

European Psychiatric Association

Statutes

Approved by the EPA Extraordinary General Assembly
on 4 March 2012 in Prague, Czech Republic

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1. Name:

- i. The name of this organisation is the **European Psychiatric Association (EPA)**, referred to throughout this document as “the EPA”.

2. Definition of Europe:

- i. The definitions of “Europe” and “European” shall refer to the classification of world regions used by the World Health Organisation (WHO).

3. Registration, Domicile and Headquarters:

- i. The European Psychiatric Association (EPA) is the official title of an Association registered with the Registrar of Associations (volume 46, no. 63) at the Strasbourg Tribunal d'Instance. The Association shall be subject to the provisions of Articles 21 to 79 of the local Civil Code in force in the French Counties of Haut-Rhin, Bas-Rhin and Moselle, under the Act of 1 June 1924 governing the introduction of French civil legislation, and of these Articles of Association.
- ii. The headquarters of the EPA is at 15 avenue de la Liberté, 67000 Strasbourg, France. The headquarters' location is subject to decision of the Extraordinary General Assembly.

4. Status, Nature, Liability:

- i. The EPA is a non-profit association.
- ii. The financial resources of the EPA may not be allocated to its members but shall be used only for the purposes set out in (8) below.

5. Duration:

- i. The EPA shall not be limited in duration, unless dissolved.

6. Language:

- i. The language of the EPA for the purpose of official business, minutes and communications is French and English.

7. Jurisdiction:

- i. All agreements and matters pertaining to the EPA are subject to the relevant laws and the jurisdiction of the Courts of the country of domicile as in (3.i.) above.

8. Aims, Objectives, Purpose:

- i. The purpose of the Association is to improve the quality of mental health care throughout Europe, by:
 - a. enhancing the standard of psychiatric education and training
 - b. creating Sections to explore and solve problems in different specific areas of psychiatry
 - c. promoting excellence in psychiatric research and clinical practice
 - d. encouraging progress in psychiatric clinical practice
 - e. supporting the development of public health policies relevant to mental health
 - f. disseminating information about psychiatric research and practice
 - g. contributing to initiatives improving ethical standards of psychiatric care
 - h. encouraging professional interchange/exchange between European Psychiatrists
 - i. representing European Psychiatry in the framework of the various European Institutions
 - j. providing a unified organisation representing the different national psychiatric associations in European Psychiatry; along with individual psychiatrists

9. Activities, Means:

- i. The means of attaining these ends shall consist more particularly of:
 - a. Organizing *European Congresses of Psychiatry*, other meetings and courses
 - b. Appointing special Committees, groups or individuals for purposes related to furthering the aims of the EPA.
 - c. Publishing journals, including *European Psychiatry*, books, papers, online and other material.
 - d. Disseminating information through journals and books.
 - e. Publicizing its activities by all appropriate means.
 - f. Collaborating with other organisations in so far as they have shared aims with the EPA.
 - g. Refraining from party political or religious activities.

10. Membership:

10.1. Definition of Members:

- i. The EPA is an association of National Society/Association Members; *and* of qualified individuals in the form of Individual Members, Fellows, Emeritus Members, Honorary Members, International Individual Members, and Affiliate Members; *and* of Donor Members, *and* of Associate Organisations.
- ii. Membership shall commence and become effective after receipt of any membership fees due to the EPA *and* following a written declaration of acceptance issued by the EPA.

10.2. Membership Fees:

- i. National Society/Association Members, Individual Members, Fellows and International Individual Members shall pay an annual fee, the amount of which shall be approved by the Ordinary General Assembly upon proposal of the Board.
- ii. The Membership fee for National Society/Association Members shall be proportional to their own membership numbers and set as described in (i.) above.
- iii. Emeritus Members are granted a fifty percent discount on annual fees.
- iv. Honorary Members, Affiliate Members and Associate Organisation Members shall not pay a fee.
- v. Donor Members should make contributions.

10.3. Assignment and Transfer:

- i. Membership in the Association may not be assigned or transferred.

10.4. National Society/Association Members:

- i. National Society/Association Membership is open to national psychiatry societies in a European country.
- ii. National Society/Association wishing to become a Member shall submit an application to the Secretary General of the EPA, together with a copy of its Statutes translated into English and a declaration signed by its President that reports the number of its own members, and confirms that it is a society or association composed primarily of psychiatrists, and confirms that the promotion of general psychiatry is a significant part of its activities.
- iii. Applications for National Society/Association membership shall be approved by a simple majority vote of the Board.
- iv. National Society/Association Members who are fully paid up shall have full voting rights at the Ordinary and Extraordinary General Assemblies subject to (v.) below.

- v. Voting by National Societies/Associations, including in Ordinary and Extraordinary General Assemblies, shall be on the basis of one to three votes per country and shall be calculated according to the number of members in the National Society/Association Members subject to (vi.) below.
- vi. Where there is more than one National Society/Association Member in a country then a combined number of members in the National Society/Association Members from that country will define the number of votes allocated to that country. The National Society/Association Members from the same country will have to agree on how to share the vote allocated to their country at their own discretion.

10.5. Individual Members:

- i. Individual Membership is open to those who are citizens or residents of a European country or are licensed to work in a European country *and* are psychiatrists, or scientists working in the field of psychiatric research.
- ii. Any eligible individual wishing to become an Individual Member shall submit an application, with curriculum vitae, to the Secretary General of the EPA.
- iii. Individual Membership applications shall be approved by the Board.
- iv. Individual Members who are fully paid up shall have full voting rights at the Ordinary and Extraordinary General Assemblies.
- v. Individual Members who are fully paid up can stand for election to the Board.

10.6. Honorary Members:

- i. Honorary Membership may be conferred on any Individual Member or Fellow who has excelled in his/her service to the EPA.
- ii. Nominations for Honorary Membership shall be submitted by an Individual Member or Fellow of the EPA to the Secretary General of the EPA.
- iii. Nominations for Honorary Membership shall be endorsed by a simple majority vote of the Board and then referred for election by the Ordinary General Assembly.
- iv. Honorary Members have the right to attend and vote in the Ordinary and Extraordinary General Assemblies and can stand for election to the Board.

10.7. Fellows:

- i. The status of Fellow can be conferred on fully paid up EPA Individual Members, and who meet either of the following criteria in (ii.) or (iii.) below.
- ii. They have made significant contributions to the advancement of knowledge about, yet not limited to, risk factors, pathogenesis, diagnosis, classification, treatment or prevention of mental disorders, or to the development of psychiatric practice or services, including education.
- iii. They have made an outstanding contribution and significantly promoted the fulfillment of the aims of the EPA, as documented by a series of successful activities.
- iv. EPA Individual Members may be nominated for election as a Fellow by an Individual Member or Fellow of the EPA by submission of a written nomination to the Secretary General of the EPA.
- v. Nominations for Fellows shall be endorsed by a simple majority vote of the Board and then referred for election by the Ordinary General Assembly.

- vi. Fellows who are fully paid up have the right to attend and vote in the Ordinary and Extraordinary General Assemblies and may stand for election to the Board.

10.8. Emeritus Members:

- i. Emeritus Membership can be conferred by the Secretary General upon request to Individual Members and Fellows who have officially retired from their work.
- ii. Emeritus Members who are fully paid up have the right to attend and vote in the Ordinary and Extraordinary General Assemblies but cannot stand for election to the Board.

10.9. International Individual Members:

- i. Psychiatrists and psychiatric researchers who are not citizens or residents of a European country, or who are not authorised to practice in a European country, may become International Individual Members.
- ii. The application and approval procedures are identical to those applicable to Individual Members.
- iii. International Individual Members may attend the Ordinary and Extraordinary General Assemblies as observers but do not have the right to vote or to stand for election to the Board.

10.10. Affiliate Members:

- i. All members of fully paid up National Society/Association Members of the EPA shall automatically be deemed to be Affiliate Members of the EPA subject to (ii.) below.
- ii. National Society/Association Members shall ensure necessary consultation with their members regarding EPA Affiliate membership.
- iii. Affiliate Members have the right to apply for Individual Membership of the EPA.
- iv. Affiliate Members may attend the Ordinary and Extraordinary General Assemblies of the EPA as observers but do not have the right to vote or to stand for election to the Board.

10.11. Donor Members:

- i. Donor Membership may be conferred on public or private entities that establish longstanding collaboration with the Association and commit themselves to support regularly its activities; or any natural or legal person having made a special contribution to the development of the Association through one or more donations.
- ii. Any Individual Member or Fellow or National Society/Association Member of the EPA may propose a candidate for Donor Membership in writing to the Secretary General of the EPA.
- iii. Nominations for Donor Membership shall be endorsed by a simple majority vote of the Board and then referred for election by the Ordinary General Assembly.
- iv. Donor Members can attend the Ordinary and Extraordinary General Assemblies but are not entitled to vote.

10.12. Associate Organisation Members:

- i. Any association or organisation with an interest in psychiatry or mental health may apply to become Associate Organisation Member of the EPA in writing to the Secretary General of the EPA.
- ii. Nominations for Associate Membership shall be endorsed by a simple majority vote of the Board.

- iii. Associate Organisation Members can attend the Ordinary and Extraordinary General Assemblies but are not entitled to vote.

10.13. Termination of Membership:

- i. Membership in the case of Individual, International Individual, Emeritus and Honorary Members and Fellows shall cease in the following circumstances:
 - a. Upon submission of a letter of resignation to the Secretary General of the EPA
 - b. On death
- ii. Membership in the case of National Society/Association Members and Associate Organisation Members shall cease in the following circumstances:
 - a. Upon the submission of an official letter of resignation to the Secretary General of the EPA
 - b. Upon the dissolution, for any reason whatsoever, of the corporate entities, or if they are subject to an administration order or court-ordered liquidation
- iii. All classes of Membership shall cease following non-payment of Membership fees for three consecutive years unless determined otherwise by simple majority vote of the Board.
- iv. All classes of Membership may be terminated by the Board for serious misconduct, subject to a right of appeal to the Ordinary General Assembly.

11. Ordinary General Assembly:

11.1. Composition:

- i. The Ordinary General Assembly shall comprise the National Society/Association Members' voting representatives, Individual, Emeritus Members and Fellows of the EPA whose membership fees are fully paid up, and all the Honorary Members.
- ii. The National Society/Association Members' voting representatives who are present at the Ordinary General Assembly shall form the *Council of National Societies/Associations*.
- iii. The voting Individual, Emeritus, Honorary Members and Fellows who are present at the Ordinary General Assembly shall form the *Council of Individual Members*.
- iv. Any person who is not a paid up Member may attend an Ordinary General Assembly at the discretion of the President as an observer without voting right.

11.2. Responsibilities:

- i. The Ordinary General Assembly shall vote on the annual reports of the President, the Secretary General, the Treasurer, the Secretary for Sections, the Secretary for Education, the Editor in Chief and the Chairperson of the Council of National Societies/Associations.
- ii. It shall elect members to the Board.
- iii. It shall decide by vote on the creation and the discontinuation of Sections upon proposal by the Board.
- iv. It shall vote to appoint the Internal Auditors of the Association.
- v. It shall vote on approving the accounts of the previous financial year.
- vi. It shall vote on approving the annual Membership fee for National Society/Association Members, Individual, Fellow, and International Individual Members.

- vii. It shall define by vote the policy of the Association.
- viii. It shall appoint by vote Fellows as well as Honorary and Donor Members.
- ix. It shall decide on relations to be fostered with other Associations.
- x. It shall decide on the report stipulated in article L 612-5 of the French Commercial Code as submitted by the President.

11.3. Functioning:

- i. An Ordinary General Assembly shall be convened every year by the Secretary General. An additional Ordinary General Assembly may also be held virtually/remotely within the same year, upon decision of the Executive Committee (see 14.1.i.).
- ii. The Ordinary General Assembly may also be convened at the written request of a quarter of fully paid up members.
- iii. Notice of an Ordinary General Assembly shall be sent to all members by the Secretary General in the form of individual letter or electronic communication at least 15 days before the Ordinary General Assembly subject to (iv.) and (v.) below. The notice of an Ordinary General Assembly must include the agenda. The agenda is drawn up by the Secretary General in consultation with the President.
- iv. Where elections to the Board are scheduled in an Ordinary General Assembly, notice shall be sent out at least two months in advance by the Secretary General with an indication of the number of positions up for election.
- v. In the event of the EPA congress not being held in a particular year then an Ordinary General Assembly should be called to approve the accounts. In this exceptional case, the deadline for convening the Ordinary General Assembly would be six months in advance.
- vi. The quorum of the Ordinary General Assembly consists of 10% of the total number of fully paid up Individual, Emeritus Members, Fellows and Honorary Members, counted together, and 20% of fully paid up National Society/Association Members subject to (xi.) below.
- vii. The decisions of the Ordinary General Assembly shall be taken by a simple majority of the votes cast subject to (viii.) and (ix.) below.
- viii. In case of elections to the Board, the candidates who receive the highest total votes cast of the Ordinary General Assembly shall be elected to the Board subject to (13.1.vii.).
- ix. The votes cast at the Ordinary General Assembly by the Council of National Societies/Associations and the Council of Individual Members shall each be deemed to constitute 50% of the total Ordinary General Assembly vote subject to (x.) and (xi.) below.
- x. Where fewer than ten of the countries eligible for EPA National Society/Association Membership are represented at the Ordinary General Assembly by fully paid up voting members then the votes of the Council of National Societies/Associations shall be deemed to constitute 25% and the votes of the Council of Individual Members shall be deemed to constitute 75% of the total Ordinary General Assembly vote.
- xi. If only one of the Councils is quorate, the votes of the Council of National Societies/Associations and the Council of Individual Members shall be counted together.
- xii. Only fully paid up voting members present at the Ordinary General Assembly may vote. Proxy votes are not allowed. Postal votes may be allowed only in case of Board elections if organised virtually/remotely.
- xiii. The Ordinary General Assembly may only adopt resolutions pertaining to items on the agenda.

- xiv. Voting shall be by show of official voting cards subject to (xv.) and (xvi.) below.
- xv. Any fully paid up voting member may propose that a secret ballot be held when a motion is voted upon. However, this must be seconded, and ratified by more than 50% of the votes of each Council counted separately.
- xvi. Any votes concerning individuals shall be by secret ballot.
- xvii. At any moment a member of the Ordinary General Assembly may ask for a vote to wind up a discussion. If such a motion is tabled the President may allow one further person to speak on the winding up proposal, after which a vote shall be taken on the winding up of the discussion.

12. Extraordinary General Assembly:

12.1. Composition:

- i. The Extraordinary General Assembly shall comprise the National Society/Association Members' voting representatives, Individual, Emeritus Members and Fellows of the EPA whose membership fees are fully paid up, and all the Honorary Members.
- ii. The National Society/Association Members voting representatives who are present at the Extraordinary General Assembly shall form the *Council of National Societies/Associations*.
- iii. The voting Individual, Emeritus, Honorary Members and Fellows who are present at the Extraordinary General Assembly shall form the *Council of Individual Members*.
- iv. Any person who is not a paid up Member may attend an Extraordinary General Assembly at the discretion of the President as an observer without voting right.

12.2. Responsibilities:

- i. The Extraordinary General Assembly shall decide the following issues:
 - a. Amendments to the EPA Statutes
 - b. Change of the official address and/or headquarters
 - c. Dissolution of the Association
 - d. New problems not provided for by the existing Statutes

12.3. Functioning:

- i. The Extraordinary General Assembly shall be called by the Board; or by a written request by a quarter of the combined total of fully paid-up National Society/Association, Individual and Honorary Members and Fellows.
- ii. Notice of an Extraordinary General Assembly shall be sent to all members by the Secretary General in the form of individual letter or electronic communication at least 15 days before the Extraordinary General Assembly. The notice of an Extraordinary General Assembly must include the agenda. The agenda is drawn up by the Secretary General in consultation with the President.
- iii. The quorum of the Extraordinary General Assembly consists of 10% of the total number of fully paid up Individual, Emeritus Members, Fellows and Honorary Members, counted together, and 20% of fully paid up National Society/Association Members subject to (vii.) below.
- iv. If the quorum is not formed, a second procedure for voting will be organised by postal vote of all fully paid up voting members for the same agenda and subject to (v.) and (vi.) below.
- v. The decisions of the Extraordinary General Assembly shall be taken by a two-thirds majority of the votes cast subject to (vi.) below.

- vi. The balance of votes between the Council of National Societies/Associations and the Council of Individual Members shall be identical to the Ordinary General Assembly as in (11.3.ix.), (11.3.x.) and (11.3.xi.)
- vii. Only fully paid up voting members present at the Extraordinary General Assembly may vote. Postal and proxy votes are not allowed except the case specified in (iv.) above.
- viii. Voting shall be by show of official voting cards subject to (ix.) below.
- ix. Any fully paid up voting member may propose that a secret ballot be held when a motion is voted upon. However, this must be seconded, and ratified by more than 50% of the votes of each Council counted separately.
- x. Any votes concerning individuals shall be by secret ballot.

13. Board:

13.1. Composition

- i. The EPA shall be administered by a Board of 14 to 20 members.
- ii. The members of the Board shall be elected by the Ordinary General Assembly for a period of four years.
- iii. Candidatures for the Board shall be submitted electronically to the Secretary General no later than one month before the date of the election. Only fully paid up Individual Members, Fellows and Honorary Members shall be eligible for election to the Board.
- iv. The Secretary General shall draw up a list of eligible candidates and submit it to the Ordinary General Assembly together with an instruction about the voting procedure drafted by the Executive Committee.
- v. The term of office of Board members shall start from January 1 of the year following that of the election.
- vi. Board members may be elected for no more than two consecutive terms.
- vii. There shall be no more than two members of the Board from any one country.
- viii. The Chairperson of the Council of National Societies/Associations shall be ex-officio in the Board for a term of his/her mandate.
- ix. In the event that the Board is underrepresented in a given geographic region, the Board shall have the option of co-opting one additional full voting member for a two-year term subject to (i.) above.
- x. In the event of one or several members vacating their positions prior to the end of their term of office, the Board may temporarily replace its members by co-option of up to the same number of full voting members until the next Ordinary General Assembly.
- xi. Only fully paid-up Individual or Honorary Members or Fellows of the EPA shall be eligible for co-option as in (ix.) and (x.) above.
- xii. Membership of the Board shall cease due to death, resignation, loss of Membership in the Association, absence without apology for two consecutive meetings of the Board, or the dissolution of the Association.
- xiii. The members of the Board shall not be paid.

13.2. Responsibilities:

- i. Each Board Member who is not an Executive Committee member or an Office Bearer should be allocated specific responsibilities, at the discretion of the President. These should then be approved by the Board.
- ii. The Board shall be vested with the broadest powers to act on behalf of the EPA and to perform any actions and operations that are not reserved for the Ordinary or Extraordinary General Assemblies, in particular:
 - a. Drawing up the policy and the guidelines of the Association.
 - b. Examining any proposal for submission to the Ordinary or Extraordinary General Assembly.
 - c. Electing Executive Committee and Office Bearers of the EPA as listed in (13.4) and (14).
 - d. Provisionally approving the annual accounts prepared by the Treasurer and submitting them for approval to the Ordinary General Assembly.
 - e. Approving applications for Individual and National Society/Association Membership, and nominations for Fellowship and Honorary Membership as per (10).
 - f. Considering termination of membership as listed in (10.13).
 - g. Proposing the amount of the membership fees for approval of the Ordinary General Assembly subject to (10.2).
 - h. Making recommendations to the Ordinary General Assembly concerning the creation, maintenance and dissolution of the Sections.
 - i. Deciding on the purchase and sale of all moveable property and assets, purchasing and selling all securities, stocks and shares.
 - j. Leasing and acquiring any real estate required for the fulfillment of the Association's purpose, upon prior advice of the Ad Hoc Advisory Committee as per (16).
 - k. Granting all leases and mortgages on the real estate of the Association, selling or exchanging said real estate, upon prior consultation of the Ad Hoc Advisory Committee as per (16).
 - l. Taking out any loans and granting any guarantees, subject to informing the Ordinary General Assembly.
 - m. Deciding on the main themes of communication and public relations.
 - n. Approving the annual budgets and overseeing their implementation.
 - o. Deciding on creation and dissolution of Operational Committees of the EPA, upon proposal of the President, and determining their roles, composition, duration and operating procedures.
 - p. Receiving minutes of all Operational Committees and the Executive Committee.
 - q. Assigning tasks and missions (such as task forces, representation) to Board Members and stipulating the nature of their functions and the scope of their powers.
 - r. Deciding on organising scientific meetings of the EPA.
 - s. Approving the place and dates of the *European Congress of Psychiatry*, upon the proposal of the Executive Committee.
 - t. Proposing the Internal Auditors (incumbents and alternates) to the Ordinary General Assembly.
 - u. Approving the Rules and Regulations of the Association.
 - v. Authorising actions and undertakings outside of the scope of the President's specific powers where appropriate.
 - w. Deciding on the draft agreements stipulated in article L 612-5 of the French Commercial Code.
- iii. In exceptional circumstances, the Board may revoke the mandate of an Executive Committee member or Office Bearer by three-fourths majority vote.

13.3. Functioning:

- i. The Board shall meet at least once a year.
- ii. A Board meeting may be called by the President of the EPA upon notice of at least one month. The President shall draw up the agenda and propose the venue.
- iii. A Board meeting may also be called by more than half of its members upon notice of at least one month. In this case, such members may have the items of their choice included on the agenda.

- iv. The quorum for Board meetings shall be half of its current members.
- v. The Chief Executive Officer of the EPA shall be invited to participate in the meetings of the Board as a non-voting adviser.
- vi. The Editor in Chief of the journal *European Psychiatry* may be invited by the President of the EPA to participate in the meetings of the Board as a non-voting adviser, when required by the agenda.
- vii. Decisions shall be taken by a simple majority of the votes cast.
- viii. In the case of a tied vote then the President shall have a casting vote.
- ix. Minutes of the meeting, once approved by the Board, shall be signed by the President and the Secretary General and entered in a register at the EPA's headquarters.

13.4. Office Bearers:

13.4.1. President:

- i. The President shall be elected by the Board from amongst its members to a two year term of office.
- ii. The elected President shall initially be the President-elect for a period of two years, followed by a two-year term as President, followed by a two-year term as Past-President.
- iii. The President shall be responsible for the day-to-day management of the EPA, acting on behalf of the Executive Committee, the Board and the EPA.
- iv. The President shall represent the EPA in all civil and legal matters.
- v. He or she shall have the power to act in the name of the Association and to sign documents and undertakings provided that they are consistent with these Statutes and the decisions of the Board.
- vi. The President should allocate specific responsibilities to the Board members who are not Executive Committee members or Office Bearers.
- vii. The President may propose to the Board creation and dissolution of Operational Committees of the EPA.
- viii. The President shall chair the sessions of the Ordinary and Extraordinary General Assemblies, chair and draw up the agendas of the Executive Committee, the Board and the Scientific Programme Committee, and be responsible for the implementation of the decisions taken by these bodies.
- ix. The President shall have the power to open and implement bank accounts and savings accounts in credit or financial institutions on behalf of the EPA.
- x. The President shall present the annual report of activities to the Ordinary General Assembly.
- xi. The President shall present to the Ordinary General Assembly the report stipulated in article L 612-5 of the French Commercial Code. He or she shall inform the members of the Board of the contents of said report prior to the Ordinary General Assembly.
- xii. Upon decision of the Board, the President may recruit, in consultation with the Executive Committee, a salaried Chief Executive Officer to support him or her in the day-to-day management of the Association's services.
- xiii. The President may delegate, in writing and after informing the Board, part of his or her powers and signature authority to one or several members of the Executive Committee, the Board and or to the Chief Executive Officer.

- xiv. The President shall report to the Board and to the Ordinary General Assembly.

13.4.2. Past-President:

- i. The Past-President shall replace the President if he or she is unable to complete his or her period of office.
- ii. The Past-President shall be the counselor of the President and the Board concerning EPA activities.
- iii. The Past-President shall undertake all reasonable functions requested by the Board.

13.4.3. President-Elect:

- i. Should the President be unable to complete his or her period of office, and the Past-President be unable to replace him/her, the President Elect shall subsequently succeed to that position for the remainder of the period. He/she shall then serve as President for the normal period of two years.
- ii. The President Elect shall prepare proposals concerning the future activities of the Association and submit them to the Board.
- iii. The President Elect shall undertake all reasonable functions requested by the Board.

13.4.4. Secretary General:

- i. The Secretary General shall be elected by and within the Board.
- ii. The term of office of the Secretary General shall be two years and shall start immediately after the election.
- iii. The Secretary General shall be eligible for re-election subject to the membership to the Board.
- iv. The Secretary General shall keep a list of members of the EPA.
- v. The Secretary General shall decide on day-to-day membership issues and be responsible for the administrative tasks of the Association.
- vi. The Secretary General shall approve applications for Emeritus Membership.
- vii. The Secretary General is responsible for preparing and keeping the minutes and records of the EPA, including meetings of the Executive Committee, the Board and the Ordinary and Extraordinary General Assemblies.
- viii. The Secretary General shall perform the formalities required by the local Civil Code.
- ix. The Secretary General shall report to the Board and the Ordinary General Assembly.

13.4.5. Treasurer:

- i. The Treasurer shall be elected by and within the Board.
- ii. The term of office of the Treasurer shall be two years and shall start immediately after the election.
- iii. The Treasurer shall be eligible for re-election subject to the membership to the Board.
- iv. The Treasurer shall be responsible for the implementation of the guidelines of the Association in matters of finance, budget and investments.
- v. The Treasurer shall be responsible for the reception of the funds and be responsible for the audition of the accounts.

- vi. The Treasurer shall supervise the drawing up of the annual accounts as per (23.2.i.) and shall prepare the financial report.
- vii. The Treasurer shall prepare and submit the budget of the Association to the Board for approval and supervise its implementation in compliance with the agreed budget.
- viii. He or she shall present the accounts of Congresses to the Board within six months following the end of the Congress.
- ix. The Treasurer shall be responsible for the annual call for Membership fees.
- x. He or she shall be responsible for overseeing the management of the Association's reserves and cash flows.
- xi. The Treasurer shall report to the Board and the Ordinary General Assembly.

13.4.6. Secretary for Sections:

- i. The Secretary for Sections shall be elected by and within the Board.
- ii. The term of office of the Secretary for Sections shall be two years and shall start immediately after the election.
- iii. The Secretary for Sections shall be eligible for re-election subject to the membership to the Board.
- iv. The Secretary for Sections shall be responsible for the implementation of the Rules of Procedure of the EPA regarding the creation of Sections, their functioning and reporting.
- v. The Secretary for Sections shall act as adviser to the Sections on the organisation of Sections symposia or other activities in line with their objectives.
- vi. The Secretary for Sections shall prepare the agenda of the coordination meetings of the Sections and shall chair these meetings.
- vii. The Secretary for Sections shall coordinate the work of the Sections and shall report to the Board and the Ordinary General Assembly.

13.4.7. Secretary for Education:

- i. The Secretary for Education shall be elected by and within the Board.
- ii. The term of office of the Secretary for Education shall be two years and shall start immediately after the election.
- iii. The Secretary for Education shall be eligible for re-election subject to the membership to the Board.
- iv. The Secretary for Education shall ensure the coordination of EPA educational activities in line with EPA objectives.
- v. The Secretary for Education shall develop cooperation and collaboration with national societies and international societies in terms of Education.
- vi. The Secretary for Education shall be responsible for the implementation of the Rules of Procedure of the EPA regarding the EPA Committee on Education's work, its functioning and reporting.
- vii. The Secretary for Education shall prepare the agenda of the meetings of the EPA Committee on Education and shall chair these meetings.

viii. The Secretary for Education shall report to the Board and the Ordinary General Assembly.

13.4.8. Additional Office Bearers:

- i. The Board may decide to elect within its members additional Office Bearers depending on the Association's current needs and shall define their responsibilities and terms of office subject to (ii.) below.
- ii. The term of office of these Office Bearers should not exceed two years and shall start immediately after the election.
- iii. These Office Bearers shall be eligible for re-election subject to the membership to the Board.
- iv. These Office Bearers shall report to the Board.

14. Executive Committee:

14.1. Composition:

- i. The Executive Committee shall be composed of the President, the President Elect, the Past President, the Treasurer and the Secretary General.
- ii. The Executive Committee members shall be elected by and within the Board. Only elected members of the Board are eligible for election to the Executive Committee.
- iii. The term of office of the Executive Committee members shall be two years and shall start immediately after the election.
- iv. The Executive Committee members shall be eligible for re-election, except the President.
- v. Membership to the Executive Committee shall cease to death, resignation, loss of Membership in the Association, absence without apology for three consecutive meetings of the Executive Committee, dismissal by the Board, or the dissolution of the Association.
- vi. The members of the Executive Committee shall not be paid.

14.2. Responsibilities:

- i. Without prejudice to their respective duties, the members of the Executive Committee shall perform the following duties:
 - a. Ensuring the smooth running of the Association.
 - b. Proposing the Rules of Procedure of the EPA for approval to the Board.
 - c. Preparing and implementing the decisions of the Board in accordance with its guidelines.
 - d. Organising scientific meetings of the EPA, in collaboration with the EPA Operational Committees.
 - e. Choosing the place and dates of the *European Congress of Psychiatry*, upon the proposal of the President of the EPA.

14.3. Functioning:

- i. The Executive Committee shall meet at least twice a year and may organise teleconferences throughout the year as needed.
- ii. An Executive Committee meeting may be called by the President of the EPA upon notice of at least one month. The President shall draw up the meeting agenda and propose the venue.

- iii. An Executive Committee meeting may also be called by more than half of its members upon notice of at least one month. In this case, such members may have the items of their choice included on the agenda.
- iv. The Chief Executive Officer of the EPA shall be invited to participate in the meetings of the Executive Committee as a non-voting adviser.
- v. Any Office Bearer or Board member may be invited to the Executive Committee meeting by the President of the EPA, when required by the agenda.
- vi. Minutes of the meeting, once approved by the Executive Committee, shall be signed by the President and the Secretary General and entered in a register at the EPA's headquarters.

15. Council of National Societies / Associations

15.1. Composition:

- i. The fully paid up National Society/Association Members shall form the *Council of National Societies/Associations*.

15.2. Responsibilities:

- i. The Council of National Societies/Associations shall contribute to attaining the general goals of the EPA as per (8.i).
- ii. The Council of National Societies/Associations shall provide a forum for its members to meet, discuss and work on issues of concern to its members.
- iii. The Council of National Societies/Associations shall work to increase and promote the influence and profession of psychiatry in Europe.
- iv. The Council of National Societies/Associations shall strive to promote and improve the quality of psychiatry and psychiatric practice in Europe.
- v. The Council of National Societies/Associations shall elect from amongst its members the positions of Chairperson, Vice-Chair and Secretary of the Council in accordance with 15.3 below.

15.3. Functioning:

- i. The Council of National Societies/Associations shall meet as defined in (11.1.ii) and (12.1.ii); and at least once a year during the *European Congress of Psychiatry*
- ii. The Chairperson, Vice-Chair and Secretary of the Council of National Societies/Associations shall be elected by the voting representatives of the fully paid-up National Societies/Associations.
- iii. The term of office of Chairperson of the Council of National Societies/Associations shall be three years.
- iv. Candidates for the position of Chairperson, Vice-Chair and Secretary of the Council of National Societies/Associations must be fully paid up Individual or Honorary Members or Fellows of the EPA.
- v. An individual may not be elected for two consecutive terms as Chairperson of the Council of National Societies/Associations.
- vi. During the period of his/her mandate, the Chairperson of the Council of National Societies/Associations shall be an ex-officio member of the Board for the term of his/her mandate.

- vii. The Chairperson of the Council of National Societies/Associations shall be responsible for developing and promoting collaboration between the EPA and the National Societies/Associations including their participation as EPA National Society/Association Members.
- viii. The Chairperson of the Council of National Societies/Associations shall report on the activities of the Council to the Board and the Ordinary General Assembly.
- ix. Other operating methods are laid down in the Rules of Procedure of the EPA.

16. Ad hoc Advisory Committee

16.1. Composition:

- i. The Ad hoc Advisory Committee shall be composed of at least three former Presidents of the EPA and the President of the EPA. A former EPA President is an individual member who once served as President of EPA as per (13.4.1).
- ii. Each former President of the EPA shall confirm in writing his/her consent to be a member of the Ad hoc Advisory Committee.
- iii. The members of the Ad Hoc Advisory Committee shall not be paid.

16.2. Responsibilities:

- i. The Ad hoc Advisory Committee shall decide on the disposal of the EPA real estate assets in case of dissolution of the association as per (26.2.ii.) and (16.3.iv and v).
- ii. The Ad Hoc Advisory Committee shall give its prior consent before disposal of EPA real estate assets.
- iii. The Ad Hoc Advisory Committee shall give advice before all significant operations, including but not limited to lease, acquisition, mortgage, sale, exchange, (hereinafter, referred to as the "Operations") regarding the real estate assets listed in Appendix 1 of the Statutes or any other real estate assets acquired by the EPA (hereinafter, referred to as the "Real Estate Assets").

16.3. Functioning:

- i. The President shall convene, upon a 15-day prior notice, a meeting of the Ad Hoc Advisory Committee of the EPA, in order to deliberate on the Operations regarding the Real Estate Assets. The President shall determine the agenda of the meeting of the Ad Hoc Advisory Committee. This meeting shall be chaired by the EPA President.
- ii. The decisions of the Ad Hoc Advisory Committee shall be taken, at the option of the President, by a meeting of the members of the Ad Hoc Advisory Committee, which can be made by telephone or video conference, or by correspondence.
- iii. The Chief Executive Officer of the EPA shall be invited to participate in the meetings/teleconferences of the Ad hoc Advisory Committee as a non-voting adviser.
- iv. Decisions of the Ad hoc Advisory Committee of the EPA shall be taken by a simple majority of the votes cast.
- v. Each member of the Ad hoc Advisory Committee shall have one vote. The President of the EPA shall have a consultative vote. In the event of a tied vote, the President shall have a casting vote.
- vi. Minutes of the meeting of the Ad Hoc Advisory Committee of the EPA shall be drafted after each meeting and shall be executed by the President and entered into a register.
- vii. The provisions of the article 16 may only be amended with the prior consent of the Ad Hoc Advisory Committee of the EPA, granted in the conditions described above.

17. Chief Executive Officer (in French “Administrateur”):

- i. A salaried Chief Executive Officer may be recruited by the President of the EPA in consultation with the Executive Committee.
- ii. The Chief Executing Officer shall support the President of the EPA in the day-to-day management of the Association.
- iii. The Secretary General and the Treasurer may also delegate part of their powers to the Chief Executive Officer. Any delegation of power shall be duly specified in the job description of the Chief Executive Officer signed by the President of the EPA.
- iv. The Chief Executive Officer shall act within the limits of the budget approved by the Board.
- v. When relevant, the Chief Executive Officer shall make proposals to the President and the Executive Committee regarding the short and medium-term development of the Association’s activities and functioning.
- vi. The Chief Executing Officer shall prepare the meetings of the Board and the Executive Committee.
- vii. The Chief Executive Officer shall manage the headquarters of the EPA.
- viii. The Chief Executive Officer may represent the Association in a wide variety of administrative and legal actions in connection with the powers delegated to him or her.
- ix. The Chief Executing Officer may recruit additional staff to support him or her in the day-to-day management of the Association’s services, upon approval of the President and the Executive Committee. He or she may delegate part of his or her responsibilities to the staff.
- x. The Chief Executing Officer shall regularly report to the President, the Secretary General and the Treasurer on the performance of his or her duties.

18. Editor in Chief:

- i. The Editor in Chief shall have overall editorial responsibility for the journal *European Psychiatry*.
- ii. This editorial responsibility shall be autonomous and independent of the EPA subject to (iii.), (iv.) and (v.) below.
- iii. *European Psychiatry* is the official journal of the EPA and accordingly will from time to time report on EPA activities.
- iv. The Editor in Chief shall be appointed by the Ordinary General Assembly upon recommendation of the Board.
- v. In the event of a renewal of the position being required then this shall be approved by the Ordinary General Assembly upon recommendation of the Board.
- vi. The Editor in Chief shall report to the Board and the Ordinary General Assembly.

19. Internal Auditors:

- i. The EPA shall have two Internal Auditors.
- ii. They shall be Individual Members, Fellows or Honorary Members of the Association, appointed by the Ordinary General Assembly upon recommendation of the Board.
- iii. No auditor may simultaneously hold any other office or elected position within the EPA.

- iv. One auditor shall be appointed annually at the Ordinary General Assembly such that the terms of office of the two auditors overlap.
- v. The duration of their term shall be two years, starting from January 1 of the year following that in which the Ordinary General Assembly has taken place.
- vi. Re-appointment to consecutive terms shall not be allowed.
- vii. The auditors shall examine the accounts and, taking such actions as may be reasonably necessary for this purpose, make a determination regarding their integrity.
- viii. The auditors shall report their findings as in (vii.) above in writing to the Board and the Ordinary General Assembly at least annually, and more often if required by the Board.
- ix. The auditors shall not divulgate any information, communication or report as stipulated in (viii.) above to any third parties.

20. Sections:

20.1. Composition:

- i. The EPA may create Sections to explore and solve problems in different specific areas of psychiatry, to collect and disseminate information, to establish working relations between individuals and with different national and international bodies working in the same field, and to achieve greater coordination.
- ii. Sections shall be created by the Ordinary General Assembly upon proposal of the Board.
- iii. Approval for the creation of a Section is granted for an initial period of two years. Thereafter it shall be renewed every four years.
- iv. Each Section shall have a minimum of 10 Individual Members, Fellows or Honorary Members of the EPA.
- v. Section members shall become members of the EPA within the year they join the Section.
- vi. Individuals who are not members of the EPA may participate in scientific meetings organised by the EPA or its Sections.
- vii. A Section that fails to comply with the obligations of its objectives or with the Rules of Procedures of the EPA may be discontinued by decision of the Ordinary General Assembly upon recommendation of the Board.

20.2. Responsibilities:

- i. Each Section shall provide a work programme, report of activities and a balance sheet as detailed in the Rules of Procedure.
- ii. The work programme shall be communicated to the Secretary for Sections every two years.

20.3. Functioning:

- i. For each symposium or scientific meeting organised under the aegis of the EPA, a request must be submitted to the Secretary for Sections, and at least one member of the Executive Committee or a designated representative shall be invited by the organisers to attend the meeting.

- ii. Steering committees of Sections shall make no commitment on behalf of the EPA without prior authorisation of the President.
- iii. Other operating methods are laid down in the Rules of Procedure of the EPA.

21. Arbitration of Disputes (*in French "Médiation"*):

21.1. Purpose:

- i. Disputes arising within the EPA shall be settled by an internal Court of Arbitration.
- ii. The Court of Arbitration may only consider disputes at the request of the Board of the EPA.

21.2. Composition:

- i. The Court of Arbitration shall consist of three paid up Individual Members of the Association.
- ii. Each party to the dispute shall appoint one member.
- iii. The two members appointed as per (ii.) above shall agree the appointment of a third member as Chair of the Court of Arbitration.
- iv. In the event of there being no agreement on the Chair then the Chair shall be appointed by the President of the EPA, or in the event that the President is party to the dispute, then by the President-Elect of the EPA.

21.3. Responsibilities:

- i. The Court of Arbitration shall take such reasonable steps as it deems necessary to promptly consider the dispute and arrive at a decision.
- ii. The decisions of the Court of Arbitration shall be final and binding.

21.4. Functioning:

- i. The Court of Arbitration shall decide by a simple majority of votes to the best of their ability.

22. Finance, Resources:

- i. The Association's financial resources shall derive from:
 - a. Annual membership fees, set by the Ordinary General Assembly
 - b. Annual congress and scientific meetings
 - c. Grants from public and private bodies and organisations
 - d. Donations and legacies that the Association accepts under the relevant legislation
 - e. The interest and income from the assets and securities owned by the association
 - f. As a general rule, any income not prohibited by legislation or regulations

23. Accounting:

23.1. Accounting Year:

- i. The accounting year starts on 1st January and ends on 31st December of each year.

23.2. Procedure:

- i. Within four months of the end of each fiscal year, the Treasurer shall prepare the annual accounts in accordance with the standards of the General Accounting Plan, subject to adaptations provided for by the regulation and the annex thereto dated 16 February 1999 regarding the procedures for

preparing the annual accounts of associations and foundations.

24. Rules of Procedure:

- i. The methods of functioning of the Association that are not stipulated in the present Statutes shall be specified in Rules of Procedure of the EPA approved by the Board.

25. Conflict of Interest:

- i. All candidates for election to official positions within the EPA shall complete a written Conflict of Interest declaration to be submitted alongside their nomination.
- ii. All official meetings of the EPA shall include an agenda item “Declaration of Conflict of Interests” prior to the business of the meeting.

26. Dissolution:

26.1. Procedure:

- i. The EPA may be dissolved at the request of the Board by an Extraordinary General Assembly convened specifically for that purpose subject to (ii.) below. One or more liquidators shall be appointed.
- ii. The EPA may be dissolved if both the Council of Individual members and the Council of National Societies/Associations each separately vote with a three-fourths majority in favour of dissolution.

26.2. Disposal of Assets:

- i. In the event of the dissolution of the EPA, its assets shall be given to an established European or international organisation, with similar objectives, nominated by the Extraordinary General Assembly; or, failing this, to the state in the country of EPA’s registration.
- ii. Notwithstanding the provisions of article (26.2.i.), the Real Estate Assets (as defined in the article 16) shall only be given to an association designated by a decision of the Ad Hoc Advisory Committee as per article 16.3 of the Statutes. The provisions of article (26.2.ii.) may only be amended with the prior consent of the Ad Hoc Advisory Committee, as per article 16.