

# BYLAWS OF THE

  

# *EUROPEAN FEDERATION OF PSYCHIATRIC TRAINEES*

International non-profit organization

At 1050 Bruxelles, Avenue de la Couronne, 20, Belgium

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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 the EFPT. The Bylaws regulate the practical internal management and day-to-day affairs of the 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 the EFPT is English.
4. Status: the EFPT is an international non profit association registered under Belgian law.
5. The EFPT is governed by its Constitution and Bylaws.
6. Logo: The official logo of the EFPT is printed at the top of this document. Only the official logo of the 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

The EFPT is an independent federation of national psychiatric trainees’ associations within Europe (according to the World Health Organization’s definition of Europe).

The federation is made up of full members, candidate members, observer members and associate member. 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).

Delegates of full member countries, when they are appointed, should be psychiatric trainees or working as psychiatrists and within five years of starting their training. A psychiatric trainee is defined as a doctor who has completed medical school and who is undertaking (but has not yet completed) specialty training focused primarily on becoming a psychiatrist. Doctors who have completed their medical school and their training in psychiatry and are working as psychiatrists and are within five years of starting their training in psychiatry (at time of being appointed) are also eligible to participate as delegates.

At least one of the two available positions for each country should be a psychiatric trainee (as above defined).

### **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 organization(s) towards the 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).
10. An observer and a delegate can switch their positions before the General Assembly, but the condition that one of the delegates has to be a trainee has to be maintained. If any change has been made this has to be communicated to the EFPT board before the General Assembly.

## **2.2. Application for EFPT membership**

### **2.2.1. Application for EFPT full membership.**

Membership is open to any national psychiatric trainee association or organization, 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 the EFPT must include:

1. Submission of the latest Articles of 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 the EFPT.
4. Description of any debts that may previously have been owed to the EFPT.

The applicant organization must fulfil all conditions for 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 organization or association per country, these organizations should submit a joint application. During the application process, the different national organizations should submit a proposal to the EFPT 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 the Bylaws and in the Constitution.

#### **2.2.4. Associate Member**

Associate membership is open to any National Trainee's Association (NTA) or Organisation, officially recognised as such in a non-European country, that has been represented by an observer at two consecutive EFPT fora. The admission of new associate members can only occur during an EFPT forum, at the General Assembly.

NTAs that wish to apply for associate membership can apply to attend the EFPT forum independently of the EFPT MENTA Overseas Programme. This application needs to be sent to the EFPT board in writing and clearly state the NTA's intention to become an EFPT associate member and explain how, once their application is accepted, their annual attendance to the forum and country fee will be financed.

The application procedure is the same as for full membership, as described in section 2.2.1 of the bylaws.

Once an NTA is accepted as an associate member, the associate member NTA and its representatives must concede to the same rights and obligations as full member countries as described in section 2.1.2 of the bylaws, with the following exceptions:

- a. Associate members are not able to have official delegates, but their representatives have 'observer' status.
- b. Observers of associate member countries are not eligible as candidates for elected positions or working group chairs and are not able to apply for bursaries.
- c. Associate members do not have voting rights during the General Assembly. An exception can be made if the board or the GA decides by simple majority that the subject of the vote is directly relevant to associate members, then they can be granted voting rights for this subject only.

The associate member(s) and its representatives are also subject to the rules regarding suspension and exclusion of EFPT members as described in section 2.2.4.

#### **2.2.5 Suspension and Exclusion of EFPT members**

All full members should participate in the General Assembly. If a member does not pay its annual fee, or in two consecutive years does not partake in the General Assembly (or delegates its vote), it loses the status of full member and becomes an observer.

Whenever a full member fails to fulfil its 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 must pay an annual contribution, subsequently referred to as the "country fee". The status of membership (full or observer) does not affect the size of the fee.

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.

The membership fees for associate member countries will be calculated by the board of directors. They will be expected to pay 75% of the amount calculated by the formula used for full member countries membership fees. The associate members are expected to follow the rules regarding membership fees as described in section 2.3 of the bylaws.

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

## 2.4 Reports

Reports serve as the main method of documenting the work of EFPT. All reports follow the general rules listed below. Additional specific rules are also outlined below, where relevant. Examples of reports include, but are not limited to: Country reports, Board reports (including the CAP Secretary's and Treasurer's reports), 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, etc.)
5. The report itself, following any specific rules outlined in the appropriate section (Country reports follow rules of country reports, Working group reports follow rules of working group report, etc.)

If the Board sees fit, reports can be presented orally. The oral presentation should not contain any new information and should abide by any limitations specified by the Board, such as time or content. All written reports shall be attached to the official Forum minutes as appendices, stating 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 any modifications since the previous year’s report

### **2.4.2. Financial Report**

The Treasurer must submit an annual report to the General Assembly, covering the previous financial year. The report should contain a detailed description of revenues and expenditures, in relation to the provisional budget set for that year. If there are significant differences between the provisional budget and the actual budget, the financial report should seek to account for these discrepancies.

### **2.4.3. Annual Board Report**

The Board annual reports consist of a summary of the Board’s activities, including a summary of reports of meetings with permanent partners, as listed below. The Board annual reports should contain all the relevant information and conclusions of the meetings and any recommendations for the future, which should 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 descriptions of the progress of the Board in relation to the annual Action Plan and provisional Budget of the preceding year.

### **2.4.5. UEMS Psychiatry Section Report**

This will include a summary of the meetings of the UEMS 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 the 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 EFPT 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 request such a meeting.

### 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 the 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 “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 (if applicable)
  - d. CAP Secretary
  - e. Information Technology Secretary.
8. Election of the Controlling Committee

- a. First member (if applicable)
  - b. Second member
9. Election of Bylaw Revision Committee
  - a. First Member
  - b. Second Member
10. Annual meeting closing.

## **3.2. 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 a simple majority (unless another majority is specifically mentioned elsewhere in the Bylaws) of the present General Assembly either by appearance of delegates or by delegated votes.

The Board of Directors can choose several procedural methods, but it must be possible to count the exact number of votes for each issue under consideration. The Board of Directors can decide that an exact count in any particular issue is not needed, if it is obvious during the voting procedure that there is a vast majority of votes for one particular outcome. The Board of Directors can state that has the outcome and it can be added to the minutes. The Board shall provide the opportunity to any country to object to this decision not to count individual votes. If a country does object, then an exact count should be performed and the outcome be added to the minutes.

The sum of all votes should account for all full members countries represented at the General Assembly. If votes are equally distributed, a second vote is required. If a decision still cannot be reached, then the decision will be taken by the three Presidents (Elect, Current and Past).

## **3.3. Election procedure**

Candidates for any post during the General Assembly are given one minute to introduce their candidature, except candidates for the position of President Elect, who will have five minutes available. Only the delegates of full member organizations are eligible to stand as candidates for elected positions. Delegates eligible for candidature are trainees who are official delegates of full member countries (or within five years of the start of their psychiatric training) and the delegates' candidature should be acceptable to the member organization of the candidate.

## **3.4. Minutes**

Minutes are taken 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, the Annual Action Plan and the Provisional Budget. The General Assembly Minutes must be added to the Forum minutes within 3 months of the closing of the meeting and then 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 fulfil the relevant tasks described for each of the appointed positions, as specified in the Constitution and the Bylaws.

Board members must be delegates (as per 2.1.1.) of full member country at the time of their appointment.

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 the 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. 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 include, but are not limited to:

- a. Develop short and long-term strategies for the work and structure of the 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, 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 the EFPT at external bodies (including in permanent and temporary partner organizations, 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 the EFPT.

#### **4.1.2. President Elect**

The president elect will get acquainted with his or her future role of 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 the absence of the President and Past President, replace the President in his or her responsibilities.

#### **4.1.3. Past President**

The Past President, also called the 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 President in his or her tasks.
- c. In the absence of the 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. Produce 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 the EFPT.

Duties include:

- a. Responsibility for the bank accounts of the EFPT.
- b. Presentation of a financial report at Board meetings, as required.
- c. Development of a provisional Budget for the forthcoming financial year.
- d. Presentation of an annual financial report at the General Assembly.
- e. Collect all income, such as country fees and delegate fees.
- f. Submit the provisional budget, all financial reports and receipts received during his or her term to the Controlling Committee.
- g. Support the transition to a new treasurer at the end of their term by assisting them to change the bank accounts into the new treasurer's name.

#### **4.1.6. Child and Adolescent Psychiatry (CAP) Secretary**

During the mandate of the CAP Secretary, his or her tasks include:

- 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 within the EFPT.
- c) Promote the development of Member Organizations with CAP delegates.
- d) Be responsible for public relations and promotion of CAP EFPT activities through a network of organizations with similar aims.
- e) Promote sufficient support for all Member Organizations with CAP delegates to ensure that CAP is adequately represented and thrives within the EFPT.
- f) Develop and implement fundraising strategies for CAP activities within the EFPT.
- g) Actively participate in all activities of the Board, as described by the Constitution.

If a second representative is needed to support the CAP Secretary this can be arranged within the CAP working group. This second representative is not a board member.

#### **4.1.7. IT Secretary**

The IT Secretary's role includes:

- a. Responsibility for establishing and maintaining the electronic communication mechanisms for the EFPT, including mailing list and website.
- b. Responsibility for providing relevant and up to date information on the EFPT website. ~~and regularly update on and updating of the website.~~

- c. Assisting all members by providing technical support.

#### **4.1.8. Managing Directors and General Managers**

The Board of Directors may entrust responsibility to one or more member(s) or non-member(s) of the Board of Directors for the day-to-day management and representation of the 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”.

General Managers must be psychiatry trainees or within 5 years of the start of their training at the time of their appointment. Their duties include:

- a) Following direction from the Board to undertake tasks related to their management area.
- b) Being generally readily contactable by email, except during annual leave or due to exceptional circumstances.
- c) Undertake all duties as General Manager until the Board has appointed a new General Manager who has accepted the position.

### **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 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 Secretary 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 President. Each invitation should include the 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 should 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. Only Board members have the right to vote and observers do not have proposing or voting rights.

### **4.3.2 Agenda**

All Board meetings shall have an agenda prepared by the 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 is responsible for taking the minutes. If the Secretary General is absent, the remaining Board members should agree on 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 upcoming year.

All working groups should provide their priorities yearly to the Board of Directors to be consider for inclusion in the Annual Action plan. All full members are also invited to propose activities to the Board of Directors, which they believe should be part of the Annual Action Plan. All applications for the next year should be submitted to the Board of Directors at least three months before the Annual Forum.

Every new application should state the following:

- a. Name of the full members proposing the project or activity.
- b. Description of background, goals and concrete activities of the project.
- c. 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 any applications should be explained at the General Assembly.

## **4.5. Suspension and removal of Board members**

Any Board member can be suspended immediately from their function(s) by the General Assembly for 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 acting against the decisions of the Board or General Assembly.

The procedure for suspension and removal are described under the 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 should preferably 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. Observers from full members. (at least half of the observers, per full member country, should be enrolled in a training programme in psychiatry)
- c. Observers from observer members.
- d. Individual observers.
- e. Observers from Associate Members
- f. Board of Directors.
- g. The members of the Local Organizing Committee and staff.
- h. 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 and each full member country has only one vote.

## 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 as follows:

President Elect:

1. Establish a Local Organizing Committee (LOC) at least one year before the Forum.

President:

1. Ensure the financial stability of the Forum, in line with the Bylaws.
2. Submit a provisional budget for the Forum in 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.
4. 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 at 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.
2. The treasurer is not responsible for management of the Forum finances.
3. The Treasurer may also be responsible for the process of Registration and Fee payment at the beginning of the Forum or provide support to the Treasurer of 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 Minutes of the Forum.

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## **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 the EFPT. The Local Organizing Committee is responsible for the 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 the 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 Local Organizing Committee 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 the 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 sessions.

3. Working Group sessions. The working group sessions are the core of the EFPT's work and are described in chapter 5.4. "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 for 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 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 member 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.

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

### **5.4.2. Permanent working groups**

The aim of the permanent working groups is to set up and perform projects of central importance to the 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, which will be added as an appendix to the Forum minutes.

The Chair of 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 its members
- The reason why the extraordinary activity is necessary
- The provisional budget for the extraordinary activity

The application should accompany the Working Group Report.

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 (including overall functioning, number and quality of meetings and subsequent actions that have been taken) including the contribution of each member of the group.
2. Detailed description of the progress of the working group with special reference to the activities previously proposed for the time period in question.
3. The plan for the forthcoming year (including activities, meetings and the persons responsible for each action).
4. Information on 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 relevant to psychiatric trainees carried out by the 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 the EFPT can propose a potential project for the EFPT.

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 reports. Additionally, the report should contain:

- a) Detailed description of the functioning of the group.
- b) Detailed description of the progress of the project, including activities conducted since any previous reports.
- c) Plan of action for the next year.

To ensure the ongoing approval 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 vote. The General Assembly may require modification of the project and agree to continue the project subject to those modifications. This endorsement will automatically be removed if a project's 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 occurs 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 must register themselves with the Treasurer/Local Organizing Committee. The list of delegates must 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, must pay the relevant country and delegate fees to confirm their attendance and shall receive a receipt.

### **5.6.3. Bursary – scholarships**

The Board of Directors may choose member countries whose delegates will receive scholarships. These can be used to cover travel costs associated with attending the Forum and are aimed primarily at supporting delegates from lower income countries and for the delegates who apply for financial support, as described below. The Board is responsible for the allocation of scholarships. Ordinarily, 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 one month before the EFPT Forum at the latest.

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 Board will inform all applicants of the outcome of their applications, one month before the EFPT Forum at the latest.

### **5.6.5. Reimbursement claims**

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 upcoming 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 the 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 further the aims of the organization. EFPT obtains its revenue from:

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 sponsorship for EFPT delegates to attend the UEMS meetings
  - b. Organizations of the EFPT forums
  - c. Projects

EFPT expenditure may include:

1. Supporting membership and Forum attendance, including through fee waiver 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 the 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:

- a) Review the financial decisions of the Board and the Treasurer.
- b) Oversee the finances of EFPT to ensure that they comply with the principles set out in the Constitution and the Bylaws.
- c) 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 that individual from the current position, other Board Members or delegates of full members can submit a request to the Controlling Committee to investigate. Based on the report of the Controlling Committee's internal investigation, the Controlling Committee can make recommendations to the General Assembly.

If the Controlling Committee finds the allegations to be grounds 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 on at the next General Assembly. Controlling Committee decisions will be approved by a 2/3 majority of the attending (or represented) full members at the General Assembly. 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 extraordinarily in the case of special situations, such as the need for an internal investigation.

The Controlling Committee must submit an annual report to the General Assembly about the financial management of the Board of Directors. Any irregularities found by the Controlling Committee must be highlighted to the General Assembly.

In the case of direct or indirect conflict of interest by the Board Members, the Controlling Committee should describe the nature of the conflict and any consequences which result from the conflict on the decisions taken by the Board, which are contrary to the Constitution.

## **6.5. Conflict of interests**

The EFPT cannot accept donations by organizations that have, directly or indirectly, interest that are contrary 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 must be approved by the majority of the Board.

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

# 7. Partnerships and external relations

## 7.1. Partnerships

The EFPT can create links with other partners who can help the EFPT achieve its aims, as defined by the Constitution and the Bylaws. Partnerships may be formed with any association pursuing similar aims to the EFPT. This partnership could be permanent or temporary. The legal form of a permanent partnership is defined by a legal document under the Belgian law signed by all parties. The purpose of a temporary partnership is to organize 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 a simple majority, the formation of a partnership. The Board of Directors must present a proposal, containing at least the following:

- a) Name and function of the delegate in the represented national association.
- b) Description of potential partner organization, including the structure, organization, aims, officers and contacts.
- c) Description of the aims for the potential partnerships, including potential benefits and outcomes of this partnership.
- d) Information concerning any former relationship with the EFPT.
- e) Disclosure of any potential conflict of interest.

## 7.3. External relations

The 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 must 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 the EFPT can be invited as observers to the Annual Forums.

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

No partnership can oblige the 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 of Directors at the General Assembly. After discussion, amendments and changes to the Bylaws must 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. Only delegates from full member countries can stand for election to this committee and are elected by a vote by full members present or represented at the General Assembly.

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 Bylaws to the 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.