

EUROPEAN FEDERATION OF INTERNAL MEDICINE

BY-LAWS

INTRODUCTION

Article 24 of the Statutes state that the General Assembly may adopt internal regulations of the Federation, called "By-Laws".

These By-Laws regulate the functioning of the Federation and its bodies in general and are to be read with the statutes which were drawn up in accordance with *Title III of the Belgian law of 27 June 1921 (and later modifications) on non-profit associations, foundations and international non-profit associations.*

1. MEMBERSHIP FEE STRUCTURE

The idea behind EFIM's membership fee structure is to realize income in order to support the daily activities of EFIM office.

EFIM's fee structure is based on the gross national product per capita in combination with 1.8€ per/society member whereby the membership fee structure is divided into 3 different membership base categories and a minimum member fee.

The different categories of GDP per capita on which the fee structure is determined are as follows:

GDP per capita	Base fee
1 - 15	1500€
15 - 20	2000€
➤ 20	2500€
	If a country is represented by more than one member society, each such individual member society is due 50% of the normal Base Fee
Less than 100 members	500€ minimum fee
Associate Members < 500	500€ Associate members fixed fee
Associate Members = or >500	1000€ Associate members fixed fee

The fees to be paid by the Federation's members shall be determined in euros by the General Assembly on an annual basis, upon the proposal of the Executive Committee.

2. VOTING

During a General Assembly only those persons appointed as delegates of a national society member are entitled to represent a society member and to vote. The rules regarding such representation are determined under article 11 of the Statutes.

Regarding the voting at country level itself, the national society members will be divided in large, medium and small national societies:

- Large society members are societies with more than 2000 members;
- Medium society members are societies with more than 800 members;
- Small society members are societies as of 50 members.

Large national society members are entitled to three (3) votes at country level. Medium national society members are entitled to two (2) votes at country level and small national society members shall be entitled to one (1) vote at country level

For European countries that are represented within the Federation by more than one national society member and for which the respective quantity of members shall be aggregated to determine the number of votes at country level, the member societies themselves will have to agree between them upon the allocation

of the votes, while respecting the maximum number of votes at country level set out in the paragraph hereunder (e.g. if in such circumstances, it appears the aggregated quantity of members entitles the members societies all together to three votes, such member societies will have to divide the allocated three votes amongst them).

3. CATEGORIES OF MEMBERS (ONLY TO BE RETAINED IF APPLICABLE)

Following article 5 of the Statutes, EFIM has effective members (with voting power) and associate members (without voting power).

4. FELLOWS AND FELLOWSHIP (FEFIM)

Introduction:

The main purpose of creating the Fellowship and junior 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 selection 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 fellowship diploma is presented to new Fellows of the Federation during the annual Congress.

Privileges of the Fellow: FEFIM title, certificate, pin, Fellow lunch during congress, reduced congress fees

Candidacy EFIM Fellow:

The fellow works in a country that is a member or Associate member of EFIM

The fellow has been practising for more than 3 years

The fellow has at least 3 publications on PubMed

The fellow is recognised as a teacher and has given at least 3 presentations on national or international congresses

The national society supports the candidacy of the fellow

Candidates will be evaluated by EFIM Executive Committee, which has the power to approve or disapprove the application

Application Procedure:

Complete EFIM Fellow application form online.

To be included in EFIM activities, a onetime fee of 100€ is due by the EFIM Fellow.

Officers who leave EFIM executive committee become EFIM fellow automatically.

Candidacy EFIM Junior Fellow:

- Be in Internal Medicine training in a country that is a member or Associate member of EFIM
- Attend EFIM summer or winter school or
- Take part in EFIM exchange program

Privileges of the Junior Fellow: junFEFIM title, certificate, pin, YI lunch during the congress, reduced congress fees

Application Procedure:

Complete EFIM Junior Fellow application form online.

5. ADMINISTRATION

EFIM's Administration is carried out by the Executive Committee that consists of a President, a President-Elect, a Secretary General, a Treasurer, and the Past President.

The representative of the Young Internists, the President of the Foundation for the Development of Internal Medicine in Europe (FDIME) and the President of the UEMS (Internal medicine section) shall always be invited to attend the Executive Committees in a consultative role and in the quality of non-voting members.

5.1 Role of the President:

5.1.1 The President is charged to accomplish the resolutions of the Executive Committee and General Assembly and is appointed for a period of two years.

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

5.1.3 Together with the Secretary General, the President shall sign the Minutes of meetings of the Federation after they have been approved.

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

5.2 Role of the President-Elect:

5.2.1 The role of the President-Elect is appointed for a period of two years.

5.2.2. The President-Elect will succeed the President at the completion of his term of office.

5.2.3 The President-Elect 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 and General Assembly.

5.3 Role of the Secretary General:

5.3.1 The Secretary General is appointed for a period of two years, and may be re-elected to the same position for maximum three terms.

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

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

5.3.4 The Secretary is responsible for ensuring that the Minutes of the Federation, once approved, are signed by the President and stored for further reference.

5.4 Role of the Treasurer:

5.4.1 The Treasurer is appointed for a period of two years and may be re-elected to the same position for maximum three terms.

5.4.2 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.

5.4.3 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.

5.4.4 The Treasurer is responsible for ensuring the membership fees are paid promptly and inform the Executive Committee where failure of payment occurs.

5.4.5 The Treasurer must keep the Executive Committee informed of the financial status of the Federation throughout the year.

5.6 Role of the Past President:

5.6.1 The Past President remains on the Executive Committee as a voting member for a further period of two years.

5.7 Role of EFIM Secretariat

All practical administrative issues are managed by EFIM's Secretariat located at EFIM's registered office.

5.7.1 Support of EFIM Leadership

5.7.2 Strategic Support.

5.7.3 Membership Management.

5.7.4 Committees and Board Support.

5.7.5 Finance Management and office administration

5.7.6 Conference Management

5.7.7 Website management

5.8. Election of Executive Committee Officers:

1. 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 General Assembly will meet, having first obtained the agreement of the candidate. The names of all candidates will be circulated to all members of the General Assembly in advance of the meeting.

2. Voting.

Voting occurs following the rules set out under article 12 of EFIM's statutes.

3. Where there are two candidates for one of the posts, the election will be by simple majority.

4. In the case where the same number of votes is cast for the candidates, there should be a further vote. In the event of a further tied vote, the decision would be by a secret ballot vote by the members of the Executive (President, President Elect, Secretary, Treasurer, and Past President) excluding any member of the Executive if they are one of the candidates

6. THE ASSEMBLY OF YOUNG INTERNISTS:

6.1 The Assembly of Young Internists is made up of the representatives nominated by member societies. The main function of the Assembly of Young Internists is to support the activities of EFIM and to act as a link to Young Internist groups within the member countries.

6.2. The term 'Young Internist' refers to doctors in training in Internal Medicine and to doctors in the early years of their senior posts. Ideally those taking positions as sub-committee members and national representatives will be involved for a minimum of two years to ensure continuity within the organisation.

6.3. Structure of the Assembly of Young Internists

- The Assembly of Young Internists is composed of one representative from each EFIM national society member.
- Each EFIM national society member decides how to select their Young Internist representative, yet should preferably select a representative involved in Young Internist activities within the member country.
- The activities of the Assembly are to be co-ordinated by the Young Internists sub-committee reporting to the EFIM Executive Committee.

6.4. Structure of the Young Internists sub-committee

- Administration of the Young Internists' activities is carried out by the Young Internists sub-committee with the approval of the Assembly of Young Internists.
- The sub-committee consists of a Chairperson, a Secretary, a Treasurer and up to four members, all of whom should be of different nationalities.
- The officers of the sub-committee are appointed by the Assembly for a period of two years and may be re-elected for a further term of two years.
- The officers will be responsible for preparing the agenda for the meetings of the sub-committee and the Assembly, recording the minutes of meetings, managing the budget and reporting back to the EFIM Executive Committee.
- The sub-committee will allocate specific tasks to each of the sub-committee members' dependant on the resolutions of the Assembly.

6.5. Selection of the Young Internists sub-committee

- The members of the sub-committee are nominated and selected by the Assembly of Young Internists.

7. **SUBCOMMITTEES AND WORKING GROUPS**

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

8.1 Working Groups:

8.1.1 Each working group has a coordinator who reports to the Executive Committee every six months.

8.1.2 Working groups will consist of four to seven members, one of whom should be a member of the Executive Committee.

8.1.3 Working groups will usually convene at the time of meetings of the General Assembly or congresses, but are encouraged to continue their activities beyond these meetings with communication by letter, fax, e-mail or telephone conferencing.

8.1.4 No actions can be undertaken by the working group without prior approval from the Executive Committee.

8.1.6 Working groups will provide a written report of their activity for the General Assembly and EFIM Annual report.

8.2 Subcommittees:

8.2.1 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.

8.2.2 Meetings of the subcommittee will be minuted by the secretary and these minutes circulated, after approval by the Executive Committee, to members of the General Assembly.

9. **EUROPEAN CONGRESSES**

9.1. The Federation will organise the European Congress of Internal Medicine.

9.3 Organisation of the Congress requires close liaison between the Federation represented by the Executive Committee, EFIM Congress Subcommittee and the Organising Committee.

9.4 Organising Committee: EFIM Executive Committee

The Organising Committee is responsible for drawing up an outline programme and deciding the location of the following congress, in conjunction with the EFIM Congress Subcommittee. EFIM Secretariat together with EFIM Executive Committee will be in charge for liaising with the Professional Congress Organiser in all aspects of the organisation of the congress.

10. EUROPEAN SCHOOL OF INTERNAL MEDICINE

10.1 The aims of the School are to promote postgraduate education and cultural exchange amongst internists in training between different member countries of the Federation.

10.2 Organisation

a. The course will consist of a mixture of seminars, lectures and case presentations. The program will be decided by the Director of the School and approved by EFIM Executive Committee.

b. The Director of the School will be supported by one or more Co-directors, one of whom should be the Director of the previous School in order to provide continuity.

10.3 Member countries will be asked to nominate and fund resident internists in training for the meeting.

10.4 Member countries will also agree in principle to nominate and fund one or more members of the Faculty for the school.

10.5 Member countries who proposed to host the school should propose Director of the school.

10.6 The Director will provide a report and evaluation of the meeting, including a summary of the budget, for the Executive Committee and the General Assembly.

10.7. The proposal of the School will be selected by the General Assembly for a period of 3 years. ESIM Subcommittee will be in charge of approving the proposed programme of the school.

11. EUROPEAN JOURNAL OF INTERNAL MEDICINE (EJIM)

11.1 EJIM, the official journal of the European Association of Internal Medicine is the official journal of the Federation.

11.2 The Editor in Chief of the journal will be nominated by the Executive Committee and approved by the General Assembly. The post is for four years and can be extended by a further four years after approval by the General Assembly.

11.3 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.

11.4 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 General Assembly which will be circulated with the Agenda in advance of the meeting.

12. EUROPEAN JOURNAL OF CASE REPORTS IN INTERNAL MEDICINE (EJCRIM)

12.1 The European Journal of Case Reports in Internal Medicine is an official journal of the European Federation of Internal Medicine (EFIM). The journal wants to promote the practice of internal medicine in Europe.

12.2 Editorial office: Depending on the level of computer literacy of the Editors, an editorial office may be required to perform some or all of the following of tasks. The editorial office handles manuscripts received, checks compliance, assigns manuscripts to the editors and supervises the peer review process, handles copyright and conflicts of interest issues, posts the

accepted articles online, handles correspondence and provides files to NLM for PubMed and PubmedCentral publication, the free full text repository of the National Library of Medicine.

13. PAYMENT OF EXPENSES

Expenses for travel and accommodation for members of working groups will be reimbursed after approval by the Treasurer before the meeting. 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.

14. MODIFICATION OF THE BYLAWS

Upon proposal of the Executive Committee these By-Laws can be modified by the General Assembly with a simple majority of the votes cast.