

# EUROPEAN ACADEMY OF PHONIASTRICS

## By-laws

### § 1 Name, Registration, and Financial Year

The association has the name »European Academy of Phoniatics« (EAP). The EAP is a subsidiary of its founder, the Union of the European Phoniaticians (UEP). The UEP is registered at the Board of Registration, Helsinki, under the number 201.314. EAP will be registered in Helsinki, Finland. Phoniatics is defined by the by-laws of the UEP. The EAP will collaborate with the Confederation of European Otorhinolaryngology – Head and Neck Surgery (CE ORL-HNS), the European Academy of Otorhinolaryngology – Head and Neck Surgery (EA ORL&HNS), the ORL Section of the European Union of Medical Specialists (UEMS), and related organisations which focus on the development of advanced medical training and continuing medical education in phoniatics in Europe.

The financial year corresponds to the calendar year. First financial year ends on 31st December 2013. The working language of EAP is English.

### § 2 Aims:

- ❖ to organise and to coordinate high quality training and exchange programmes in all areas of phoniatics according to the Charters of the UEMS.
- ❖ to gather information about courses and training programmes of phoniatic societies and organisations, to harmonise these activities and to disseminate this information.
- ❖ to distribute the UEP logbook as well as to teach and train on its usability among the phoniatic trainees.
- ❖ to develop programmes for advanced training in phoniatics as basis for a European Board Certification.
- ❖ to develop criteria for accreditation of phoniatic training centers.
- ❖ to enhance the continuing medical education in phoniatics and look into the financial possibility of funding it.
- ❖ to develop, collect and distribute different kinds of didactic tools using new technologies of learning and teaching.

### § 3 Profile of the association

EAP is a non-profit, non-political, non-discriminating international educational organisation that acts in accordance with the Charter of Fundamental Rights of the European Union. Expenses are only for the aims of the academy.

#### **§ 4 Membership**

1. All European and extra-European national phoniatic societies and organisations can become regular EAP members provided they recognize the definition of Phoniatics in the UEP by-laws. Decisions of EAP must be in accordance with the charters of UEMS.

2. The General Assembly (GA) decides on the membership fees of EAP member societies and organisations that can be different, based on the capacities of these societies.

3. The academy gives a discount of the participation fees for UEP members in the academy's activities and gives them a preferential consideration when the participants number is restricted. It also gives them a preferential access to further academy services.

4. Upon a motion by the Board any person who has significantly promoted and supported the activities of the academy may be nominated as honored member.

5. Any member society/organisation is entitled to resign from the EAP by so declaring in writing to the Board or to the President or, at a meeting, by declaring its resignation for entry in the minutes.

It is the final decision of the Board to expel a member society/organisation in the event that the said member society/organisation failed to pay its due membership fee or has otherwise failed to meet the obligations to which it committed itself by joining the EAP or has by conduct in or outside the EAP significantly harmed the EAP, or which no longer meets the terms of membership stated in law or in the bylaws of the EAP.

#### **§ 5 General Assembly**

1. The GA consists of the representatives of all member societies/organisations of EAP with a maximum of three representatives per country: one National UEP Coordinator per country and two delegates, from the same country, who are experienced in training and education and be nominated by the member societies in their country. All representatives must be phoniaticians and/or physicians active in Phoniatics.

The GA is combined with the Annual General Assembly (AGM) of the UEP and will be announced by the President of EAP at least 2 months prior to the meeting, by letter mailed to the member societies or by e-mail.

2. An extraordinary GA shall be held when the Board finds reason thereto or when no less than one fourth (1/4) of the members entitled to vote so demand of the Board in writing for a specifically stated matter. Such a meeting shall be held within thirty days of the time at which the demand was put to the Board.

3. At GAs each represented country has only one vote. Unless otherwise stated in the bylaws, the decision of the GA shall be the opinion supported by 50%+1 of the votes cast. In case of a tie, the vote of the President is decisive.

4. The GA is chaired by the President of EAP. In case of absence, he will be represented by the Vice-President. The minutes are taken care of by the General Secretary and have to be signed by the General Secretary and the President.

The following matters shall be dealt with at the GA:

- Opening of the meeting
- Establishing the meeting as lawful and quorate
- Adoption of the agenda
- Presentation of annual reports of board members
- Presentation of the financial statement and auditors' report
- Decision on adoption of the financial statement and on the discharge from liability of the board members and any others with liability for the accounts
- Adoption of the action plan, budget and membership fees
- Election of the President and other members of the Board for a four year term
- Election of two auditors
- Ratification of nominated co-opted board members (representatives of related organisations)
- Any other issues may be raised and discussed.

5. The financial statement shall be rendered to the auditors no later than two weeks before the GA. The auditors submit their report to the GA.

## **§ 6 Board**

1. The Executive Board consists of President, Vice-President, General Secretary, Treasurer of the Academy, the President and the Vice-President of UEP, the 1<sup>st</sup> and 2<sup>nd</sup> UEMS Representatives of UEP, and the chair of the Subspecialty Group Phoniatics / Communication Disorders of UEMS. Representatives of related societies may participate in the board sessions as co-opted board members with right to speak but without a vote. The term of office will be four years.

2. The Executive Committee consists of the President, the Vice-President, the General Secretary and the Treasurer. The President represents the association externally and internally.

3. The Executive Committee is responsible for managing current business of the association. It implements the decisions of the General Assembly. It creates the annual reports and financial statements.

## **§ 7 Amendments and Dissolution**

Any decision to amend the bylaws of the EAP requires the agreement of the AGM of the UEP. The decision is then made at a meeting of the EAP by a vote of two-thirds (2/3) of the votes cast there. Any decision to dissolve the EAP requires the agreement of the AGM of the UEP and shall be made at a meeting of the EAP by a vote of two-thirds (2/3). The call announcing the meeting shall give notice of such amendment or dissolution.

At dissolution of the EAP its funds shall be employed to promote the purposes of the EAP as decided by the meeting deciding on the dissolution.