STATUTES OF THE EUROPEAN FEDERATION OF INTERNAL MEDICINE IVZW
("EFIM" or "THE FEDERATION")
INTERNATIONAL NON PROFIT ASSOCIATION
Leerlooierijstraat
1930 ZAVENTEM, BELGIUM

CHAPTER I – NAME, REGISTERED OFFICE, DURATION AND PURPOSE

Article 1: Name

An international non-profit association with a scientific purpose named "*European Federation of Internal Medicine*", and in abbreviated form "EFIM", hereinafter referred to as "the Federation" or as "EFIM" was established under the provisions of Title III of the law of 27 June 1921 on not-for-profit associations, foundations and international not-for-profit associations but will be governed by the new Belgian Code on Companies and Associations of 23 March 2019 as from 1 January 2020.

All acts, bills, announcements, publications and other documents coming from the Federation mention its denomination preceded or followed immediately by the initials "IVZW" and the address of its registered office.

Article 2: Registered Office

The Federation has its registered office located at Leerlooierijstraat 18 / 004, 1930 Zaventem (Belgium), in the Flemish Region.

The registered office may be transferred to any other location in the Flemish and Brussels Region by a simple decision of the Executive Committee, to be published in the Annexes of the Belgian Official Gazette. In the same way, the Executive Committee is also authorized to open in both of these Regions administrative desks, branch offices and similar.

These decisions of the Executive Committee shall not be considered as an amendment to the Statutes and/or By-laws and shall not require a decision of the General Assembly. The Executive Committee is entitled to establish the coordinated version of the Statutes and/or the By-laws and file it with the Commercial Court.

Article 3: Duration

The Federation is incorporated for an unlimited period of time.

Article 4: Purpose

The purpose of the Federation is scientific. The principal objective is to promote internal medicine not only on a scientific plan, but also at an educational, ethical and professional level. To this end the Federation will publish the outcome of its researches and resolutions, seek to bring together European specialists in internal medicine, to establish communication between these specialists, to organise meetings or European congresses and to provide information to private or public organisations about internal medicine.

The European Federation of Internal Medicine develops links for the purposes of its goals with European Health authorities and medical societies, among which:

1. The European Union of Medical Specialists (UEMS) Section of Internal Medicine and the European Health Committee with regard to studies concerning the organisation of the profession.
2. National and International societies of specialties related to internal medicine.
3. International Society of Internal Medicine (ISIM) and other non-European Societies of Internal Medicine with regard to scientific information.
4. All other bodies relevant to the activities of the Federation.

The Federation may engage itself in any transaction, which it deems useful and which relates directly, or indirectly to its purposes. It may grant collaboration to and take an interest in any activity, which is similar to its objectives.

With respect for the laws in force and for its purposes, the Federation will be able to collect and to manage capital for the activities endorsed by its purposes.

CHAPTER II - MEMBERS

Article 5: Categories and rights of the Members

The Federation consists of national society members. A national society member is a representative and recognized national scientific society for internal medicine (or its equivalent).

National society members that are recognized by the Executive Committee as being located in a European country will qualify as ordinary members. Ordinary members shall attend the General Assembly meetings and have voting rights.

National society members that are recognized by the Executive Committee as being located in a country outside Europe will qualify as associate members. Associate members have the right to attend at General Assembly meetings and have no voting rights, except on educational matters or professional activities.

The Federation may also have honorary members, fellows of the Federation, and institutional affiliates, who may attend the General Assembly meetings without voting rights per invitation of the Executive Committee.

Members shall have no right or claim to any portion of the Federation's assets.

Any Member who ceases to belong to the Federation shall forfeit all rights enjoyed by the Members, yet shall be responsible for any membership dues for the calendar year during which she, he, or it ceases to be a Member.

Article 6: Admission of members

Admission of new ordinary and associate and other members is subject to the following conditions:

The admission of any new member shall be decided by the Executive Committee subject to the condition subsequent of its ratification by the General Assembly.

Any application for membership shall be made in writing and sent to the administrative office of the Federation (located at the registered office of the Federation) which shall examine whether or not the application meets the membership requirements. The administrative office shall submit the application and its assessment to the Executive Committee. The Executive Committee shall take its decision with a simple majority of the votes cast. Any decision of the Executive Committee refusing an application for membership does not need to be justified and is final. Any admission by the Executive Committee shall be submitted for ratification to the next meeting of the General Assembly; the General Assembly shall take its decision with a simple majority of the votes cast. Any decision of the General Assembly refusing to ratify the admission of a member does not need to be justified and is final.

Article 7: Resignation, suspension and expulsion of members

Any member may resign from the Federation at any time by giving six months' notice by registered letter addressed to the administrative office of the Federation, located at its registered office. The notice period shall start on the first calendar day of the next month. The administrative office shall acknowledge receipt of the resignation letter in writing and inform the Executive Committee.

All resigning members shall remain liable for all their financial obligations vis-à-vis the Federation until the end of the financial year in the course of which the resignation comes into effect.

If a member fails to meet its financial obligations for one financial year within ninety calendar days after having been formally put on notice by registered letter of the administrative office, it may be expelled.

Any member who (i) fails to meet the criteria for membership, (ii) fails to fulfil its duties under the Statutes and/or the By-laws of the Federation, (iii) acts in a manner which is seriously injurious to the interests of the Federation, (iv) acts contrarily to the common values and ethics of the Federation, and/or (v) does not abide with the decisions of the bodies of the Federation, may be expelled by a resolution of the General Assembly which, after having heard representations in the defence of the member concerned, shall take its decision with a majority of two-thirds of the votes cast.

The expulsion decision sets forth the grounds on which the expulsion is based but, this apart, the decision does not need to be justified and is final. The administrative office of the Federation shall send a copy of the decision to the expelled member by registered letter, within fifteen calendar days. The expulsion shall come into force immediately, but the expelled member shall remain liable for its financial obligations to the Federation until the end of the financial year.

Until there is a decision by the General Assembly, the Executive Committee is entitled to suspend the member (including its voting right) for whom there exist serious and consistent indications of breaches of the obligations, notwithstanding the obligation of the suspended member to fulfil its financial obligations towards the Federation.

A member who has resigned or is considered as having resigned, been suspended or been expelled, shall have no claim against the assets of the Federation.

CHAPTER III: FEDERATION BODIES

Article 8: Federation bodies

The official bodies of the Federation are:

- the General Assembly;
- the Executive Committee;

Apart from the General Assembly, the Federation may also organize informal and consulting meetings of the ordinary and associate members relating to, among others, research and educational topics.

CHAPTER IV: GENERAL ASSEMBLY

Article 9: Composition and powers

The General Assembly is composed of the ordinary and associate members, but only those members having fulfilled their financial obligations towards the Federation shall be admitted to the meetings of the General Assembly.

The resolutions passed at the meetings of the General Assembly shall be binding on all members, including those absent or dissenting.

The following powers are restrictively reserved to the General Assembly:

a) approval of (i) the annual accounts, (ii) the budget and (iii) the membership fees;
b) appointment, dismissal and release from liability of the members of the Executive Committee;
c) appointment and dismissal of the statutory auditor (*commissaris*), if any, or the auditor (*auditor*) (if any), determination of its remuneration and release from liability;
d) ratification of the decision of the Executive Committee admitting new members;
f) expulsion of members;
f) amendments to the Statutes and By-Laws;
g) dissolution and liquidation of the Federation.

Article 10: Meetings and notices

The ordinary meeting of the General Assembly shall take place once a year.

The ordinary meeting of the General Assembly shall be called by EFIM's President, the Secretary General or any ten (10) ordinary or associate members.

An extraordinary meeting of the General Assembly shall be called by EFIM's President, the Secretary General, by the statutory auditor upon request of 1/5 of the members or any ten (10) ordinary or associate members, where the interests of the Federation so require. Any request for an extraordinary meeting of the General Assembly shall state the items to be considered.

The notice calling the meeting indicates the place, date, hour and agenda of the meeting and is sent by letter, facsimile, or any other written means (including electronic format) at least ninety (90) calendar days prior to the date of the meeting. As the case may be, the working documents will be communicated the latest fourteen (14) days before the meeting.

The validity of the notice cannot be challenged if all members are present or validly represented.

The meetings of the General Assembly shall be chaired by EFIM's President or, in his/her absence, by the President-Elect or the Secretary General.

If the General Assembly meets, based on a report compiled by the statutory auditor, the statutory auditor will attend the General Assembly.

Article 11: Representation to the General Assembly and proxies

In case a country is represented within the Federation by only one national society member, such member shall be represented at an official General Assembly by 2 delegates, being by preference its President or any other member of its respective Executive Committee, and one other member of that national society. In case a country is represented within the Federation by two national society members, those members shall be represented at such official General Assembly by one delegate of each national society member, unless these national society members agree otherwise and give up its right to be represented by one delegate. In case one country is represented by more than two national society members, such members have to appoint the two delegates upon mutual agreement.

A national society member may be represented at the General Assembly by another national society member or any third party who can vote by proxy.

Article 12: Proceedings, quorums and votes

a) Quorum

An attendance list, indicating the delegate's names, shall be signed prior to the meeting.

The General Assembly may only deliberate on the matters set out in the agenda, unless all members having the right to vote are present or represented and decide unanimously to discuss other matters.

Unless otherwise provided for, a General Assembly may validly proceed without a presence quorum being required.

b) Votes

During a General Assembly, only those persons appointed as delegates of an ordinary or associate member are entitled to vote.

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

- Extra large society members are societies with more than 2301 member;
- Large society members are societies with more than 1001 members and less than 2300 members;
- Medium society members are societies with more than 501 members and less than 1000 members;
- Small society members are societies with less than 500 members;
- Very small society members are societies with less than 200 members.

Extra-large national society members are entitled to four (4) votes at country level. 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. Small and very small national society members shall be entitled to one (1) vote at country level.

For 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 preceding paragraph (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).

Members of the Executive Committee cannot vote on behalf of their respective national society.

Unless otherwise provided for, decisions of the General Assembly shall be taken by a simple majority of the votes cast by the ordinary present or represented at the meeting.

Unless otherwise provided for, for all decisions of the General Assembly:

(i) abstentions shall not be taken into account and, in the case of a written vote, blank and mutilated votes shall not be counted in the votes cast;

(ii) all votes on appointments in the Executive Committee or other personal matters shall be taken by a secret ballot, unless the Executive Committee asked for an open vote when there are no conflicts of interest; all other votes are public.

(iii) in case of elections, where none of the candidates obtains a majority of the votes cast, further voting rounds will be organised until a candidate obtains a majority.

Article 13: Minutes of meetings

The decisions taken by the General Assembly shall be recorded in minutes, which are sent out by letter, facsimile, or any other written means (including electronic format) to each member.

The minutes shall be deemed to have been approved by the General Assembly thirty (30) calendar days as from the date mentioned on the notification described above, in the absence of explicit written opposition by a member present or represented at the meeting of the General Assembly.

Once approved, the minutes shall be signed by the chairman of the General Assembly meeting or the Secretary General and shall be kept in a register at the members' disposal at the registered office of the Federation.

The extracts or copies of the minutes shall be signed by the Secretary General or EFIM's President.

CHAPTER V: OTHER MEETINGS OF NATIONAL SOCIETY MEMBERS

Article 14: Informal Meetings

Apart from the official General Assemblies, the Federation may organize informal and consulting meetings of the ordinary and associate members relating to, among others, research and educational topics.

The notice calling the meeting indicates the place, date, hour and agenda of the meeting and is sent by letter, facsimile or any other written means (including electronic format).

Honorary members, fellows of the Federation, and institutional affiliates may be invited to such meetings as observers.

CHAPTER VI: THE EXECUTIVE COMMITTEE

Article 15: Composition

The Federation is governed by the Executive Committee.

Out of the representatives of the ordinary members, the General Assembly elects EFIM's President, a President-Elect, a Secretary General and a Treasurer. These, together with the Past President, form the Executive Committee.

Article 16: Appointments

Members of the Executive Committee are appointed for their position for a period of two years, in principle from an Annual Congress until the second following Annual Congress.

After his/ her term, the President-Elect will automatically become the next EFIM's President for the next term, unless minimum 10 ordinary members would have expressed at the latest two weeks before the General Assembly appointing the President-Elect as EFIM's President, in writing serious concerns about such appointment; in that case the General Assembly shall have to cast a new vote on the election of the President-Elect to the function of EFIM's President.

Nominations (duly proposed and seconded) for each of these positions should be sent in writing to the Secretary General 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.

The Presidency term will be followed by another two-year term as EFIM's Past-President. The Secretary General and the Treasurer may be elected to the same positions for maximum two two-year terms. Members and former members of the Executive Committee cannot become members of the Executive Committee in a different function during a period of two terms. When a function becomes vacant (for any reason), the Executive Committee can appoint someone to fill the function ad interim (including one of its other members).

Members of the Executive Committee may be removed by the General Assembly after a vote of at least two thirds majority by the ordinary members present or represented, provided this issue appears in the agenda for a duly convened meeting of the General Assembly.

The mandate of the members of the Executive Committee shall not be remunerated. However, all reasonable costs exposed while representing the Federation may be reimbursed upon production of dated receipts.

Article 17: Powers

The Executive Committee has the broadest possible powers for the management and (daily) administration of the Federation, except for the powers reserved by law or the Statutes and/or By-laws to the General Assembly. The Executive Committee thus constitutes the governing body of the Federation.

The Executive Committee may delegate, under its responsibility, a part of its powers for particular or specific purposes to a third party.

The Executive Committee appoints an Executive Manager who will be charged with the day-to-day business who has the power to take all actions that are necessary for the needs of daily life of the company or the needs that, due to their minor importance and necessity to take a fast solution, do not justify the intervention of the board of directors.

Upon decision of the Executive Committee and under its responsibility, committees or working groups may be formed.

Article 18: Meetings

The Executive Committee shall in principle meet at least four times a year.

Meetings of the Executive Committee shall be called by EFIM's President or the President Elect.

The meetings of the Executive Committee shall be chaired by EFIM's President or, in his/her absence or unavailability, by the President Elect, or failing same, by another member of the Executive Committee designated by the Executive Committee.

The notice calling the meeting indicates the place, date, hour and agenda of the meeting and is sent by letter, facsimile or any other written means (including electronic format) at least one (1) month prior to the date of the meeting. In case of urgency, the meeting may be called fourteen (14) calendar days prior to the date of the meeting. As the case may be, the working documents will be communicated the latest three (3) days before the meeting.

Article 19: Proceedings, quorums and votes

a) Quorum

The Executive Committee may validly proceed if at least the majority of its members are present or represented.

b) Votes

Each member of the Executive Committee has one vote.

Decisions of the Executive Committee shall be made by a simple majority of the votes cast. EFIM's President has a casting vote in case of a tied vote. Abstentions shall not be taken into account and, in the case of a written vote, blank and mutilated votes shall not be counted in the votes cast.

c) Meetings and decision-making by telephone, videoconference, and written procedure

The meetings of the Executive Committee can be validly conducted by conference call or videoconference.

In addition, decisions may be taken by written resolutions provided (i) that each member of the Executive Committee has been properly informed in advance of the decisions to be taken and (ii) that the written resolutions are immediately dispatched to each member of the Executive Committee. The decisions come into effect on the date mentioned on the written resolutions and are deemed to be taken at the registered office of the Federation.

CHAPTER VII : REPRESENTATION OF THE FEDERATION

Article 20: Representation of the Federation

All acts which engage the Federation, with the exception of special procuration, will be signed by two members of the Executive Committee (one of them EFIM's President or the Secretary General), who do not need to prove their legitimacy towards a third party.

Court proceedings whether as plaintiff or defendant shall be pursued and managed by the Executive Committee, by EFIM's President or by an administrator designated for this purpose by the President.

The Executive Manager has the power to represent the Federation and sign all necessary documents related to day-to-day management of the Federation.

CHAPTER VIII: ANNUAL ACCOUNTS – BUDGET – DUES – AUDIT

Article 21: Annual accounts and budget

The Federation's financial year shall commence on 1 January and end on 31 December of each year.

The Executive Committee shall submit the annual accounts for the Federation's last financial year and the budget for the following financial year to the ordinary General Assembly for approval.

Article 22: Dues

The dues 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.

The Treasurer shall inform each member in writing of the amount of dues that are owed. Should payment not be made within the requested period, interest may rightfully be applied at the legal rate, without any prior notice of same. The dues are to be paid within the first three months of the respective accounting year. If a member fails to fulfil this obligation, such member may be forbidden to participate to the activities organized by the Federation (such as e.g. the General Assembly or other meetings) upon decision of the Executive Committee who shall not, apart from the ascertainment the dues were not paid in due time, have to justify such decision.

In addition to the dues, the Executive Committee may decide to establish a reserve fund, set the amount of it and the procedures for each member's contribution to this fund.

Article 23: Audit

When required by law, the audit of the financial situation, the annual accounts and the verification that the transactions set out in the annual accounts comply with the legal requirements or the Statutes and/or the By-Laws must be entrusted to one or several auditors, appointed amongst the members of the Institute of Auditors ("*Instituut der Bedrijfsrevisoren*"). They hold the title of statutory auditor ("*commissaris*").

CHAPTER IX: INTERNAL REGULATIONS

Article 24: Internal regulations

The General Assembly may adopt and amend the internal regulations of the Federation, called “By-Laws” The decision must be taken with a simple majority of the votes cast. The internal regulations regulate the functioning of the Federation and its bodies in general and may not conflict with the Statutes.

CHAPTER X: LIMITED LIABILITY

Article 25: Limited liability

Members of the Federation shall not be personally liable for the commitments of the Federation. Their liability is limited to the payment of their financial obligations.

The members of the Executive Committee shall not be personally liable for the obligations of the Federation. Their liability is limited to the proper performance of their function.

CHAPTER XI: AMENDMENTS TO THE STATUTES

Article 26: Amendments to the Statutes

Any proposal to amend these Statutes shall only be valid where it is proposed by the Executive Committee or one-quarter (25%) of the members of the General Assembly.

Motions containing amendments to the Statutes shall not be voted on unless attached to the notice calling the meeting.

Decisions regarding amendments to the Statutes shall only be passed if at least two-thirds of the members are present or represented.

Where this quorum is not reached, a new meeting of the General Assembly shall be called no earlier than fifteen calendar days after the first meeting. The second meeting of the General Assembly shall be entitled to take valid decisions, irrespective of the number of members present or represented.

Decisions regarding amendments to the Statutes shall be taken with a majority of two-thirds of the votes cast.

The decision is published in the Annexes to the Belgian Official Gazette.

CHAPTER XII: LIQUIDATION

Article 27: Liquidation

Any proposal to dissolve the Federation shall only be valid where it is proposed by the Executive Committee or one-quarter (25%) of the ordinary members.

Motions containing the dissolution of the Federation shall not be voted on unless attached to the notice calling the meeting.

Decisions regarding the dissolution of the Federation shall only be passed if at least two-thirds of the members are present or represented.

Where this quorum is not reached, a new meeting of the General Assembly shall be called no earlier than fifteen calendar days after the first meeting. The second meeting of the General Assembly shall be entitled to take valid decisions irrespective of the number of members present or represented.

Decisions regarding the dissolution of the Federation shall be taken with a majority of two-thirds of the votes cast. The General Assembly shall also decide with a simple majority of the votes cast on (i) the appointment, powers and remuneration of the liquidators, (ii) the methods and procedures for the liquidation of the Federation and (iii) the destination to be given to the net assets of the Federation, which shall have to be allocated to a non-profit purpose.

The decision is published in the Annexes to the Belgian Official Gazette.

CHAPTER XIII: FINAL PROVISIONS

Article 28: Competent courts

Any dispute in connection with the Statutes of the Federation, its internal regulations and/or any decision of one of its bodies, shall be governed by Belgian law and shall be submitted to the Brussels courts.

Article 29: Applicable law

Anything that is not expressly covered in the Statutes or, as the case may be, in the internal regulations, shall be governed by Belgian law.

Article 30: Language

These Statutes shall be written in the Dutch and English languages. The Dutch version of the Statutes shall take precedence.

English shall be the working language of the Federation, without prejudice of the legislation on the use of languages in employment matters.

EUROPEAN FEDERATION
OF INTERNAL MEDICINE

BY-LAWS

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 the Belgian Code on companies and associations entered into force on 1 May 2019.

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 five membership categories in combination with 1.89€ per/society member whereby the membership fee structure is divided into 5 different Base Fees according to the number of members per society and a minimum member fee.
Annual indexation will be added according to the percentage of the indexation set for the year.

The different membership categories on which the fee structure is determined are as follows:

Membership categories	Base fee
Very small members < 200	525€
Small members 201 - 500	1050€
Medium members 501 - 1000	1575€
Large Members 1001 - 2300	2100€
Extra Large Members > 2301	2625€
	If one country counts more than one member society, each such individual member society is due 50% of the normal Base Fee
Associate members < 500	525€ Associate members fixed fee
Associate members ≥ 500	1050€ 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 ROLES OF THE EXECUTIVE COMMITTEE AND ITS MEMBERS

2.1 Role of the President

The President chairs over all meetings of the Federation and the Executive Committee.

The President will ensure effective communications about the Federation and its mission, decisions of the Executive Committee, priorities, programmes, and activities through the EFIM Secretariat.

The President provides advice and direction to the subcommittees and the working groups so they can achieve the Federation's goals and fulfil the Federation's mission.

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

During his/her term of office the President will assume the role of President of the Annual Congresses.

The President will be EFIM's representative in FDIME, FIMI, and other scientific organisation.

2.2 Role of the Secretary General

The Secretary General will facilitate effective internal administration of the Federation, and in collaboration with the Executive Committee will contribute towards maintaining and developing contact and collaborations with external groups.

The Secretary General will provide support to the President discussing the Federation's strategies and will maintain good awareness of needs and interests of the Federations projects and activities.

2.3 Role of the Treasurer

The Treasurer oversees and present budgets, accounts and financial statements to the Executive committee and to the General Assembly.

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.

Treasurer advises on financial implications of strategic and operational plans on the federation's revenues.

The Treasurer is responsible for ensuring that the membership fees are paid through the EFIM Secretariat and for informing the Executive Committee when failure of payment occurs.

2.4 Role of the President-Elect:

The President-Elect will assist the President in accomplishing his/her duties, and in the absence of the President can represent EFIM and can chair meetings of the Executive Committee and the General Assembly.

The President-Elect serves as an ambassador of the Federation and he/she is advocating its mission to internal and external stakeholders.

2.5 Role of the Past President:

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

The Past President provides advice and leadership to the Executive Committees regarding past practices and other matters to assist the Executive Committee in governing the Federation.

The Past President serves as an ambassador of the organization and advocating its mission to internal and external stakeholders.

The Past President will be EFIM's representative at the UEMS Section of Internal Medicine.

2.6 Executive Committee Officers Profile

To be eligible for the position of EFIM Executive Committee Officer other than Secretary General and Treasurer, individuals must:

1) Be Internal Medicine specialist for ten (10) years.
2) Have published a considerable number of high-quality papers in highly ranking journals and have been recognized leaders teaching internal medicine community in Europe.
3) Be in good standing and possess a reputable professional record with the National Society of their country, not having been subject to any disciplinary charges.
4) Have been an active member of the national society and served on its Board for at least 2 consecutive years or serve in a senior executive position or leadership role at EFIM (e.g. as chair of a Working Group or Sub-committee).
5) Reside, practice and work in the EFIM member country that is supporting the application of the candidate.
6) Commit to comply with the statutes and internal regulations ("By-Laws") of EFIM.
7) Have not reached the age of 65 years on the day of the appointment as President
8) Specifically for President-Elect, have not reached the age of 63 on the day of the appointment.
9) Not be sitting as a President or Vice-President, Chair, Secretary General or Treasurer of another organization.

Candidates for the presidency should be willing to devote the necessary amount of time to this role, specifically:6 consecutive association years on the EFIM Executive committee as follows (example):

- 2 years as President-Elect e.g. from March 2025 to March 2027
- 2 years as President e.g. from March 2027 to March 2029 and
- 2 years as Past President e.g. from March 2029 to March 2031

Limitation on Consecutive Candidacies
To ensure fairness and provide opportunities for new candidates, any individual who has stood as a candidate for an EFIM Executive Officer position on two separate occasions within a ten-year period, without being elected, will not be eligible to apply again during that same ten-year timeframe.

To be eligible for the position of EFIM Secretary General and Treasurer, individuals must:

1) Be Internal Medicine specialist for ten (10) years.

2) Be in good standing and possess a reputable professional record with the National Society of their country, not having been subject to any disciplinary charges.
3) Have been an active member of their national society with prior involvement at the board or leadership level in a national or international organisation (scientific or medical organisation, either European or worldwide, in a relevant field).
4) Reside, practice and work in the EFIM member country that is supporting the application of the candidate.
5) Commit to comply with the statutes and internal regulations ("By-Laws") of EFIM.
6) Not be older than 63 years of age on the day of the appointment.
7) Not be sitting as a President or Vice-President, Chair, Secretary General or Treasurer of another organization.

No individual shall hold either of the aforementioned offices of EFIM Secretary General and Treasurer for more than two (2) consecutive terms of mandate.

The age limit defined in Article [2.6, point 6] shall apply to new appointments made after the entry into force of these Bylaws and shall not affect Executive Committee members elected prior to their adoption, who shall remain eligible for re-election in accordance with the previously applicable term limits.

Details about the candidate's eligibility and contact information must be provided with the candidacy letter.

The candidates must fulfil these criteria in full or in part, so long as it is reasonably expected that they will meet the criteria in full by the time the General Assembly will decide on their appointment.

The position of EFIM Executive Committee Officers may be of interest to individuals who:

- are currently practicing internal medicine in the respective country of the national society.
- extensive curriculums in internal medicine, publications, and leadership roles in the national medical associations of internal medicine
- have a role of Director of an Internal Medicine Unit in their Country.
- demonstrate interest in the organization of medical care and medical practice.
- possess experience with the physician/community/government interface.
- are skilled in communications and relationship building; and,
- are recognized as leaders by their peers and their national society.

Brief answers to questions regarding the candidate's competencies (i.e., lived experience, professional standing, and development, and/or academic credentials and preparation) should be accompanying the candidate's application.

No candidate for the EFIM Executive Committee may run for any other office simultaneously.

An individual who is serving any other national society or another European or worldwide medical organisation in a senior executive position or leadership role (e.g. President, Vice President, Secretary General etc.) at the time of election must relinquish their seat on that entity when assuming office. The composition of the EFIM Executive Committee shall reflect the geographical diversity of the members of the organisation and gender diversity, so the

nationality and gender of candidates for the position of EFIM Executive Committee Officers may be taken into account.

2.7 Role of the Executive Manager and the EFIM Secretariat

The Executive Manager supports and guides the Federation's mission as defined by the Executive Committee and the General Assembly.

The Executive Manager oversees and implements appropriate resources to ensure that the operations of the Federation are running efficiently.

The Executive Manager is responsible for communicating effectively with the Executive Committee and providing, in a timely and accurate manner, all information necessary for the federation to function properly and to make informed decisions.

The Executive Manager develops strategies to inform the members as they work toward fulfilling the Federation's objectives.

The Executive Manager in collaboration with the Treasurer is responsible for the fiscal integrity of the Federation, proposing annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

The Executive Manager shall lead and be in charge of the EFIM Secretariat who shall assist the Executive Manager in the execution of his/her duties.

The Executive Manager shall be remunerated, and the remuneration shall be revised, in accordance with the benchmark for similar positions in other international organisations based in Brussels.

2.8 Other

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 European Union of Medical Specialists (Union Européenne des Médecins Spécialistes, UEMS) Section of Internal Medicine can be invited to attend EFIM Executive Committee meetings if the Executive Committee discuss issues in connections with those bodies or they can be consulted for strategic discussions in a consultative role and in the quality of non-voting members.

3 EUROPEAN CONGRESS OF INTERNAL MEDICINE - ECIM

3.1 Congress Organising and Scientific Committee

The Executive Committee is in charge of organizing a scientific congress each year. The Executive Committee will appoint the President of the national society where the congress is held or a delegate as the Chairman of the ECIM. The President of EFIM in the role of ECIM President, the Chairman of ECIM, EFIM Executive Committee and the Chair of the Young Internists will form the Congress Scientific committee.

The Congress Scientific Committee may appoint other clinicians / scientists.

3.2 Professional congress organiser

The Executive Committee shall appoint a professional congress organiser on such terms and conditions as it deems appropriate to organise the promotion of the Congress, the overall organisation of its funding, financial planning and financial outcome. The Executive Committee shall remain in charge of the final decisions regarding the conference, including how roles and responsibilities are divided.

4 THE YOUNG INTERNISTS SECTION

4.1 Definition of the Young Internists Section

The Young Internists Section of EFIM is comprised by a group of trainees and young specialists in internal medicine who form a network of young physicians with the ambition to strengthen the specialty's identity and to promote the discipline of internal medicine as a cornerstone of medical healthcare systems.

The term 'Young Internist' refers to doctors in training in internal medicine and to doctors in the early years of their senior posts (MD/PhD students). All young specialists and trainees who belong to an EFIM member society are members of the Young Internists Section. The criterion for the definition of a Young Internist member is until 5 years after qualification as a specialist in internal medicine (regardless of age).

4.2 The Young Internists Assembly

The Assembly of Young Internists consists of one representative elected or nominated by member national 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.

Those taking positions as members of the board of the Young Internists Section and national representatives will ideally be involved in the Assembly´s joint communication for two years to ensure continuity within the organization.

Officers of the Young Internists Board, the Chair and Secretary are non-voting members of the Young Internists Assembly.

The activities of the Assembly are to be coordinated by the board of the Young Internists Section reporting to the EFIM Executive Committee.

4.3 The Young Internists Section Board

The administration of the Young Internists' activities is carried out by the board of the Young Internists Section, with the approval of the Assembly of Young Internists.

The board of the Young Internists section consists of a Chairperson, a Secretary, and up to 4 members, all of whom should be of different nationalities.

The officers of the board are elected by the Assembly for a period of one term of two years. The Chair is elected by the Assembly for a period of one term of two years. Either National Representative or Board Officers can apply as Chair.
The board appoints the Secretary among its members. The Secretary steps down automatically from her/his Office once the term as Board Officer expires.

The Secretary will be responsible for preparing the agenda for the board and the Assembly meetings, recording the minutes of meetings, and reporting back to the EFIM Executive Committee.

The board will allocate specific tasks to each of the section board members depending on the resolutions of the Assembly.

The Young Internists representatives from the Associate members cannot be elected in the Officers position and may not vote for the election of Young Internists officers.

5 SUBCOMMITTEES

5.1 Subcommittee(s) will be proposed by the Executive Committee and approved by the General Assembly in relation to broad and relevant institutional affairs related to societal activities.

5.2 A Subcommittee Chair will be appointed by the Executive Committee and approved by the General Assembly. The Chair will propose to the Executive Committee a maximum of 4 members, preferably selected within different member societies, which will be appointed as Officers. The term of the Chair and the Officers will be 4 years. A new Chair will be appointed by the Executive Committee after the 4-year mandate has been completed.

5.3 Transition from WG to Subcommittee: the appointed Chair will propose 2 Officers for the next 4-year mandate. After the two years another 2 officers will be appointed for the next 4-year mandate. In this specific case, there will be an overlap of 2 years among officers that will guarantee the continuity of the projects.

5.4 Unless in absence of available candidates, the Executive Committee can re-appoint the current Chair for an additional 2-year mandate.
The Subcommittee Chair should present to the Executive Committee a yearly work plan at the end of the year for the next year and a yearly report of what has been achieved.

5.5 **The objective of the Subcommittee(s) will be to focus on topics which are of broad and strategic interest for the member societies as well as for internal medicine in general**.

6 WORKING GROUPS

6.1 Working group(s) may be proposed by the Executive Committee members or by any individual physician associated to any of the internal medicine societies, ordinary or associate, members of EFIM.

6.2 A new WG may be created if a minimum of 10 ordinary or associate members' societies have expressed their interest to join the new WG and have indicated their representatives.

6.3 EFIM members' societies may appoint a maximum of 2 representatives per society. No member can be representative in multiple WGs unless specifically requested by the national society.

6.4 External experts can be accepted in the EFIM WG if they secure their own funding.

6.5 The proponent of the WG will become Chair and will define the activities of the WG to be approved by the Executive Committee. The Chair will report to the Executive Committee.

6.6 The Chair will stay on-board for a mandate of 3 years. The delegates from the members societies can be re-nominated every 3 years according to the national societies' operational procedures.

6.7 The next Chair will be appointed by the majority of the WG members.

6.8 Working groups will usually convene at the time of meetings of the General Assembly or during congresses but are encouraged to continue their activities between these meetings with various means of communication, including e-mail or telephone conferencing. Working groups will propose a working plan, including professional, educational or research activities to the Executive Committee for approval.

6.9 Activities of the WG can start after discussion and approval of the Executive Committee.

6.10 Working groups will provide a written report of their activities for the General Assembly.

6.11 The activities of the WG should focus on creating new knowledge in the field of internal medicine or to set standards of clinical care or education in order to raise the awareness of the important role of the specialty. These objectives can be achieved through educational activities such as courses, seminar, and surveys across EFIM members etc. Publications by the WG will comply with the usual rules for authorship, meaning that all authors must have had a relevant role in project design, generation of data and manuscript writing.

6.12 If the result of the activities is a position paper, the topic must be pre-approved and extensively discussed with the Executive Committee. The authorship should be predefined according to the expertise of the persons involved. The Chair of the WG should not by default claim the authorship of the publication.

6.13 A WG that has not been active for the duration of 2 years may be dissolved upon unilateral decision of the Executive Committee.

6.14 President, Past-President, and any Officers of the Executive Committee of EFIM cannot be Chair of a Subcommittee or WG during their terms, while they can be WGs members.

7 EUROPEAN SCHOOL OF INTERNAL MEDICINE

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

7.2 Organisation:
- 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 the EFIM Executive Committee.
- 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.

7.3 Members will be asked to nominate and fund trainees in internal medicine for the meeting.

7.4 Members will also agree in principle to nominate and fund one or more members for the Faculty for the school.

7.5 Members who proposed to host the school should propose the director of the school.

7.6 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.

7.7 The proposal of the school will be selected by the General Assembly for a period of 2 – 3 years depending on the society.

8 EUROPEAN JOURNAL OF INTERNAL MEDICINE (EJIM)

8.1 EJIM, the European Journal of Internal Medicine is the official journal of the Federation. It is published under the authority of EFIM Executive Committee. The Executive Committee can appoint Publication Committee that liaises with the Editor-in-Chief and the Publisher. The EFIM Publication Committee is composed of two officers within the Executive Committee, the Past President and the Secretary General.

8.2 The Editor-in-Chief of the journal will be nominated by the Executive Committee upon a call for application and will approved by the General Assembly. The post is for six years and can be extended by a further two years after approval by the General Assembly.

8.3 The responsibilities of the Editor-in-Chief are defined in a specific Editor-in-Chief Agreement established between the Federation and the Editor-in-Chief:

The Editor and the Federation in consultation with the Publisher will jointly select the Associated Editors from a list of candidates proposed by the Editor and the EJIM Publication Committee. These Associate Editors will be from different countries and will qualify as internationally recognized scientists with their main scientific interest in different areas.

The candidates for the Editorial Board will be jointly selected by the Editor and the Executive Committee of the Federation, (and may make recommendations regarding removals), which candidates may (at the discretion of the Federation) be officially appointed or removed by the Publisher on behalf of the Federation.

The Editor in Chief will report to the EFIM Executive Committee and EFIM General Assembly.

The Editor in Chief can seek the assistance of an editorial office, which shall be approved by the Executive Committee on such terms and conditions as it deems fit.

9 EUROPEAN JOURNAL OF CASE REPORTS IN INTERNAL MEDICINE (EJCRIM)

9.1 The European Journal of Case Reports in Internal Medicine is an official journal of the European Federation of Internal Medicine (EFIM). The journal mission is to promote the best medical practice and innovation in the field of acute and general medicine in Europe.

The Editor-in-Chief of the journal will be appointed by the Executive Committee and approved by the General Assembly. The post is for 6 years and can be extended by a further two years after approval by the General Assembly.

9.2 The Editor in Chief will report to the EFIM Executive Committee and EFIM General Assembly.

EFIM Executive Committee can appoint an editorial office, to manage the EJCRIM with a specific agreement between the Federation and the Editorial office on such terms and conditions as it deems fit.

10 THE EUROPEAN BOARD OF INTERNAL MEDICINE (EBIM)

The European Board of Internal Medicine (EBIM) is a joint initiative between the Internal Medicine Section of the UEMS and the European Federation of Internal Medicine (EFIM). It operates as a section of UEMS aisbl. Its internal rules shall be set forth in a document jointly approve by UEMS and EFIM.

11 FELLOWS AND FELLOWSHIP (FEFIM)

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 selection as a Fellow of the European Federation of Internal Medicine (EFIM) is based on significant personal achievements in the field of internal medicine.

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

11.1 Candidacy EFIM Fellow:

1) The fellow works in a country that is an ordinary or associate member of EFIM.
2) The fellow is specialised and has been practising internal medicine for more than 3 years.
3) The fellow is recognised as a teacher and has given presentations at national or international congresses.
4) The fellow has attended/will attend ECIM congress or the Fellow has published paper in EJIM.
5) The national society member supports the candidacy of the fellow.

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

11.2 Application Procedure:

Complete EFIM Fellow application form online and submit requested documents.
To be included in EFIM activities, a onetime fee of 150€ is due by the EFIM Fellow.

Officers who leave EFIM Executive Committee become EFIM fellow automatically without having to pay a fee.

Benefits:

- FEFIM title
- FEFIM Diploma
- Free registration to EJIM on a first come first served basis
- Entrance to the Fellow lounge during ECIM
- Reduced congress fees

12 EFIM ACADEMY

The EFIM Academy is a pan-European initiative which aims to respond to the educational needs of the internal medicine community pursuing a high quality, continuous learning objective through modern platforms of learning.

12.1 The Editor-in-Chief of the EFIM Academy will be nominated by the Executive Committee (and it will be approved by the General Assembly). The post is for 2 years and can be extended further by 2-year periods after approval by the General Assembly. The Editor-in-Chief, in collaboration with the Associate Editor(s), the Executive Advisory Board and the Scientific Advisory Board has the editorial responsibility of the EFIM Academy.

12.2 The responsibilities of the Editor-in-Chief and the Associate Editor(s) are defined in the terms of reference document.

12.3 The Editor-in-Chief will appoint Associate Editor(s) selected on the basis of expertise and, knowledge of the subject matter with the approval of the Executive Committee. The initial term of the Associate Editor(s) shall be active throughout the mandate of the current Editor-in-Chief.

12.4 The Editor-in-Chief together with the EFIM President, EFIM President Elect and EFIM Past President forms the Executive Advisory Board. The Editor-in-Chief may appoint two members of the national societies to the Executive Advisory Board with the approval of the Executive Committee.
The role of the Executive Advisory Board is to oversee the activities of the EFIM Academy and report to the Executive Committee, to advise on the structure and content of the platform, to guide in networking activities with other institutions, organizations, associations and industry, to propose experts for the Scientific Advisory Board.

12.5 The Scientific Advisory Board will be appointed by the Editor-in-Chief from the experts selected by the EFIM National Societies.
The role of the Scientific Advisory Board is to propose topics to be covered in the platform, to prepare content in line with the standards required to have accreditation and to help communicate with other experts who can contribute to the scientific content of the platform.

12.6 The Editor-in-Chief will report to the EFIM Executive Committee and EFIM General Assembly.

12.7 Language Editors, who will be native speakers, will be appointed by the Editor-in-Chief or the Associate Editor on demand in case there is a need to check the accuracy of the translation in different languages other than English, or to review the content in English.

12.8 Section Editors, who will be selected among different subspecialties and specialties by the Editor-in-Chief or the Associate Editor will be appointed to review the content of the learning modules and advice for amendments to the Editors.