



BYLAWS OF

EUROPEAN FEDERATION OF PSYCHIATRIC TRAINEES

International non profit-making association

in 1050 Bruxelles, Avenue de la Couronne, 20

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BYLAWS

The constituent established the Bylaws of the association to regulate matters not described in the Constitution of the non-profit-making international association in accordance with the law called “EUROPEAN FEDERATION OF PSYCHIATRIC TRAINEES”, in summary “EFPT”. The Constitution is registered under Belgian law (Notalex Dossier A. 18457; 26.02.2010). The Bylaws must comply with the Constitution that is the highest law of EFPT. The Bylaws regulate the practical internal management and day-to-day affairs of EFPT.

The Bylaws are as follows:

1. General regulations

1. Name of the organization: “EUROPEAN FEDERATION OF PSYCHIATRIC TRAINEES”. The only formally recognized abbreviation used is “EFPT”.
2. Head office: The head office of the association is in Belgium at 1050 Bruxelles, avenue de la Couronne, 20.
3. Language: The official language of EFPT is English.
4. Status: EFPT is an international non profit-making association registered under Belgian law.
5. EFPT is governed by its Constitution and Bylaws.
6. Logo: The official logo of EFPT is printed at the top of this document. Only the official logo of EFPT can be used. Changes in lay-out or any other additions are not allowed without a vote at the annual general assembly and the agreement of the majority of countries present.

2. Membership

2.1. Countries

EFPT is the independent federation of national psychiatric trainees’ associations within Europe (according to the World Health Organization’ definition of Europe). The federation is made up of full members, candidate members and observer members. Only full members enjoy the full range of rights granted to members by the law and by these Articles of Association. Candidate and observer members shall be invited to participate in the activities of the EFPT but shall act in an advisory capacity in General Assemblies.

2.1.1. Delegates

Each country is represented by a maximum of two official representatives who are referred to as delegates. They are representatives of their countries' national association(s).

2.1.2. Rights and Obligations

The obligations of the delegates of all full members are to:

1. Be knowledgeable of and comply fully with the Constitution and the Bylaws of the EFPT.
2. Fulfil all financial responsibilities of their representative organisation(s) towards EFPT.
3. Attend the General Assembly
4. Attend the EFPT Forum.
5. Obtain adequate information about all aspects of the working situation and training of psychiatric trainees in their home country and provide that information as stated in 2.5.1 "Country reports".
6. Participate in the working groups during the EFPT Forum
7. Promote EFPT activities within their national organization(s).
8. Provide the latest version of statutes of the national organization(s) they are representing.
9. Notify the Board of Directors of any change of their representative status within their national organization(s).

2.2. Application for EFPT membership

2.2.1. Application for EFPT full membership.

Membership is open to any national psychiatric trainee association or organisation, officially recognised as such in a European country that was an observer member at two consecutive EFPT Fora and meets all criteria listed in the Constitution. The admission of new full members can only occur during an EFPT Forum.

The application procedure is as follows: The candidate association must send a letter of candidature to the EFPT Board of Directors. The Board of Directors shall decide acceptance of the candidature by a simple majority decision. The Board of directors shall inform the General Assembly of all candidatures. The letter should be addressed at least two months prior to the Annual forum.

The application letter for obtaining full membership of EFPT must include:

1. Submission of the latest Articles of the Association (constitution and/or bylaws) of the organization in English.

2. A full country report as stated in section 2.5.1 “Country reports”.
3. Description of any previous membership of EFPT.
4. Description of any debts that may previously have been owed to EFPT.

The applicant organization must fulfill all conditions for the membership status on the date that the request is received by the Board. The admission of new full members can occur only during the Forum. The procedure is regulated by the Constitution.

2.2.3. Several organizations within one country

Only one national organization per country shall normally be accepted for full membership. If there is more than one national organisation or association per country, these organisations should submit a joint application. During the application process, the different national organisations should submit a proposal to the federation in which they set out how they plan to divide and manage the rights and responsibilities applicable to each of the member countries.

Regardless of the number of official member organizations per country, each country will only have one vote during the General Assembly.

If a new organization or association applies for EFPT full membership from a country already represented in the EFPT, the organization or association making the new application may apply for observer membership with the same regulations and deadlines for the new Organization as those stated in Bylaws and constitution.

2.2.4 Suspension and Exclusion of EFPT members

All full members should participate in the General Assembly. If a member does not fulfil its obligations, (e.g. take part in two consecutive general assemblies nor delegates its vote and pays the country fee), it loses the status of full member and becomes observer.

Whenever a full member fails to fulfill their status requirements as listed in the Constitution and above in the Bylaws, it may be subjected to a suspension/exclusion process, as described by the Constitution.

2.3. Membership Fees

All full and observer members are expected to pay a annual contribution, further called a ”country fee”. Status of membership (full or observer) does not influence the fee amount.

The amount of the contribution will be determined each year by the simple majority vote during the General Assembly on a proposal from the Board of directors. The proposal of the Board will be made following a set of objective criteria, such as but not limited to socioeconomic situation (e.g. gross national income), trainees’ income and number of trainees in a country. The gross national income per capita in each country shall be obtained by the Treasurer on an annual basis.

All fees will be notified and paid in Euros to the EFPT account upon confirmation of attendance at the Annual Forum. Confirmation of attendance must be made six weeks prior to the beginning of the Annual Forum.

The Board of Directors may chose countries to be exempted from the payment of the country fee, partially or in full ("country fee waivers"), based on the lower socioeconomic status. Invited speakers and invited representatives of external and partner organizations are exempt from the fee payment.

2.4 Reports

Reports serve as main documentation the work of EFPT. All reports follow the general rules listed below. Additional specific rules are also outlined below, where relevant. Examples (not exhaustive) of reports are: Country reports, Board reports (including CAP and Treasurer's report), Controlling Committee Reports, Working Group Reports and Project Reports.

All reports shall include:

1. The title of the report
2. The author of the report
3. The date of the report
4. The type of report (country, working group,..)
5. The report itself following all specific rules required in the appropriate section (Country reports follow rules of country reports, Working group reports follow rules of working group report)

If the Board sees fit, reports can be orally explained. The oral presentation shall not contain any new information and shall abided by the limitations given by the Board (time, material,..). All written reports shall be attached to the official Forum minutes as appendices with mentioning of their acceptance by the General Assembly.

2.4.1. Country Reports

Country reports should be in accordance with general rules about reports as stated in 2.4 "Reports" and should also include the following:

1. The total number of national trainee organizations in the country, including their names and contact information.
2. The total number of trainees, with details about the relative numbers of adult psychiatry and child and adolescent psychiatry trainees, within that country.
3. A brief description of the current structure, activities and officers of the member organization(s), including information about when the organization(s) was founded, relationship with any national psychiatric organizations in that country and sources of funding.
4. Contact details of the officers of the organization.
5. The list of modifications in comparison to the last year's report

2.4.2. Financial Report

The Treasurer must submit an annual report to the General Assembly, for the previous financial year. The report should contain a detailed description of revenues and expenditures and a correlation with the provisional budget for the pertaining year. If there are significant differences between the provisional budget and the actual budget, the financial report should contain the financial explanations for it.

2.4.3. Annual Board Report

The Board annual reports consists of a summary of the Board activities and a summary of reports of meetings with permanent partners, as listed below. The Board annual report should contain all the relevant information and conclusions of the meetings and suggestions for future and shall be presented at the General Assembly.

2.4.4. Summary of Board Meetings

The Board report is the report of the activities of the Board during the year. This report should contain:

1. A description of the overall functioning of the Board, including the frequency of meetings, attendance, topics discussed, actions taken and the contribution of each member.
2. Detailed description of the progress of the Board with special correlation with the annual Action Plan and provisional Budget of the last year

2.4.5. UEMS Adult Psychiatry Section Report

This will include a summary of the meetings of the UEMS Adult Psychiatry Section. Relevant documents may be added as appendices.

2.4.6. UEMS CAP Section Report

This will include a summary of the meetings of the UEMS CAP Section. Relevant documents may be added as appendices.

3. General Assembly

The General Assembly has the broadest powers to ensure the fulfilment of the aims and activities of EFPT. Its powers are further described in the constitution.

An Ordinary General Assembly shall be held under the presidency of the current President, by no later than 31 July of each year and shall be called “the European Forum of National Psychiatric Trainee Associations”. It will take place annually as part of the Forum.

An Extraordinary General Assembly may also be called under the following circumstances: Either if at least one third (1/3) of the full members of the Federation submit a written request for a meeting or if at least two thirds (2/3) of the members of the Board of Directors so request.

3.1. Agenda

While some elements, listed below, are mandatory for the General Assembly, the final agenda is set by the Board of Directors. The order outlined below is advisory and items can be added by the Board of Directors.

Mandatory elements of the General Assembly:

1. Approval of Minutes from the previous Forum and the minutes of the previous General Assembly, if these are not already approved. The minutes are approved by a simple majority of the General Assembly.
2. Approval of all Board reports, including Treasurer's report, containing all the information stated in section 2.5.3 "Board reports".
3. Controlling Committee Report as stated in section 6.3 "Controlling Committee".
4. Annual Action Plan, as stated in section 4.4 "Annual action plan". The approved version should be submitted as an Appendix to the Minutes.
5. Provisional Budget, as stated in section 6.2 "the Provisional Budget". The approved version should be submitted as an Appendix to the Minutes.
6. Approval of the proposal of the new membership fees.
7. Election of Board Members
 - a. President Elect
 - b. Secretary General
 - c. Treasurer
 - d. CAP representative
 - e. 2nd CAP representative
 - f. One or more additional Board member, such as Information Technology Secretary.
8. Election of the Controlling Committee
 - a. First member
 - b. Second member
9. Annual meeting closing

3.3. Voting procedure

Only full members have voting rights. All voting procedures rely on the premise of one member having only one vote. The approval of any decision requires the simple majority of the present General Assembly, or stated specifically elsewhere.

The Board of Directors can choose several procedural methods but the traditional way is described below:

Every member has a flag of their country in front of them. The delegates have three choices: For, Against or Abstain. To Abstain is to refrain from something by one's own choice. All three options shall be given and flags shall be raised at the appropriate time. For each matter under consideration, all votes are counted by two separate people (preferably one from the Board of Directors and one from the Controlling Committee) and results shall be added to the Minutes.

The sum of all votes should account for all delegates present. If votes are equally distributed, a second vote . If a decision still cannot be reached, then the decision will be taken by the three Presidents (Elect, Current and Past).

3.4. Election procedure

Candidates for any post during the General Assembly are given one minute to introduce their candidature. Candidates for the position of President Elect will have five minutes available. Only full member delegates are eligible for the candidature. Delegates eligible for candidature are trainees who are official delegates of full member countries and the candidature should be acceptable to the member organization of the candidate.

3.5. Minutes

Minutes are taking throughout the General Assembly by the Secretary General and are considered the official report of the General Assembly. The Minutes must contain, as a minimum, the approval of the Minutes, all mandatory reports, the candidates of each election, results of all voting and the required appendices. Appendices to the General Assembly Minutes should include: Board Reports, including the Treasurer's Report, Controlling Committee Reports, Annual Action Plan and Provisional budget. The General Assembly Minutes are added to Forum minutes within 3 months after the closing of the meeting and submitted for approval at the next annual Forum.

4. Board of Directors

The structure, election and the responsibilities of the Board of directors are described in Articles 11, 12 and 13 in the Constitution.

All members of the Board must abide by the Constitution and Bylaws and shall fulfill the described tasks of the appointed positions as specified in the Constitution and the Bylaws.

General expectations for all members of the Board of Directors are:

1. To be knowledgeable of the Articles of the Federation (Constitution and bylaws) and to abide by them.
2. To work as a team to fulfil EFPTs goals and projects
3. To aid in developing an Annual action plan which shall be presented to the General Assembly and be responsible for its fulfilment before the next General Assembly.
4. To aid the treasurer in developing a provisional Budget
5. To attend the General Assembly
6. To provide information concerning his or her activities upon request to any Member Organization or to the other Board members.

7. To maintain regular communication with EFPT and its Member Organizations.
8. To assume personal responsibility for any damages caused to the EFPT through unsanctioned activity.
9. Develop and implement fund raising strategies for the EFPT

4.1. Responsibilities of the Board of Directors

4.1.1. President

The President is the official representative of the EFPT. His or her tasks are:

- a. Develop short and long-term strategies for the work and structure of EFPT and present these strategies in the Annual Action Plan at the beginning of the mandate.
- b. Organize and chair the European Forum of Psychiatric Trainees in his or her Country, as defined by the Bylaws.
- c. Call and chair at least 4 Board meetings as stated in the constitution
- d. Maintain contact with and represent EFPT at external bodies (including permanent and temporary partners, section 8 “partners”)
- e. Promote and support the existence and development of Member Organizations.
- f. Establish contacts with non-member organizations and stimulate participation in EFPT.

4.1.2. President Elect

The president elect will learn and get acquainted with his or her future role of Current President:

- a. Aid and support the President in his or her role.
- b. Inform the Board of Directors of preparations for the organization of the Forum, as described by the Bylaws.
- c. In absence of the Current and Past President, replace the Current President in his or her responsibilities.

4.1.3. Past President

The Past President, also called Honorary President, will guide and support his or her successors:

- a. Provide an advisory function to other Board members, especially the President and the President Elect
- b. Aid and support the Current President in its tasks
- c. In absence of the Current President, replace the President in his or her responsibilities

4.1.4. Secretary General

The Secretary General's duties are mainly administrative in nature and include:

- a. Responsibility for all administrative tasks, official correspondence and maintaining the EFPT archives.
- b. Responsibility for the production of the minutes of the Board meetings as stated in section 4.3.3 "Minutes"
- c. Produce the Minutes of the General Assembly, as defined by the Bylaws (section 4.3.3 "Minutes) and send them to the Board a maximum of three months after the General Assembly.
- d. Update the Constitution and Bylaws with the changes decided upon at the General Assembly a maximum of three months after the General Assembly.
- e. Prepare and send out invitations, provisional agenda, and other relevant information concerning the General Assembly.

4.1.5. Treasurer

The Treasurer is responsible for all financial administration and book keeping of EFPT. Duties include:

- a. Responsibility for the bank accounts of the EFPT.
- b. Presentation of a full financial report at Board Meetings.
- c. Development of a provisional Budget of the next financial year.
- d. Presentation of an annual financial report at the General Assembly
- e. Collect all income, including membership fees, such as the country fees and delegate fees.
- f. Submit the provisional Budget, all financial reports and receipts received during his term to the Controlling Committee

4.1.6. Child and Adolescent Psychiatry (CAP) Representative

During the mandate of the CAP representative, his or her tasks are:

- a. Represent the EFPT at the UEMS Section of child and adolescent psychiatry meetings
- b. Develop short- and long-term strategies for the work and structure of CAP representatives with the EFPT.
- c. Promote the development of Member organizations with CAP delegates.
- d. Be responsible for the public relations and promote CAP EFPT activities through the networks of organization with similar aims
- e. Emphasize sufficient support to all Member Organizations with CAP delegates to ensure their survival in EFPT.
- f. Attract new candidate members with separate CAP training to EFPT by establishing contacts with non-member organizations stimulate them to join and participate in EFPT.
- g. Develop and implement fundraising strategies for CAP activities within EFPT.
- i. Actively participate in all activities of the Board, as described by the Constitution

2nd CAP representative represents the EFPT at the UEMS Section of Child and Adolescent Psychiatry meetings together with the CAP representative. 2nd CAP

representative is not a Board member. 2nd CAP representative should assist the CAP representative in developing short- and long-term strategies for the work and structure of CAP representatives with the EFPT; promoting the development of Member organizations with CAP delegates; attracting new candidate members with separate CAP training to EFPT by establish contacts with non-member organizations and stimulate them to join and participate in EFPT.

CAP back up representative represents the EFPT at the UEMS Section of child and adolescent psychiatrist meetings if one of the CAP representatives is not able to fulfil the duties. The CAP back up representative is appointed by the CAP working group. Back up CAP representative is not a Board member. CAP back up representative should assist the CAP representative in developing short- and long-term strategies for the work and structure of CAP representatives with the EFPT; promoting the development of Member organizations with CAP delegates; attracting new candidate members with separate CAP training to EFPT by establish contacts with non-member organizations and stimulate them to join and participate in EFPT.

4.1.7. IT secretary

The IT Secretary's role includes:

- a. Responsibility for establishing and maintaining the electronic communication mechanisms for EFPT, including mailing list and website.
- b. Responsibility for providing information on and updating of the website.
- c. Assisting all members by providing technical support.

4.1.8. Managing Director

The Board of Directors may entrust responsibility to a one or more member(s) or non-member(s) of the Board of Directors for the day-to-day management and representation of EFPT, as stated in the Constitution. This delegation of power shall be decided by a simple majority of the members of the Board of Directors. Further description of these power and responsibilities can be found in the Constitution. If a person who is delegated such powers is a member of the Board, the position is termed "Managing Director", if that person is not a member of the Board, then it is termed "General Manager".

Its tasks and responsibilities shall be further defined by the current Board of Directors and be included in the minutes.

4.2. Duration of mandates

The term of office of the person elected as president is three years: The first year as President-Elect, the second as Current President, and the third as Past President, also called Honorary President.

The duration of the mandate of the Secretary General is one year.

The duration of the mandate of the Treasurer is two years.

The duration of the mandate of the IT Secretary is one year.

The duration of the mandate of the CAP Representative is one year.

4.3. Board meetings

4.3.1. Frequency and invitation

The Board shall meet at least four times (in person or remotely) at the special invitation of the Current President. Invitation shall include location, date and hour of the meeting, the agenda as stated below (section 4.3.2 “Agenda”) and all the relevant materials for the meeting and shall be sent to all members of the Board of Directors including any General Managers who are invited to attend.

The Board can invite observers to attend the meeting. Observers do not have proposing or voting rights.

4.3.2 Agenda

All Board meetings shall have an agenda prepared by the Current President and Secretary General. All other Board members are invited to add points of interest to the agenda and provide all Board members with corresponding documents. The agenda should contain the adoption of the previous Board minutes, reports from UEMS meetings and other points of interest according to the Annual Action Plan.

4.3.3. Minutes

The Secretary General makes minutes. If the Secretary General is absent, the remaining Board members should agree who will be responsible for the Minutes. The Minutes should at least contain the following information:

1. Previous minutes
2. List of those present and apologies received
3. Complete agenda, with discussion and conclusions of each point
4. All relevant reports discussed in the meeting
5. The proposed date and location of the next meeting

The Secretary General should send out the minutes to all Board members within one month of the meeting for approval.

4.4. The Annual action plan

The Annual action plan will include all projects and activities of the EFPT that are considered as priorities in the incoming year.

All working groups should provide their priorities yearly to the Secretary General to be added to the Annual Action plan. All full members are also invited to propose activities to the Board, which they believe should be part of the Annual action plan.

All applications for the next year should be submitted to the Current President or the General Secretary at least three months before the Annual Forum.

- a. Every new application should state the following:
- b. Name of the full members proposing the project or activity
- c. Description of reason, goal and concrete activities of the project
- d. A provisional budget of the planned project or activity

The Board will decide whether the project or activity will be part of the Annual Action Plan. Approval or disapproval of the application shall be explained at the General Assembly.

4.5. Suspension and removal of Board members

Any Board member can and shall be suspended immediately from their function(s) by decision of the General Assembly in case of any of the following reasons:

- a. Committing any kind of fraud.
- b. Committing any kind of criminal offence.
- c. Inability or refusal to fulfil all responsibilities as stated in section “responsibilities”.
- d. Knowledgeable and wilfully breaking the Constitution or Bylaws.
- e. Deliberately working against Board or General Assembly decisions.

The procedure for suspension and removal are described under Controlling Committee chapter within the Bylaws.

5. The European Forum of Psychiatric Trainees

This ordinary General Assembly is called “the European Forum of Psychiatric Trainees”, referred to hereafter as the Forum. The Forum is organized annually and the participants of the Forum meet in person. The Forum should be organized before the end of July of the current President’s term of office.

5.1. Participants at the Forum:

- a. Delegates from full members
- b. Delegates from observer members
- c. Individual observers
- d. Board of Directors
- e. The members of the Local Organizing Committee and staff
- f. External organisations’ observers

Speaking rights: All participants have speaking rights during the Forum.

Voting rights: Only delegates of full members have voting rights during Forum.

5.2. Forum Organization

The organization of the Forum is the responsibility of the Board of Directors and the Local Organizing Committee (LOC).

5.2.1. Responsibilities of the Board of Directors

The responsibility of the Board of Directors is to:

President-Elect:

1. Gather and organize the Local Organizing Committee (LOC) at least one year before the Forum.

President:

1. Ensure the financial construction of the Forum, as stated by the Bylaws
2. Submit a provisional budget for the Forum at the last month of the year, prior to the Forum.
3. Submit a programme proposal for the Forum at the First month of the current year of the Forum. Ensure the availability and completeness of the working materials for the Forum as stated in section 5.8, "Working materials".

Past President:

1. Submit a debriefing report after the Forum, no later than the end of the financial year. The report is intended to be a document to guide future Forum organizers. It should contain the financial report, the working materials, and an assessment of the overall outcome of the Forum, from the perspective of the organizers and, where possible, also the participants. The report should be as detailed as possible with specific suggestions for the future organizers.

Treasurer:

1. The Treasurer is responsible for the allocation of the travel bursaries after agreement with the Board of Directors, and is not responsible for management of the Forum finances. The Treasurer can also be responsible for the process of Registration and Fee payment at the beginning of the Forum or provide support to the Treasurer from the LOC.

IT secretary:

1. The IT secretary can also assist the organizers by providing support for electronic communication related to the Forum or to a specific independent Forum website link.

Secretary General:

1. Shall provide support to deliver all working materials for the Forum. The Secretary General is also responsible for the completeness of the Minutes of the Forum.

5.2.2. Responsibilities of the Local Organizing Committee (LOC)

The responsibilities of the Local Organizing Committee are to:

1. Undertake all necessary actions to ensure the organization of the Forum as stated in the Bylaws.
2. Ensure appropriate conference facilities are available for all Forum meetings, including the academic session, poster session, working group meetings and the General Assembly.
3. Act as host for the Forum.
4. Provide country flags for every full member.
5. Invite lecturers to the Forum.
6. Provide an appropriate venue for the international reception.

5.2.3 Financial Structure of the Forum

The Forum is financed in part by the EFPT. The delegate fees are to be used for the Forum organization. Optional income sources for the Forum can be donations from members. 100% of the country fees is to be used by EFPT. Local Organizing Committee is responsible for financial solvency of the Forum.

The President and the Local Organizing Committee are to ensure all other necessary financial means and make sure that the EFPT income from the forum is transferred to EFPT before the end of the book year. The President and the Local Organizing Committee are entitled to apply for the funds as the representatives of their National Trainee Organization.

The organizers should disclose all donations from pharmaceutical companies or other organizations.

5.3. Structure of the Forum

The Forum is chaired by the President and the Board of directors.

The Forum contains four essential component parts. Each part has a clearly defined structure.

The basic structure of the Forum should contain:

1. Introductory session, including the presentation of EFPT and its history, the presentation of the Board of directors, cooperating partners and other organizations of interest. Delegates then present themselves and their national trainee organizations. Delegates must have submitted their written country report, by the end of this introductory day, in the form as described in the Bylaws.
2. Scientific session.
3. Working group sessions. The working group sessions are the core of EFPT work. It is organized in the form of working groups, at least two per Forum. Every delegate or Board member can propose a topic for a new working group. The Board can choose by themselves to introduce two new subjects. After an agreement is made on which issues the different working groups will discuss in the current year. The work in the working groups is described in the chapter Working groups in the Bylaws.
4. General Assembly, as defined by the Constitution.

The Forum should also contain:

1. Poster session: Delegates are expected to make a poster presentation of the situation in psychiatry in their country. Every year a different specific topic of the posters will be announced by the LOC, at least one month prior to the Forum, as defined by these Bylaws.
2. International reception: The President and LOC will organize a reception.

5.4. Working groups

Working groups are usually formed during the Annual forum prior to the first working group session, or extraordinarily throughout the year if an important matter arises during the year, as an initiative from the Board of Directors.

Depending on the subject and duration of the working group, a working group can be temporary or permanent.

Any delegate or Board members can propose a working group at the appropriate time during the Forum. The Board can introduce up to two suggestions for new working groups. The Chairs of the working groups can only be delegates of full members. Any delegate can be a member of any working group.

5.4.1. Temporary Working Groups

Temporary working groups are formed for the duration of the Forum. It is expected that a temporary working group will produce a statement about the relevant issue, which will be voted on by the General Assembly. If the statements are approved by the General Assembly, as described in the Bylaws, the statements are added to the EFPT statements.

Amendments of statements can be proposed by any full members or the Board and have to be voted on during the General Assembly. If the General Assembly approves the proposal, a temporary group "Revision of statement" is formed. The "Revision of statement" working group produces revised statements, which will be voted on by the General Assembly. Amendments of the statements have to be decided upon by the majority of General Assembly.

Temporary working groups may become permanent working group if the workload of the activities requires it. The leader of the temporary working group should propose it to the General Assembly. With the approval of the majority of the votes, the temporary working group shall become a permanent one.

5.4.2. Permanent working groups

The aim of the permanent working group is to set up and perform projects of central importance to EFPT.

Working groups can become permanent following a vote by the General Assembly.. Permanent working groups are initiated during the annual Forum, but continue working together throughout the year. Permanent working group Chairs should submit reports of the working group's activities and progress in the form of a Working Group Report to the Secretary General annually, as an appendix to the Forum minutes.

The Chair of the permanent working groups can apply to the Board of directors to include extraordinary activities, such as a physical meeting, in the Annual Action Plan and provisional Budget for the next year.

In the application the Chair should state:

- The name of the working group and the members
- The reason why the extraordinary activity is necessary
- The provisional budget for the extraordinary activity

The application should accompany the Annual Report of the working group.

The Board will decide whether to accept the application by a simple majority vote.

5.4.2.1. Working Group Reports.

Working group annual reports should contain the:

1. Detailed description of the functioning of the group (overall functioning, how many meetings, the successfulness of the meetings and actions afterwards, what actions have been taken) including the contribution of each member of the group
2. Detailed description of the progress of the working group with special correlation with the planned activities of the last year
3. The plan for the incoming year (activities, meetings, the persons responsible for)
4. Include information whether the group has applied for the Annual action plan
5. Annual reports should be submitted to the Secretary General.

5.5. EFPT Projects

The term Projects refers to activities in relevant to psychiatry trainees carried out by EFPT in line with its principles, aims and policy statements.

5.5.1. Application

Any Full Member, groups of Full Members, permanent Working Group Chairs or any Organization officially related to EFPT can propose a potential project for EFPT. The Board of Directors may introduce up to two new projects.

The project proposal should contain:

1. Name of the project leader(s)
2. Name of the members or working groups involved

3. Background, aims, and expected outcome of the project
4. Detailed methodology including plan of action for the upcoming year
5. Provisional budget of the project, including the source of the funding and any proposed use of EFPT funds.
6. Timeline of the project.
7. Details of any participating organizations or a list of potential partners.
8. Signature of the project leader, on behalf of all members in the project.
9. The application should be accompanied by the application for a temporary partnership, as described in the chapter Partnerships of the Bylaws, if the applicant wishes to form a partnership.

5.5.2. Project Report

If a project is endorsed by the Board, an annual report of the project should be submitted by the project leader. The reports should be submitted to the Board at the Annual Forum and presented to the General Assembly for approval. Reports should follow the general rules for report. Additionally, the report should contain:

1. Detailed description of the functioning of the group.
2. Detailed description of the progress of the project, activities conducted since previous report.
3. Plan of action for the next year.

To keep the endorsement of the project the project coordinator has to deliver an annual report to the General Assembly, where the continuation of the project will be determined by a simple majority votes. The General Assembly may require modification of the project and approve to keep the endorsement of the modified project. The endorsement will automatically be removed if the projects coordinator fails to deliver a report.

5.6. Fee payment

Individual observers are expected to pay delegate fees.

5.6.1 Confirmation of attendance

Confirmation of attendance becomes effective with the payment of the country and delegate fees and should be finalized 6 weeks before the beginning of the Annual Forum.

5.6.2 Registration

All participants have to register themselves to the Treasurer/Local Organizing Committee. This has to be given to the Board of directors before the start of the Forum. Delegates who fail to register cannot participate at the Forum.

All Forum participants, as defined by the Bylaws, with the exception of invited lecturers have to pay the country and delegate fees upon confirmation of attendance and shall receive a receipt.

5.6.3. Bursary – scholarships

The Board of Directors may propose to choose member countries whose delegates will receive scholarships – travel funds for the Forum attendance to support delegates from countries with weak financial status and for the ones who applied for it as described below. The Board is responsible for the allocation of scholarships. Only one delegate per country can be funded. The EFPT Board of directors will decide upon allocation of the bursaries based on the applicants' needs and how their objectives align with EFPT. This decision will be made within a fortnight from the application deadline.

The number of countries to be funded depends upon the annual EFPT budget. The simple majority of the Board approves the choice of countries.

5.6.4. Application Procedure

The President should notify all EFPT members about the annual Bursaries to attend the Forum at least two months prior to the Annual Forum.

Applications should be sent to the EFPT President at least two months before the Annual Forum. The application letter should contain the name of the delegate, the country that he or she represents, the name of the national trainee organization (if one already exists) and relevant contact details. If there is an existing national trainee association in the applicant's country, they should also include a confirmation from this association that they are the official delegate from that country.

The President will inform all applicants of the receipt of the bursaries, one month before the EFPT Forum at the latest.

5.6.5. Reimbursement claims

In order to receive the allocated scholarship funds, all original tickets and invoices must be handed to the Treasurer upon registration. All recipients of the bursaries will ordinarily make their own travel and accommodation arrangements and claim the reimbursement from the EFPT, unless otherwise stated in the bursary notification.

5.7. Notification

The first announcement of the incoming Forum should be notified at the Forum a year before. The final program of the Forum should be notified at least three months ahead, on the web site of EFPT and by other appropriate mechanisms of communication.

5.8. Materials for the Forum

The Secretary General, the President and Local Organizing Committee shall provide the Materials for the Forum. The President and the Local Organizing Committee will be responsible for its distribution. Materials for the Forum should include:

- Agenda and timetable of the Forum
- Agenda of the General Assembly

- Minutes of the previous Forum
- List of participants
- List of candidate countries
- Project proposals, if any
- Any other important documents as decided by the Board or upon request of full members. The request should be submitted to the Board at least three months prior to the Forum.

5.9. Minutes of the Forum

Minutes of the Forum are the Secretary General's responsibility. The complete Minutes of the Forum shall contain the following:

1. Information about the presence or absence of any Forum participants and clarification of their membership status and the names of each of the delegates
2. The information about all participants, including individual observers and delegates from external organizations.
3. Brief reports of the events of each day during the Forum.
4. Discussion minutes before the statement voting procedures
5. Minutes of the General Assembly, as defined by the Bylaws
6. Appendices: Report from the LOC, Country reports, Working Group reports, Project Reports.

Forum minutes shall be submitted for approval at the next annual Forum.

6. Finances

6.1. Revenue and expenditure

The financial assets of the EFPT serve to pursue the aims of the organization. EFPT gain its revenue by:

1. Annual membership country fees.
2. Other conference fees.
3. Donations from members.
4. Donations from sponsors.
5. Grants.
6. Pursuing its regular activities
 - a. UEMS sponsorships for the UEMS meetings
 - b. Organizations of the EFPT forums
 - c. Projects

EFPT expenditure includes:

1. Supporting membership and Forum attendance, including through fee waivers and travel bursaries, as described in the Bylaws.
2. Board meetings, including travel expenses and hire of accommodation or meeting spaces.
3. Controlling Committee Meetings
4. Co-financing of UEMS meetings

5. Bursaries for Forum attendance
6. IT expenses
7. Administration
8. Other activities as stated by the Annual Action Plan
9. Other expenses

6.2. Provisional budget

The Board should present a provisional budget for the following year at the General Assembly for approval by a simple majority vote.

6.3. Controlling committee

The Controlling Committee is a two-member committee, elected by the General Assembly. Only full member delegates have the right to occupy a function within the Board and vote for the Controlling Committee. The duration of mandate of the members of the Controlling Committee is two years, with one representative being elected in each general assembly, so that there is always one member who has previous experience in the role.

The Controlling Committee shall:

1. Review the financial decisions of the Board and the Treasurer.
2. Oversee the finances of EFPT to ensure that they comply with the principles set out in the Constitution and the Bylaws
3. If a Board member has, directly or indirectly, an interest of patrimonial nature opposed to a decision or an operation relevant to the Board, he or she must inform the Controlling Committee.

The Treasurer must assist the Controlling Committee in their tasks and should give the Controlling Committee full access to all sources of information requested by the Controlling Committee.

In the case of concerns about irregularities of the accounting of a Board member, which are grounds for suspension, or removal of the current position, other Board Members or delegates of full members can submit a request to the Controlling Committee for its internal investigation. Based on the report of the Controlling Committee internal investigation, the Controlling Committee makes suggestion and submits it to the General Assembly.

If the Controlling Committee finds the allegations to be the ground for suspension, the Controlling Committee shall suspend that Board Member and must submit a report and notify the decision to all other Board members and other delegates of full members within one week of their decision. Any decision made by the Controlling Committee to suspend a Board member shall be voted upon at the next General Assembly Meeting. Controlling Committee decision will be approved if the General Assembly states at the majority of the 2/3 of the attending (or represented) full members. If such a majority is not reached the Board Member shall resume his or her functions.

The Controlling Committee members meet once a year regularly, at the end of the financial year or extraordinary in the case of special situations – the need of an internal investigation.

The Controlling Committee must submit an annual report to the General Assembly about the financial management of Board members. Any irregularities found by the Controlling Committee are subjected to the decision of the General Assembly. In case of direct or indirect interest of patrimonial nature by the Board members, the Controlling Committee should describe the patrimonial consequences which result for the association, of the decisions voted or taken by the Board, which had an interest opposed to the one described in the Constitution.

6.5. Conflict of interests

EFPT cannot accept donations by organizations that has, directly or indirectly, an interest of patrimonial nature opposed to a decision or an operation relevant to the principles laid down in the Constitution and Bylaws.

If an organization with a potential conflict of interest wishes to sponsor or donate in any way to the EFPT, this has to be approved with the majority of the Board members.

Likewise, the EFPT representatives cannot apply for grants to organizations with even potential conflict of interest without the approval of the simple majority of the Board.

7. Partnership and external relations

7.1. Partnership

EFPT can associate with other partners who can help EFPT achieve its aims, as defined by the Constitution and the Bylaws. The request for partnership is open to any association pursuing similar aims as EFPT aims. This partnership could be permanent or temporary. The legal form of the permanent partnership is defined by a legal document under the Belgian law signed by all parties. The purpose of a temporary partnership is the organization of specific events or to fulfil a specific goal. The legal form of the temporary partnership is defined by a contract signed by all parties.

7.2. Application procedure for Potential Partners

The General Assembly must approve, by simple majority, the formation of a partnership. The Board of directors must present a proposal, containing at least the following:

1. Name and function of the delegate in the represented national association
2. Description of potential partner organization, including the structure, organization, aims, officers and contacts.
3. Description of the aims for the potential partnerships, including potential benefits and outcomes of this partnership.
4. Information concerning any former relationship with EFPT.
5. Disclosure of any potential conflict of interest.

7.3. External relations

EFPT can form official relationships with other organizations concerned with psychiatry, mental health services, medicine, education, science or social affairs. The decision to establish an official relationship with another organization can be made by the Board of Directors and has to be approved by the General Assembly. Alternatively, it can be proposed by the General Assembly and subsequently pursued by the Board.

Organizations with an official relationship to EFPT can be invited as observers to the Annual Forums.

Any communication or co-operation with an external organization, institution or partner of EFPT, either on behalf of EFPT or concerning an official project of EFPT, has to be approved by the Board of Directors.

No partnership can oblige EFPT to act contrary to any part of its Constitution and Bylaws.

8. Amendments

The amendments of the Bylaws can be proposed by delegates from all full member countries and the Board at the General Assembly. After discussion, amendments and changes to the Bylaws have to be decided upon by the General Assembly. Changes to the Bylaws require a two-thirds majority.

Changes to the Bylaws will take effect immediately after the General Assembly unless otherwise specified in the proposal.

Any amendments to the Bylaws shall be exclusively discussed and voted on under the point of the agenda "Amendments to the Constitution and Bylaws". This point cannot be reopened during the same General Assembly.

If the agreement of the discussion on proposed amendments cannot be reached at the General Assembly, the Board can introduce a temporary working group "Revision of Bylaws". The "Revision of Bylaws" working group produces revised Bylaws, which will be voted on by the next General Assembly.

8.1 Committee for the revision of bylaws

The bylaws revision committee is a two-member committee, elected by the General Assembly. Delegates from full member countries will retain voting rights for the election of these members and participation in this committee.

The duration of the mandate of the members of the bylaws revision committee is one year.

The bylaws revision committee shall:

1. Review on an ongoing basis the text of the bylaws with the aim of removing obvious mistakes and inconsistencies that may be present.
2. Suggest changes to adapt the rules to current needs and aims of the association
3. Liaise regularly with the Board, obtaining approval of a simple majority of Board members prior to presenting amendments for approval or otherwise, to the General Assembly as determined in section 8. Amendments may still be presented as per section 8 by all full member delegates.