

Internal Rules

ARTICLE I COMMUNICATION

For cost efficiency E-AHPBA is a **100% paper free association**. So, each member communicates by e-mail and updates the administrative office about any change in e-mail addresses.

ARTICLE II MEMBERSHIP

Section 1: Membership Categories

The E-AHPBA shall have five categories of Members:

A. Active Membership

Active Membership shall be available to any suitably qualified medical practitioner or scientist actively involved in any of the hepatic, pancreatic or biliary fields. An applicant for membership must submit the duly completed official application on-line to the Administrative Office to the attention of the Chairman of the Membership Committee. Thereafter, for approval to the Council. The approved new members will be notified by the Administrative Secretariat and presented at the next General Assembly. Membership commences with payment of the annual dues. All active members receive a membership certificate and the HPB journal (print and electronic).

Active members have the right to vote and to hold offices.

B. Senior Membership

Active Members who reach the age of sixty-five years will automatically become Senior Members at the end of the year in which they become sixty-five. Furthermore, senior membership shall be offered on application after early retirement from active academic or clinical practice by giving satisfactory reasons such as early retirement. The application needs to be sent to the administrative office at the attention of the Council. Senior Members shall have all the rights of Active Members, but they shall not be elected as an Officer of the Association. The annual fee is optional. They do not receive the HPB journal unless they pay the annual fee.

C. Honorary Membership

Honorary Membership shall be considered for those distinguished individuals who have made exceptional contributions in the fields of hepatic, pancreatic or biliary disease whether clinical or scientific. Candidates for Honorary Membership do not depend on age, membership, and geographical domicile.

Honorary Membership may be proposed by any E-AHPBA Member for consideration by completing the application with a short CV of the candidate to the Secretary General at least three months before the incoming congress. The Secretary General will provide a list of suitably nominated individuals to the Nominating Committee. The Nominating Committee proposes the candidates to the Council for approval. The new Honorary Members will be invited to the incoming biennial congress of the society where they will be awarded and receive a certificate.

Honorary Members have the full right to vote at the General Assembly. They shall not be elected into the Council or permanent committees unless they are still active members. Honorary members are exempted from paying the annual fees and do not receive the HPB journal.

D. Junior Membership

Junior Membership shall be available to any suitably qualified medical practitioner or scientist under the age of 35 years actively involved in any of the hepatic, pancreatic or biliary fields. An applicant for Junior Membership must submit the duly completed official application on-line to the Administrative Office to the attention of the Chairman of the Membership Committee. Thereafter, for approval to the Council. The approved new Junior Members will be notified by the Administrative Secretariat and presented at the next General Assembly. They will be entitled to reduced fees. Membership commences with payment of the annual dues. All active Junior Members receive a membership certificate and the HPB journal (print and electronic).

E. Allied Health Professional Membership

Allied Health Professional Membership is open to non-physicians who are involved in any of the hepatic, pancreatic or biliary fields. An applicant for Allied Health Professional Membership must submit the duly completed official application on-line to the Administrative Office to the attention of the Chairman of the Membership Committee. Thereafter, for approval to the Council. The approved new Allied Health Professional members will be notified by the Administrative Secretariat and presented at the next General Assembly. They will be entitled to reduced fees. Membership commences with payment of the annual dues. All active Allied Health Professional Members receive a membership certificate, the electronic E-AHPBA newsletter and reduced fees for the biennial Congress.

There are two types of Active Membership

A1: Combined E-AHPBA/IHPBA - Active Membership

This membership combines the membership with the IHPBA and E-AHPBA. There are two categories: full members and junior members. The junior members need to be younger than 35 years. These members have the same rights and duties as the E-AHPBA standard members.

A2: Combined E-AHPBA/IHPBA Allied Health Professional - Active Membership

The definition of the two categories of Active Memberships are to be established by the Council and approved at the General Assembly.

Section 2: Annual Membership Subscription

Annual dues shall be required to be paid by Members to maintain their membership and support the activities of the Association. The level of the fee shall be determined by the Council and approved by the membership at the General Assembly. The fee includes the online HPB journal for the appropriate class of membership, the hard copy version of the HPB journal is available at an additional fee.

Fees:

A1: Combined E-AHPBA/IHPBA - Active Membership	USD 235
A2: Combined E-AHPBA/IHPBA – Junior Membership	USD 75
A3: Combined E-AHPBA/IHPBA Allied Health Professional - Active	USD 90

Section 3: Termination of Membership

Active Members will cease to belong to the E-AHPBA by virtue of the following:

- Resignation in writing to the Secretary General of the E-AHPBA.
- Death of the Member.
- Non-payment of appropriate membership subscriptions.
- Failure to adhere to the Association's Constitution and Articles of Association, as determined by the Council.
- Failure to retain good standing within the medical or scientific profession, as determined by the Council.
- Expulsion by a majority vote of the Membership at the General Assembly, on the recommendation of the Council.

Section 4: Suspension

The membership will be suspended for two years if the members do not pay the annual fee. During this time, they will not receive the HPB Journal. If the member wants to re-establish his/her membership later than two years he/she will have to follow the ordinary membership application for new members.

Section 5: Relation IHPBA E-AHPBA

The IHPBA and E-AHPBA decide jointly on the fees for the combined membership. A fixed percentage for the IHPBA and E-AHPBA shall be received by each association after deduction of the subscription for the HPB Journal. The percentage split will be subject to negotiation between the IHPBA and E-AHPBA.

ARTICLE III

FINANCES; INSTRUMENTS; BANK ACCOUNTS; CHECKS AND DRAFTS; LOANS; SECURITIES.

Section 3: Bank Accounts

The Council from time to time may authorize the opening and keeping of general and/or special bank accounts with such banks, trust companies or other depositories as may be selected by an officer or officers, agent, or agents of the Association to whom such power may be delegated from time to time by the Council. The Council may make such rules and regulations with respect to said bank accounts, not inconsistent with the provisions of the Internal Rules and Articles of Association as the Council may deem expedient.

Section 4: Checks and Drafts

All checks, drafts, or other orders for the payment of money, notes, acceptances, or other evidence of indebtedness issued in the name of the Association, shall be signed by such officer or officers, agent, or agents, of the Association, and in such manner, as shall be determined from time to time by resolution of the Council. Endorsements for deposit to the credit of the Association in any of its duly authorized depositories may be made without countersignature, by the President or Secretary General or by any other officer or agent of the Association to whom the Council, by resolution, shall have delegated such power, or by hand-stamped impression in the name of the Association.

Section 4: Loans

No loans shall be contracted on behalf of the Association and no evidence of indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Council. Such authority may be general or confined to specific instances. No loans may be made to any officer or Director of the Association, directly or indirectly, except that reasonable advance of reimbursable expenses may be made in the discretion of the President and Secretary General or, in the case of the President, as determined by the Council.

ARTICLE IV

OFFICERS

Section 1: Nomination and Election

Nominations for offices shall be submitted to the Secretary General in writing not less than three months before the next General Assembly. Nominees should be Active Members. Nominations of officers shall be the duty of the Nominating Committee, composed of the President, President-elect and the latest three past-presidents. Nominations should be approved by the Council, and be appointed at the General Assembly. A majority of votes shall constitute election.

Section 2: Officers

The E-AHPBA shall have the following Officers:

- A. The President shall preside at General Assembly, Council and Executive Committee meetings of the Association and shall ensure that the Constitution and rules of order are observed. He /she with the Secretary General shall represent the E-AHPBA as the official delegates to the IHPBA. He/she shall be elected for two years and cannot be re-elected.
- B. The President-Elect will be elected for two years in advance of assuming the Presidency. In the absence or disability of the President, the President-Elect will perform the duties and exercise the power of the President.
- C. The Past-President will be included in the Council for the period of 2 years following his/her Presidency. He is the chair of the Nominating Committee.
- D. The Secretary General shall be responsible to the Council for the administration of the Association. The Secretary General shall prepare the agenda as well as attend and keep the minutes of all meetings of the Council and the Association. He/she shall maintain membership lists, be responsible for registration of documents, establishment of contracts, retention of archives, and notification of officers of their election or appointment (Office term and re-elections see Articles of Association. 6.3).
- E. The Treasurer: The Treasurer shall be responsible for the finances of the Association, including the collection of the annual subscription. He/she shall prepare a budget and have the Association's financial records audited biennially (Office term and re-elections see Articles of Association Art. 6.3).
- F. Secretary General-Elect shall be elected four years in advance of becoming Secretary General and assumes the responsibilities of the Secretary General in his/her absence. The Secretary-Elect will serve as an ex officio member of Council for the duration of their term.
- G. Treasurer-Elect shall be elected four years in advance of becoming Treasurer and assumes the responsibilities of the Treasurer in his/her absence. The Treasurer-Elect will serve as an ex officio member of Council for the duration of their term.

- H. A maximum of eight Members-at-Large following nomination by the Nominating Committee shall be elected to the Council for a period of two years and may be re-elected once (Office term and re-elections see Articles of Association Art. 6.3). The Nominating Committee should take into consideration geographical representation as well as accounting for all the disciplines of Liver, Biliary, Pancreatic and Transplantation Surgery. The Council should also include the Chair of the upcoming E-AHPBA Congress.
- I. IHPBA Council Liaison/Delegate. He/She will along with the President be the E-AHPBA representative to the IHPBA Council. He/She will be responsible for communication and will represent the views of the Association to the IHPBA Council on matters of mutual interest. He/She will sit on the E-AHPBA Executive Committee in addition to being proposed to the IHPBA Nominating Committee for nomination to the IHPBA Council and will produce a report to each Council Meeting. (Office term and re-elections see Articles of Association Art. 6.3)
- J. The administrative work can be handed over to an administrative office as determined by the Council.
- K. The E-AHPBA Council meets twice per year. At a minimum one meeting per year should be in person with the second being held by video conferencing. In person meetings should take place within the E-AHPBA region where possible. Within a Congress year this meeting should take place during the Biennial Congress week. During the non-Congress year an appropriate meeting location should be identified. It is noted the IHPBA World Congress may not always be deemed appropriate as this will not always be held within the E-AHPBA region. The in person meeting during the non-Congress year should have a minimum of two thirds of the council available to attend in person; other members can participate via video conferencing.

ARTICLE V

COMMITTEES

The E-AHPBA shall have the following Committees:

- A. The Executive Committee shall be composed of the President, President-elect, immediate Past President, Secretary General, Treasurer, Secretary-Elect and Treasurer-Elect. The Chair of the Scientific Programme Committee and Chair of the Education Committee will be ex-officio members of the Executive Committee and will be invited to necessary Committee Meetings. The Executive Committee shall have and may exercise, when the Council is not in session, the powers of the Council in the management of the affairs of the Association, except action with respect to election of officers, filling of vacancies in the Council, or the formation of or filling of vacancies in committees.
- B. The Nominating Committee shall be composed of the President the president-elect, and three immediate Past Presidents. The committee will be chaired by the immediate Past President. The Nominating Committee will propose the Council and the chairmen and members of the various committees (Scientific and Research Committee, Education Committee, Membership Committee, Programme Committee, Audit Committee, Publications and Communication Committee) to the General Assembly for election. The council can refuse the nominations. The proposed candidates will be nominated by the Council.
- C. The Scientific Programme Committee shall be composed of a Chair, three members (the President, the President-elect and the Secretary General), as well as the President of the Meeting or President of the Local

Organizing Committee of the Biennial Meeting. The committee shall organize the scientific programme of the Official Congress and other activities in cooperation with the local organizing Committee. The term of service of the Chair and the three Members shall last 2 years, with the possibility of one re-election. The Chair is member of the Council.

- C. Scientific and Research Committee shall be composed of a Chair and at least three members. The Chair and the three members will be appointed by the Nominating Committee and approved by Council. The Committee shall encourage collaborative research in hepatic, pancreatic or biliary research and foster the training of young investigators. The Committee will also oversee the review process for studies, surveys and scientific meetings wishing to secure endorsement from E-AHPBA. The term of service of the Chair and the three Members shall last 2 years, with the possibility of re-election, for a maximum of 2 years. The Chair is member of the Council.
- D. The Education Committee shall be composed of a Chair and three members, as well as the President, the President-elect and the Secretary. The Chair and the three members will be appointed by the Nominating Committee and approved by Council. The committee shall encourage collaborative hepatic, pancreatic or biliary research and foster the training of young investigators. The Committee will also oversee the review process for courses, meetings and events wishing to secure endorsement from E-AHPBA. The term of service of the Chair and the three Members shall last 2 years, with the possibility of re-election, for a maximum of 2 years. The Chair is member of the Council.
- E. The Membership and Development Committee shall be composed of a Chair and at least three members. The Chairman and members will be appointed by the Nominating Committee and approved by Council. The committee will develop and implement strategies and initiatives to drive membership growth through individual memberships and chapter development. The committee will also oversee outreach activities of E-AHPBA. The term of service of the Chairman and the members shall last 2 years, with the possibility of re-election, for a maximum of 2 years. The Chairman is member of the Council.
- F. The Audit Committee shall be composed of a Chair and at least three members, one of which is the previous Treasurer of the Association. In addition, an external representative will be appointed, who will not be a member of the society. The Chair and members will be appointed by the Nominating Committee and approved by Council. The function of the Audit Committee will be to oversee the financial audit process. The Audit Committee will review the final year accounts and will work with E-AHPBA External Auditor. The term of service of the Chairman and the members shall last 2 years, with the possibility of re-election, for a maximum of 2 years. The Chairman is member of the Council.
- G
- H. Communications Committee shall be composed of a Chair and at least three members.. The Chairman will be appointed by the Nominating Committee. He/She will nominate at least three members (3) to be approved by Council. The committee shall manage our website, allow us to develop a social media presence and work closely with the IHPBA. The term of service of the Chairman and the members shall last 2 years, with the possibility of re-election, for a maximum of 2 years. The Chairman is member of the Council.
- I. Innovation Committee shall be composed of a Chair and at least three

members. The Chairman will be appointed by the Nominating Committee. He/She will nominate at least three members (3) to be approved by Council. The Committee will report into the Education Committee Chair. The aims of the committee are to ensure new techniques and technological developments have an educational and promotional space within the association; collaborate with the educational programmes to ensure the safe dissemination of new surgical techniques and approaches; collaborate with other national and international societies with similar aims to increase the profile of the association and build foundation for future projects; collaborate with the Programme Committee to ensure new techniques and technology are well represented with the Biennial Congress, to provide regular evidence-based updates to the E-AHPBA members of new developments and technologies. The term of service of the Chairman and the members shall last 2 years, with the possibility of re-election, for a maximum of 2 years. The Chairman is a member of the Council.

ARTICLE VI

BIENNIAL MEETING AND ANNUAL MEETINGS

Section 1: Application

The application procedure for biennial meetings is regulated in the bid manual for meetings.

Section 2: Frequency

Biennial meetings are held every unpaired year. Other activities such as Consensus Conferences / Workshops/Webinars/Educational Courses will be held at least once a year.

Section 3: Abstract Submission Guidelines

E-AHPBA welcomes the submission of high quality abstracts to the biennial congress and encourage submissions from across the entire spectrum of HPB including transplantation. In particular encouraging basic science submissions, work from young presenters and from colleagues in lower income countries.

The following guidance addresses questions that are frequently:

- Abstracts which have been previously presented at national meetings can be submitted to E-AHPBA.
- Work presented at national meetings or international meetings other than E-AHPBA or IHPBA may also be submitted to E-AHPBA.
- Work which has previously been presented at IHPBA or E-AHPBA should not be re-submitted.
- In relation to clinical work it is encouraged that all work should have been reviewed and approved by institutional or regional ethics boards and that all co-authors must be familiar with the final submitted abstract.
- In relation to basic science work it is obligatory to provide a statement in the text of the abstract confirming ethics committee review of work.
- Note that case reports are not specifically excluded but the rejection rate of case reports is high. A case report should only be submitted if it represents a genuine advance in knowledge.
- All successful abstract presenters will be notified and must register for the meeting.
- Accepted abstracts of those who register for the meeting will be published in an online congress supplement of E-AHPBA's official partner journal *HPB*.

ARTICLE VII

CONSENSUS CONFERENCE / WORKSHOPS

Section 1: Purpose

The purpose of a Consensus Conference meeting is to establish (and publish) international guidelines on the diagnosis and management of patients with HPB-diseases.

Workshops/Webinars/Educational Courses can be undertaken in various aspects of hepato-pancreato-biliary practice. These will be aimed at practitioners, surgical trainees and students.

Section 2: Duration

For the Consensus Conference, one day and a half will be devoted to conference and discussion, while a half extra-day will be allocated to guidelines established by a distinguished panel of pluri-disciplinary experts.

The duration of a workshop will vary depending on the topic(s) involved and the target audience.

Section 3: Application

Applications to hold a Consensus Conference are made to the Education Committee and approved by Council. A proposal including financial/budgetary information is required.

Applications for workshops are presented to Education Committee and then the Executive Committee. The final workshop proposal should be approved by Council.

While it is expected that both types of events will at least be cost-neutral for the E-AHPBA, a subvention at the discretion of the Council can be made by the E-AHPBA.

Section 4: Frequency

Consensus Conferences and workshops are to be established as determined by the Council. However, there should be at least one in the intervening year between the biennial Congress.

ARTICLE VIII

SPONSORING – ENDORSEMENT OF OTHER MEETINGS

The Education Committee or Scientific & Research Committee conduct the initial review of applications for endorsement (dependant on content). Endorsement process and guidelines are available for Committee members to consult during the review. The recommendation is then passed to the President and the Secretary General for final approval.

ARTICLE IX

HPB JOURNAL

The E-AHPBA is committed to the success of its Journal owned by the IHPBA, AHPBA and E-AHPBA.

ARTICLE X

NEWSLETTER

The Newsletter is prepared by the Communications Committee in collaboration with the Secretary General and the Secretarial Office and will be sent to all E-

AHPBA members by e-mail. A newsletter shall be sent to all members at least thrice a year.

ARTICLE XI INDEMNIFICATIONS

The Secretary General's office should be indemnified for their work. The amounts will be determined by Council.

ARTICLE XII NATIONAL CHAPTERS AND DELEGATES

The National Chapters and their Delegates will constitute a separate body. Its purpose will be to maintain direct contact with the Council so as to be informed regarding the activities of the National Chapter and the organization of their meetings. Members of National Chapters do not obligatory have to be Members of the E-AHPBA, however they should be encouraged to apply for the membership.

The National Delegates will be kept informed concerning the process by which their country can submit a candidacy for organizing a future E-AHPBA Congress. The representative of a chapter will be invited to the meetings for advisory notes.

ARTICLE XIII TRAVEL AWARD

At the biennial meetings, the association gives a travel award to E-AHPBA only or combined IHPBA-E-AHPBA junior members. The award consists of waving of the meeting registration fee and an acknowledgement at the amount of €500. The candidates need to fulfil all the following requirements:

- E-AHPBA member, E-AHPBA-IHPBA combined members
- Surgeons in training and below 35 years
- Authors of already accepted oral/poster presentations
- Present a letter of recommendation from their mentor

The announcement of the Travel Awards will be made during the General Assembly. The organisation of the travel award will be done by the Secretary General, Scientific Programme Committee and the Administrative Office.