum Vitae and supporting letters must be in one of the official languages of the Federation (English or French).

Fees

The membership fee is 100.-Euro and is due annually, covering the period from January 1st to December 31st each year; it includes a subscription to the *European Journal of Internal Medicine* and reduced registration at the EFIM Congresses. If a Fellow is already subscribing to EJIM the annual fee for Fellowship will be reduced to Eur 50.00.

For further information and application forms, please contact: EFIM Secretary-General
Dr JWF Elte E-mail: j.elte@sfg.nl or Fax: +31 10 461 2692

APPENDIX 4

Selection of Venue for the European School of Internal Medicine (ESIM)

Application:

National Societies wishing to host ESIM should submit their application to the EFIM Executive that should include the following essential information:

- 1. Director:* the name and position of their candidate, who should be an Internist with good experience in organizing postgraduate meetings for residents in training and be fluent in English.
- 2. Venue:* one or more choices of venue for the School can be proposed. These should offer good facilities for lectures, seminars and workshops, and should have residential accommodation close by. For budgetary reasons this may often be in University facilities.
- 3. Administrative support:* secretarial and other support to the Director to organize the scientific and social programmes, accommodation, travel arrangements, electronic registration and manage the website.
- 4. Budget:* provide an outline budget based on the existing registration fee (995 Euros per person); if a change in the fee is necessary, it must be approved by the Executive. The School should be self-financing with no necessity for financial support from outside sources, such as the national Society or the Pharmaceutical Industry.

Selection:

The EFIM member Societies will be invited to submit applications for ESIM, and a specially convened Selection Committee will consider the submissions. This Committee will normally consist of: the President or President-Elect of EFIM, the current Director of ESIM, and one or more members of the Council. Their recommendations will be considered by the EFIM Executive, who will make a final recommendation for approval by the Administrative Council