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ESAPS
"European Society of Aesthetic Plastic Surgery"
International Non-profit Organisation
Groot Bijgaardenstraat 14
1082 Brussels – Brussels Region, Belgium

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The bylaws of this International Non-Profit Organisation – also called 'I-NPO' or 'society' – state the following:

TITLE I. – NAME, SEAT, DURATION, PURPOSE

ARTICLE 1. NAME

The association exists as an international non-governmental non-profit organisation and has the name "ESAPS", which are the initials of "European Society of Aesthetic Plastic Surgery". In this document it is referred to as the "Society" or the "I-NPO".

ARTICLE 2. SEAT

The seat of ESAPS is located at Groot Bijgaardenstraat 14, Brussels, Brussels Region, Belgium. The Board of Directors has a mandate to found offices or "branches" in Belgium as well as abroad.

ARTICLE 3. DURATION

The society has been established for an indefinite period.

ARTICLE 4. PURPOSE OF THE I-NPO

4.1 The purpose of the I-NPO ESAPS is:

- To serve individual European plastic surgeons with an interest in Aesthetic Plastic Surgery.
- To serve the needs of European national plastic surgery societies with an interest in Aesthetic Plastic Surgery.
- To collect and share relevant information with European plastic surgeons and promote an interchange of knowledge and ideas in aesthetic plastic surgery between all European Plastic Reconstructive and Aesthetic Surgeons.
- To protect the safety of all patients and the public at large where Aesthetic procedures are concerned.
- To uphold and maintain the highest ethical standards of personal and professional conduct among its members.
- To promote National Aesthetic Plastic Surgery Societies as the foundation for every country and work together with them
- To work closely with EASAPS, its co-society, as the representative organisation of all European Societies of Aesthetic Plastic Surgery to ensure pan-European representation
- To promote aesthetic plastic surgery, by all channels and methods available, including the organisation of educational courses, congresses and publications.
- To maintain contact and foment cooperation with other European and International Associations, in order to establish and maintain common high standards.
- To place the name and purposes of this Society before the scientific body of international medicine to promote and protect Aesthetic Plastic Surgery in Europe.
- ESAPS will confer diplomas, prizes and grants for scientific and professional projects, presentations and studies as deemed appropriate by the Board, and approved by the General Assembly.

4.2. Activities

In order to realise these purposes, the society can organise the following activities:

- generating income from meetings;
- collect and distribute relevant information to its members
- serve the needs of its members
- organise scientific and educational events;
- managing funds received from subscriptions, donations, grants and income
- Inform the general public

4.3 The society can – in the largest sense, alone or in cooperation with other organisations – organise, support and promote any activity which directly or indirectly contributes to the realization of its purpose.

This purpose excludes any motive of profit. However, the society can in a subordinate way carry out economic activities upon condition that the revenue from it is used exclusively for the primary purpose, such as – without being restricted to this:

- a) to acquire, own, use, realise, manage, make available or rent out immovable and movable property,
- b) to acquire, maintain, improve, develop, rent out, lease, make available or give on loan movable goods such as medication, tools, vehicles, machines and similar equipment – by purchasing, renting, leasing or otherwise
- c) to lend money, write out bond loans according to the local rules without however being able to perform financial acts which are reserved for banks only; to make funds available, to make donations, to individuals as well as to organisations, corporations or (governmental) institutions;
- d) to attract sponsorship and donations, to organise fundraisings, to receive donations and legacies, to accept inheritances
- e) to generate revenues from publications, broadcasting and merchandising rights, events, speaking engagements, lectures, etc.
- f) to contract loans with or without interest, with or without providing a mortgage guarantee or pledge;
- g) to conclude cooperation agreements with individuals, organisations, research institutions, NGO's, associations and corporations, governments or (governmental, semi-governmental, international) institutions

TITLE II – ORGANIZATION

ARTICLE 5 - DELEGATION OF AUTHORITY

Responsibility for management of all affairs of the Association will be delegated to the Board of Directors (Board) by the General Assembly. Members of the Board will be elected by the General Assembly of EASAPS/ESAPS.

Elected Board members cannot delegate upon any condition their representation at the Board Meetings to another person. The practical organization of ESAPS will be described in Terms of Reference (TOR) and policies that will be maintained and updated by the board.

ARTICLE 6 – EASAPS

The board of directors of ESAPS will have the same formation as the board of Directors of EASAPS

ARTICLE 7. BOARD OF ADVISORS

All presidents of the member societies (or delegates appointed by them) and all ISAPS- National Secretaries of member countries in Europe without National Society representation are automatically co-opted on to the advisory board, which advises and forms policy for the Board. At least once every two years they advise the board which issues have high priority and need to be addressed. They will be consulted by the Board for all matters the Board deems necessary.

ARTICLE 8 – RECORD KEEPING

All information related to the Society (such as Bylaws, membership database, invoices, minutes, financial information, history, etc.) will be kept in electronic format by the Historian and the Secretary. Access to this information is the responsibility of the Secretary.

ARTICLE 9 – TRANSFER OF DOCUMENTS

No paper copies of agendas or attachments will be provided for meetings of the Board or General Assembly. Attendees at these meetings will bring all documentation in electronic format.

Board members, when they demit, will provide electronic copies of all information, including emails and attachments to the Parliamentarian.

Officers, when they demit, will provide electronic copies of all information, including emails and attachments to their successor and to the Parliamentarian.

TITLE III – MEMBERS OF THE SOCIETY

ARTICLE 10 – MEMBERSHIP

10.1 Any plastic surgeon with an interest in Aesthetic Plastic Surgery qualified in the UEMS mono-specialty of Plastic Surgery within geographical Europe is eligible to apply. It is expected they subscribe the code of ethics of ESAPS, they work in safe facilities and follow applicable European and National laws and standards.

10.2 A register of members is kept electronically in which the board registers all decisions regarding access, resignation or exclusion of members. Each member can consult the membership register after submitting a written request to the board.

10.3 The members of the Society are not liable in that capacity for the commitments that the society enters into.

ARTICLE 11 - CATEGORIES OF MEMBERSHIP

11.1 Founding Members



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- Ivar van Heijningen, ~~aforementioned~~, Belgium
- Carlos Parreira, ~~aforementioned~~, Portugal
- Birgit Stark, ~~aforementioned~~, Sweden

11.2 Full Members

Applicants must be plastic surgeons recognized in the European country of practice. Proof of official training in Plastic Surgery must be presented as well as registration with the proper National Authorities.

All full members will pay an annual membership fee according to membership type. Standard members, Active members and Premium members – as defined in art. 12 of this By-laws – will pay a fee which will be set by the General Assembly.

Non-payment of the Annual fee will lead to expulsion from the ESAPS.

11.3 Junior Members

Applicants must be residents in an official plastic surgery training program. Proof of training must be presented upon application and every year for max. 6 years.

Junior members are excluded from paying a membership fee. Upon graduation they must present their registration as plastic surgeon and they will automatically become full members.

11.4 Affiliate Members

Applicants must be plastic surgeons recognized in the country of practice outside of Europe. Proof of official training in Plastic Surgery must be presented as well as registration with the proper National Authorities. Affiliate members do not have a right to vote.

All affiliate members will pay an annual membership fee which will be set by the General Assembly. Non-payment of the Annual fee will lead to expulsion from the ESAPS.

11.5 Life Members

Applicants must be retired plastic surgeons who have been a member of ESAPS for 5 consecutive years. Life members are exempt from dues.

11.6 Honorary Members

This honour can be awarded by the General Assembly to individuals who have been of particular importance for the society. They are exempt from dues.



ARTICLE 12 - APPLICATION PROCEDURES

- 12.1 Any Plastic Surgeon in geographical Europe is eligible to apply for Full Membership.
- 12.2. Any other Plastic Surgeon from outside Europe is eligible to apply for Affiliate Membership.
- 11.3. Interested Plastic Surgeons can apply online. After verification of the proof of registration as a Plastic Surgeon and official training in plastic surgery they can join.

ARTICLE 13 – TYPES OF MEMBERSHIP

The Society has three types of Membership:

- Standard Membership
- Active Membership
- Premium Membership

The different types of membership will offer different benefits such as Journal subscription, Insurances and other benefits to be developed and decided by the Board. The fee for these benefits will be decided by the Board.

A system of loyalty points for members will be developed to promote membership. Details of membership are described in the membership policy.

ARTICLE 14 – END OF MEMBERSHIP:

14.1. Membership of ESAPS ends by:

- i) voluntary resignation
- ii) expulsion because of inappropriate or unethical behaviour
- iii) non-payment of annual dues according to the category and type of membership. This only after 2 reminders and by vote of the General Assembly.

14.2. Voluntary resignation is made by means of an ordinary letter of resignation or an e-mail with a read receipt, valid as soon as the reading has been confirmed, sent to the secretary.

14.3. The expulsion occurs in secret ballot by the General Assembly, after the member has had the opportunity to present his / her defence and with the majority of 2 / 3rd of the votes of the members present or represented.

14.4. A convocation to the member to be heard about a possible expulsion requires prior approval by the majority within the Board of directors.

TITLE IV - GENERAL ASSEMBLY AND ELECTION PROCEDURES

ARTICLE 15 THE GENERAL ASSEMBLY

15.1. The General Assembly will be held in conjunction with the General Assembly of EASAPS.

15.2. The president of the Society will preside the General Assembly, in case of absence the president-elect, in his absence the secretary or another Board member if the majority of the members present prefers by simple majority.

ARTICLE 16 – JURISDICTION

This General Assembly will:

- Elect members of the Board, with the majority of 2/3 of those present at the a physical assembly or a majority of 30% of the members in case of an electronic election, according to the nomination and election policy.
- Discuss and vote on the activities of the Board, based on written reports circulated by the ESAPS President, Secretary and Treasurer to all the members of the General Assembly at least 30 days before the General Assembly.
- Discuss and vote on expenses, (e.g. courses, conferences, congresses and humanitarian efforts), as proposed by the Board.
- Discuss and vote on the Society's financial statement presented by the ESAPS Treasurer, including the budget for the next year, related expenses and set the annual subscription fee.
- Discuss and vote on modifications of the bylaws, as proposed by the Board after examination by the Bylaws Committee.
- Discuss and vote on the voluntary dissolution of the society and the appointment of one or more liquidators.

ARTICLE 17. MEETINGS

17.1. Every civil year at least one General Assembly is held during the period between January 1 and June 30 of each year, for the approval of the accounts for the previous year and for the approval of the budget for the following year.

17.2. The President of the Board and - in the event of his / her failure - the other members of the Board are also obliged to convene the General Assembly when at least two-fifths of the members or one-third of the Board members so requests and this within 3 weeks after the filing of the request to the Board, after which the General Assembly must meet within 3 months.

17.3. The General Assembly will take place at the location indicated for this purpose by the Board of Directors or online. A physical meeting must be located within the national borders of a country represented in the General Assembly and is preferred to an online meeting.



ARTICLE 18. NOTICE OF GENERAL ASSEMBLY AND ORGANIZATION

18.1. Each member is summoned in writing at least eight calendar days in advance (by regular mail or e-mail). The convocation can only be valid if signed by the President or two Board members and it should indicate the day, time and place of the meeting, as well as the agenda.

18.2. Voting on subjects that are not on the agenda cannot be allowed.

18.3. Remote participation

The members have the possibility to attend the General Assembly remotely using an electronic means of communication, in so far as a protocol has been worked out by the Board of Directors, in accordance with the prescriptions in the Code of Companies and Associations, or according to regulations of the Belgian law on non-profit organisations.

18.4 Virtual General Assembly

In case of no physical congress on the first half of the year - or in other extraordinary circumstances, the board may decide to hold an online (virtual) General Assembly.

ARTICLE 19. VOTING

19.1 Since the board of directors of ESAPS and EASAPS is the same, both paying individual members of ESAPS and paying Society members of EASAPS have the right to vote on the General Assemblies of ESAPS and EASAPS, held in conjunction.

19.2 Voting will be in proportion to the member contribution paid.

19.3 At least one (1) Society Representative of a member Society of EASAPS must be present at the General Assembly to vote for that member society. There is "one society = one vote".

19.4 Individual paying members of ESAPS who are present at the General Assembly have the right to vote.

19.5 Voting by proxy is allowed only for ESAPS members with the restriction of maximum 2 proxy votes per member present, acting as a proxy holder.

19.6 In the event of a tie, the vote of the president is decisive.

19.7 The ballot is secret when:

- it deals with the expulsion of a member
- in case at least half of the members present request so
- when proposed by the president.

19.8 Electronic voting

The board of directors can decide to organise elections and voting on particular topics electronically. They shall guarantee a safe platform and allow all eligible members of ESAPS and EASAPS to vote within a reasonable time frame of no less than 3 days and maximum 7 days. Elections, approval of financial documents, approval of bylaws changes and other decisions to be taken at the General Assembly must be carried out within 1 month before the General Assembly.



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ARTICLE 20. MAJORITIES

20.1. In general cases the General Assembly decides by simple majority, in case of a virtual General Assembly it can be decided to either do this electronically during the GA or to postpone this decision to a later stage if safe voting can not be guaranteed.

20.2. Motions to exclude a Full member require prior approval of the motion by two thirds of the members present;

20.3. Motions to amend the Purpose or the purposes of the I-NPO and to dissolve it require prior approval of the motion by four fifths of all members.

20.4. Motions for a change in the Bylaws need a majority of 2/3rd of the votes and can be initiated by any voting member of the Board or the membership at least one month prior to the General Assembly. The motions will be discussed in the Bylaws Committee and Board and voted on by the General Assembly.

20.5 Election of board members according to nomination and election policy.

ARTICLE 21 – MINUTES

21.1. Minutes are made of every General Assembly, which will be approved at the next board meeting. The minutes will be signed digitally by the president and the secretary.

21.2. Within a month after approval the minutes will be sent by email to all members and a copy will be safe guarded and stored in a register that is available for inspection by members.

Copies are validly signed digitally, as being true by the President or by two Board members.

TITLE V – BOARD OF DIRECTORS (BOARD)

ARTICLE 22 – COMPOSITION

The voting members of the Board of Directors shall all be elected by the General Assembly. The nominating Committee will present a slate of candidates at least 3 months before the General Assembly to the members.

ARTICLE 23 - DISCLOSURE OF INTEREST OF BOARD MEMBERS

All board members will publicly declare their Interests and these will be listed on the website of EASAPS/ESAPS. Interests include compensation received, ownership and relationships with industry, other relevant societies or participation in company sponsored meetings



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ARTICLE 24 - AUTHORITY

The Board of Directors shall have responsibility for running the Society, delegated by vote of the General Assembly.

The Board shall:

- Coordinate ESAPS/EASAPS activities, with the approval of the General Assembly.
- Advise the General Assembly of the annual budget and expenditure.
- Submit to the General Assembly new proposals for Honorary Membership for individuals who have been of particular importance for the society.
- Approve the paper to be awarded the "Ulrich Hinderer Award" presented in the invited papers ('The Voice of Europe') section of the EASAPS/ESAPS congress
- Approve the prize and certificate, for the Best Original Paper presented at the EASAPS/ESAPS Conference by a young physician (less than 40 years of age).
- Advise on appointments to the editorial board of the ESAPS/EASAPS Official Journal.
- Summon an Extraordinary General Assembly.
- Board members should be waived from paying the registration fee for EASAPS/ESAPS Scientific Congresses or other scientific events organized or endorsed by the EASAPS. They will be responsible for paying for their own travel and for social events.
- Approve the award of "Ulrich T. Hinderer" Memorial Plaque to a distinguished individual in recognition of their work in promoting aesthetic surgery

ARTICLE 25 - BOARD MEMBERS

25.1. The Board of Directors shall consist of 12-15 members:

- President,
- President-Elect
- Secretary
- Treasurer
- 3-6 members responsible for committees
- The Immediate Past President
- The Trustee
- The Parliamentarian (/Historian)
- The representative of the Board of Advisors
- Residents and Fellows Committee Chair (non-voting)
- The Executive Director (Ex-officio non-voting member)

Ex-Officio Members (Non-voting), can be co-opted on to the Board, as deemed necessary by the Board.

Should a Board member become incapacitated or resign, his/her tasks would primarily be taken over by other Board members until the following General Assembly vote. However, a temporary member may be appointed by the Board if the remaining term is more than 6 months and the replacement is deemed necessary by the President.

25.2. Quorum

The Board is to have between eleven and fourteen (11-14) voting members and the quorum is 6-7 members (at least half of the existing members).

25.3. Conduct of the Board

The President will chair meetings of the Board or, in his/her absence, in order, the President Elect, Secretary and/or Immediate Past President.

25.4. The Board meetings

Shall be held at least 5 times a year, if possible, monthly, but if not possible at 'reasonable' intervals depending on the timing of the EASAPS/ESAPS annual meeting. There should be at least 4 online remote meetings and 1 physical meeting (unless force majeure).

A Board meeting should be immediately prior to the EASAPS/ESAPS annual General Assembly.

Agenda items must be received by the Secretary 6 weeks before Annual Board Meetings and 2 weeks before online Meetings. Each Board member will receive the agenda 1 week before the Online Board Meeting.

ARTICLE 26 – ELIGIBILITY / DUTIES

26.1. Eligibility and Nominations

Any paying member who is also an active member of a National Society/Association shall be eligible for election to office of EASAPS/ESAPS.

The President Elect shall succeed to the Presidency upon expiration of the President's term or if the President is incapacitated or unable to fulfil his duties for any reason.

No officer shall hold more than one office at the same time.

Nominations for a position in the board of directors or any of the (ad hoc) committees will follow the nomination policy. Candidates can submit their application to the president-elect, Chair of the Nominating Committee

26.2 Duties

All officers shall uphold the ethics of the Society and work to achieve the goals of the Society and act ethically and legally in executing their office.

26.2.1 The President shall:

- Coordinate the activity of the Society, the Board and its committees;
- Represent the ESAPS and EASAPS in dealings with other national and international Medical Societies;
- Present the Presidential report to the General Assembly;
- Work closely with the EASAPS/ESAPS Executive Director and the other officers
- Coordinate the organization of the EASAPS/ESAPS Congress
- Serve in the following committees:
Nominating and Scientific and Education committee

26.2.2 The Secretary shall:

- Liaise with those representing National Societies.
- Collate the List of the Members.
- Prepare the agenda for Board Meetings and for the General Assembly.
- Circulate the agenda to all Board Members and/or national delegates to the General Assembly at least 4 weeks ahead of the date of the meeting.
- Keep minutes of Board meetings.
- Circulate the minutes for approval/correction within four weeks of the meeting.
- Provide a copy of the approved minutes for the Historian, who shall add information concerning the scientific and social aspects of the Congress.
- Serve in the following committees:
 - Scientific and Education
 - Membership

26.2.3 The President Elect shall:

- Assist the President and officers of ESAPS and undertake projects as recommended by the needs of the Officers and the Society.
- Serve in the following committees:
 - Finance, Legal and Business
 - Membership
 - Nominating

26.2.4 The Immediate Past-President shall:

- Assist the President and officers of ESAPS and undertake projects as recommended by the needs of the Officers and the Society.
- Serve in the following committees:
 - Scientific and Education Committee, Nominating(Chair) and Ad hoc committees at the request of the President

26.2.5 The Scientific Committee Chair shall:

- Send invitations to members to submit free papers for EASAPS/ESAPS scientific meetings 4 months before the event.
- Liaise with the scientific committee, President, Secretary and the local Congress Chair to shortlist entries of "free papers" for EASAPS/ESAPS meetings.
- Collate the list of ESAPS Experts, and their areas of special interest, from each member country. This list will be made available to each organizing committee of EASAPS/ESAPS scientific events.
- Coordinate the scientific content of ESAPS meetings in close cooperation with the President, Secretary, Scientific Committee and local Congress Chair.
- Send to members, 6 months before the EASAPS/ESAPS Congress, invitations to submit the paper, which will represent their country in the "Voice of Europe" section of EASAPS/ESAPS Congress.
- Send the abstract of the winner of the "Voice of Europe", after presentation, to the Editorial Board of the official EASAPS/ESAPS journal APS for publication and ensure the abstracts of the "Voice of Europe" shortlisted papers are included in the scientific program and in the archive.
- Serve in the following committee: Scientific and Education Ctee

26.2.6 The Treasurer shall:

- Coordinate the activity of the Finance, Legal and Business Committee.
- Prepare the ESAPS annual accounts in association with the Secretariat and the Accountants of the Society.
- Coordinate collection of the annual subscription from the members.
- Maintain the records of ESAPS bank accounts and investments of the Society.
- Be responsible for signing cheques and making payments on ESAPS behalf, with either the President or Secretary as co-signatories for amounts over 1.000,00 €.
- Serve in the following committees:
 - Finance, Legal and Business
- Submit the annual accounts to the Board 6 weeks before the Annual Board meeting prior to the General Assembly, at which the agreed accounts must be available for members.

26.2.7 The Historian / Parliamentarian shall:

- Maintain and keep the Society's records.
- Collate the history of each national society, which is affiliated to EASAPS.
- Collate in digit format the scientific, humanitarian and social events organized by ESAPS and the published work of ESAPS.
- Produce the ESAPS News Letter.
- Liaise with the webmaster to upload all scientific and humanitarian events.
- Serve in the following committees:
 - Ad hoc committees at the request of the President

26.2.8 The Trustee shall:

- Chair the bylaws committee
- watch over the interests of the National Societies in EASAPS on one hand and the interests of individual members of ESAPS on the other hand keeping the core values in mind.

26.2.9 The Executive Director shall:

- Assist the ESAPS President and Officers in the smooth running of ESAPS and in making the Society more visible and efficient.
- Maintain the ESAPS web site.
- Keep the list of e-mail addresses and mobile telephone numbers of Board members and of Presidents of the national societies.
- Keep the list of all members of ESAPS
- Inform the Officers of changes in this list and provide the Board with an update on membership at each meeting and to the General Assembly.
- Serve in the following committees: Membership Ctee



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ARTICLE 27 - TERMS OF OFFICE

27.1. The above-mentioned Board members will be elected every other year at or before the ESAPS/EASAPS General Assembly.

27.2.

- The President will hold office for 2 (two) years and is not eligible for re-election for an additional term.
- The President Elect will hold office for 2 (two) years and will succeed to the Presidency without election.
- The Secretary will be elected for 2 (two) years and is eligible for re-election for an additional term.
- The Treasurer will be elected for 2 (two) years and is eligible for re-election for an additional term.
- The Scientific Chair will be elected for 2 (two) years and is eligible for re-election for an additional term.
- The Immediate Past President will hold office for 2 (two) years.
- 3 elected members will be elected for 2 years and are eligible for re-election for an additional term.
- The Historian/Parliamentarian is a voting member appointed by the Board for 4 years and may be re-appointed for one further term
- The Trustee is a voting member appointed by the Board for 2 years and may be re-appointed for one further term
- The Executive Director post is non-voting and appointed by the Board for up to 4 years. The Executive Director may be reappointed depending upon good performance. Failing re-appointment, a new Executive Director will be appointed by a process of competitive tender.

27.3. All other offices than the office of Executive Director will be exercised unpaid.

27.4. In exceptional Circumstances, the Board can hold office for more than 2 years, maximum time will be until the next Biennial Congress

ARTICLE 28 – BOARD VOTING

28.1 Board voting is "one member = one vote" and members must be present to vote.

28.2 Board votes will be carried by a simple majority. If votes are even, the president's vote counts double.

28.3 The quorum is 6 voting members from 11 Board members.

28.4 The Secretary can request an email vote if agreed by the President, Secretary and the Treasurer.



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TITLE VI COMMITTEES

ARTICLE 29 – COMMITTEES GENERAL

29.1 Chairs

All committee chairs are appointed by the nomination committee following the nomination policy.

29.2 Committee members

Committee members will be chosen according to the TOR of the committee in accordance with the nomination policy. Those members appointed by the Chair will be approved by the Board and presented to the general Assembly

29.3 Terms Of Reference

All committees will work according to their respective TOR.

ARTICLE 30 – THE EXECUTIVE COMMITTEE ('EXCO')

The Executive Committee ('ExCo') consists of 5 members:

- President
- President Elect
- Secretary
- Treasurer
- Scientific Chair

and the Executive Director (Ex Officio non-voting)

They take care of the 'day to day' running of the Society and meet on a monthly basis.

The president can invite other members of the board to join if deemed necessary.

ARTICLE 31 – FINANCE, LEGAL AND BUSINESS COMMITTEE

An authorized (Chartered) accountant will be appointed after competitive tender and interview by the Treasurer and officers. The appointment and remuneration will be approved by the Board. The accountant will prepare the financial statements of the Society.

Besides the oversight of the Society financial situation, this committee addresses all financial, legal and business issues raised by the Board.

ARTICLE 32 – SCIENTIFIC AND EDUCATION COMMITTEE

This committee will oversee the awarding of fellowships, studentships, prizes and awards bestowed by the Society. It will promote evidence-based research, sponsorfree meetings, correct Patient information and sound aesthetic plastic surgery principles across Europe. This committee addresses all scientific and education issues raised by the Board. It meets with Patient Safety Committee on a regular basis.

ARTICLE 33 – PATIENT SAFETY AND GUIDELINES COMMITTEE

This committee addresses all patient safety issues raised by the Board and will work on relevant guidelines that can support the European Societies. They meet with Scientific and Education Committee.

ARTICLE 34 - MEMBERSHIP COMMITTEE

The committee will assess applications, develop benefits and start initiatives to increase the membership of ESAPS and support its members.

ARTICLE 35 - NOMINATING COMMITTEE

Five members of the membership, including the

- Past-President (Chair)
- President elect
- President
- 2 members elected at or prior to the General Assembly
- 2 elected alternates for the elected members
- The Executive secretary/director (Ex officio)

Nominations for all Board positions, committees will be shortlisted by the nominating committee and presented at the General Assembly for election. Candidates can present themselves to the President-elect. Any individual proposed for election must agree in writing to their name being listed for election. They will work according to the TOR of the committee.

ARTICLE 36 - BYLAWS COMMITTEE

Shall be the Board members chaired by the Trustee, with any proposed changes tabled to the Board and voted on by the General Assembly.

ARTICLE 37 – GOVERNANCE COMMITTEE

Shall be Board members overseeing all policies, terms of reference, ethical issues and other aspects of governing in the best possible way for the running of the society. They will advise the board who will decide.

ARTICLE 38– OTHER COMMITTEES

38.1 General remark

Committees are essential to enhance the functions of the society. They can be either permanent or ad-hoc and will run according to their respective ToR's.

38.2 PR and Communications Committee

This committee is responsible for promoting, developing, and managing relationships with other scientific societies, the Media, Companies, Institutions, Persons, and Facilities that may be of interest to ESAPS

38.3 Marketing Committee

This Committee will be responsible for designing all marketing and advertising strategies on behalf of ESAPS and its initiatives for industry, members and patients. *Social media sponsorplans, website, RPS*

38.4 Residents and fellows committee

Residents and fellows committee takes care of the interests of those in training and just graduated.

38.5 Ad Hoc committees

The president can initiate ad-hoc committees for the duration of his presidency in case the Board needs to address particular issues that come up during the term of presidency

ARTICLE 39 – EASAPS/ESAPS MEMBERS OF THE EDITORIAL BOARD OF AESTHETIC PLASTIC SURGERY

Shall be elected from Board members and the post will be for 2 (two) years and eligible for re-election for one more term.

The EASAPS/ESAPS representative member in the Editorial Board of the EASAPS/ESAPS representative Journal ensure that the scientific papers from "Voice of Europe" section are peer reviewed and submitted for publication.

TITLE VII - AMENDMENTS

ARTICLE 40 AMENDMENTS

Proposals for a change in the bylaws can be initiated by any voting member of the Board, or of the Membership.

The proposals will be discussed in the Bylaws Committee and Board and voted on by the General Assembly.

A quorum must be present in the Board and in the General Assembly to allow voting to occur.

A 2/3 majority of those voting is required in the General Assembly to amend the bylaws.

TITLE VIII. - FINANCIAL YEAR - BUDGET AND ACCOUNTS

ARTICLE 41. THE FINANCIAL YEAR

41.1. The accounting year of the society starts on 1st of January and ends on the 31st of December.

41.2. At the end of each accounting year, the Board closes the accounts for the past year and prepares the budget for the following year.

Accounts and budget are subject to the approval of the annual General Assembly. The accounts and the budget shall be notified to the members at least eight days before the annual General Assembly.

41.3. A (possible) positive balance increases the assets of the society and can under no circumstances be paid out to the members by way of dividends.

The annual accounts are deposited by the Board as prescribed by the articles 3:47 and 3:48 CCA.

TITLE IX – DISSOLUTION

ARTICLE 42 DISSOLUTION

In the event of dissolution or final liquidation of the Society, all assets remaining after payment of outstanding debts shall be returned to EASAPS