

IPEG Constitution

I. NAME & PURPOSE

1. The name of the association is the International Pediatric Endosurgery Group. (IPEG)
2. The Purpose of the Association is to support excellence in Pediatric Minimal Access Surgery and endoscopy through education and research; to provide a forum for the exchange of ideas in Pediatric Minimal Access Surgery and endoscopy; and to encourage and support development of standards of training and practice in Pediatric Minimal Access Surgery and endoscopy.

II. DEFINITIONS

“Executive Committee” means the Committee of Management of the Association.”Financial year” means such period of twelve months ending 31st December in each year.

“General meeting” means a General meeting of members convened in accordance with rule 10.

“Institution” shall include any organization, association, incorporated association, company, charity and educational body.

“Member” means a duly elected member of the association.

“Administrative Office” shall mean either a subcontractor or employee designated by the Executive Committee to administer the affairs of IPEG.

III. MEMBERSHIP

1. There shall be four categories of membership of the association:

(a) Active Members

Surgeons who practice surgery of children or adolescents with a special interest in Minimally Invasive Surgery or Therapy will be admitted as Active members.

(b) Surgeon-In-Training Members

Persons who are accredited trainees in the Surgery of children and adolescents, with a special interest in Minimally Invasive Surgery or Therapy will be admitted as Surgeon-In-Training members.

(c) Honorary Life Members

The committee may elect as honorary life members persons who have made outstanding contributions to Pediatric Minimally Invasive Surgery.

(d) Allied Health Professional Members

Nurses, GI Assistants, and non-surgeons with special interest in pediatric endosurgery. Such members will receive the Journal, but not have voting rights.

(e) Senior Members

Members who have retired from active practice or reach the age of 65 but wish to continue their membership status and benefits eligibility. Such members will no longer pay dues, will not receive the Journal, and no longer have voting rights; they do remain on the membership roster and retain all member rates and fees for meetings or product orders.

2. To be admitted to membership, a surgeon must submit a completed membership application, including payment for the first year's dues, to the Membership Coordinator in the administrative office.. The application is reviewed, approved and processed by the Membership Coordinator. Any questions regarding qualifications shall be directed to the Executive Director and the Membership Chair for clarification.

3. Upon application approval by the Membership Coordinator, the Administrative Office shall notify the nominee in writing that he/she is approved for membership by sending a New Member Packet including a welcome letter, certificate, dues payment receipt, and any pertinent flyers or materials.

4. The Administrative Office, upon completion of the application process, shall enter the nominee's name in the register of members and, upon being entered, the nominee becomes a member of the association. The membership term shall begin in the month of acceptance into the association and run for one year.

5. The rights, privilege, or obligation of a person by reason of his membership of the association:

a. May not be transferred or transmitted to another person

b. Terminates upon cessation of his membership by death or resignation or failure to pay the annual membership dues. The member's Journal subscription will be discontinued if the member fails to pay dues but may be re-instated with full payment.

IV. ANNUAL SUBSCRIPTION, FEES AND FINANCE

1. The annual membership dues shall be determined by the Executive Committee. No dues shall be levied against any member over the age of 65 years.
2. The Executive Committee shall have the power from time to time to waive or reduce the subscription for an individual under special circumstances.
3. Registration fees for the Annual Scientific Meeting shall be set by the Program Chairman and included in the budget of the meeting.
4. All payments should be made payable to IPEG and sent to the association administrative office

V. REGISTER OF MEMBERS

1. The Administrative office shall maintain a register of members in which shall be entered the full name, address and date of entry for each member. The register shall be compiled and distributed annually to all current members in

a method deemed appropriate by the Executive Committee.

VI. ANNUAL GENERAL MEETING

1. The association in each calendar year will convene an Annual General Meeting of the Membership.
2. The Annual General Meeting will coincide with an annual scientific meeting to be organized by the Association.
3. Notice of The Annual General Meeting will be sent to all members at least 60 days in advance.
4. The ordinary business of the Annual General meeting shall include

(a) Approval of the minutes of the last preceding Annual General Meeting and of any General Meeting held since then.

(b) Presentation by the Executive Committee of financial reports and activities of the association for the last preceding fiscal year.

(c) Election of Executive Committee members for the Association.

5. The Annual General Meeting may transact any special business of which notice is given in accordance with the rules.

6. A member may bring any business before a meeting, provided that notice is received in writing by the Administrative Office or

Secretary/Treasurer at least one calendar month prior to the Annual General Meeting.

7. A quorum of the Annual General Meeting is 25% of the members present at the Annual Scientific Meeting. (4)

VII. EXECUTIVE COMMITTEE MEETINGS

1. The members of the executive committee will meet at least once a year to coincide with the Annual General Meeting. The Agenda for the Executive Committee Meeting shall be set by the President and disseminated at least 30 days prior to the meeting. Executive Committee Members may add agenda items by a request in writing in advance of the meeting or during New Business.
2. The Executive Committee may conduct business via mail or e-mail with a majority vote of issues presented in writing at any time.
3. A quorum is a simple majority of members of the executive committee.

VIII. EXECUTIVE COMMITTEE MEMBERS

1. The Executive Committee of the Association shall comprise:

(a) The President – 1-year term

(b) Three Vice Presidents, one from each region – 3-year terms

(One of these vice presidents shall be the president elect.)

(c) Secretary – 3-year term

(d) A Treasurer – 3-year term

(e) Immediate Past President – 1-year term

(f) A Representative from Each Region – 3-year terms

(g) Editor of IPEG journal – 3-year term, renewable

2. For the purposes of this rule, the world will be divided into three regions. The Executive Committee, with a vote of two-thirds of the members may re-organize or add to regions. The 3 regions are:

(a) The Americas, incorporating the United States of America and Canada.

(b) Europe, incorporating all states and nations extending from the United Kingdom through to Eastern Europe and Russia and inclusive of Turkey.

(c)World-at-Large, divided as follows:

i: Incorporating all states and nations extending from Mexico, Central & South America and Africa, ending at the Suez Canal

ii. Asia, India, the Pacific and the Middle East, incorporating all states and nations east of the Suez Canal and bordered by Russia and Turkey, inclusive of the islands in the Pacific Rim

3. The President of the Association serves as the Program Chairperson of the Annual Scientific Session during the year of his/her term of office unless he/she appoints other(s) to do so. In that case he/she may designate a Program Chairperson with the approval of the Executive Committee.

4. Each executive member other than the past president shall hold office until the declaration of voting for the election of officers at the Annual General Meeting next after the date of his/her election

5. Term of Office: All Executive Committee members will hold office for three years, except the President who holds office for one year in addition to a succeeding year on the Executive Committee. Members of the Executive Committee may be re-appointed to the same office or to another office.

6. In the event of an unanticipated vacancy arising, the Executive Committee may appoint a member to the vacant office. The appointed member will fulfill the unexpired term of the officer who vacated his/her office.

7. The Administrative Office, under the direction of the Secretary-Treasurer is empowered to open and maintain a checking account and interest bearing deposit account in the name of the Association.

8. The Executive Committee shall review and approve and annual Budget for each fiscal year at the Executive Committee Meeting preceding the beginning of that fiscal year. The budget shall be prepared by the Administrative Office with the approval of the Secretary/Treasurer.

IX. ANNUAL SCIENTIFIC MEETING

The Annual scientific meeting shall be convened once a year at a venue to be decided by the executive committee provided that:

(a) The venue for the annual scientific meeting be rotated through each of the designated regions.

(b) The President of the association, who is appointed as the Program Chairman of the Annual Scientific meeting, has the discretionary power to appoint a organizing sub-committee to organize the meeting.

(c) The president will be empowered to obtain financial assistance, sponsorships and other forms of assistance from government, commercial or educational organizations to assist in the running of the annual scientific meeting.

(d) All profits and losses arising from the Annual Scientific meeting will go to or be born by the Association. A budget for the meeting will be presented by the Program Chairman and Approved

by the Executive Committee at least 9 months prior to the meeting.

X. COMMITTEES

The President, with the approval of the Executive Committee may appoint committees or task forces to carry out the goals of the Association. If a Committee is in active operation for more than 3 years, it shall be declared a standing committee of the Association.

XI. ADMINISTRATIVE STRUCTURE

The Association shall be a not-for profit organization under either the 501C-3 or 501C-6 rules of the United States. The Organization shall be incorporated in the United States and file its reports there. Application for the not-for-profit designation shall be made within 6 months of the adoption of this Constitution.

XII. PARLIAMENTARY PROCEDURES

In all affairs and meetings of the Executive Committee and the Members, Roberts Rules of Order shall govern the proceedings.

XIII. DISSOLUTION

Upon dissolution of this Association, all assets thereof, after payment of all debts and liabilities, shall be paid and distributed to such non-profit organization or organizations as designated by a majority of the Executive Committee holding office at the time of dissolution.

XIV. CONSTITUTION

This Constitution is presented, discussed, and adopted, at an organizational meeting in Berlin, Germany on April 27, 1999.

The Constitution may be altered, amended, or repealed at any Annual Meeting of the Members of the Association upon recommendation of the Executive Committee if notice has been presented to all Members at least 30 days prior to the Annual General Meeting. Adoption of amendments shall require the affirmative vote of at least three-fourths of the Members eligible to vote and present at the Annual General Meeting at which a quorum is present.

XV. OFFICES

The Association shall maintain offices in California or at such place as the Executive Committee shall determine.

XVI. INDEMNIFICATION

The Association shall indemnify any and all Members of its Executive Committee, Officers, former Executive committee Members or Officers, or any person who served or shall serve at the Association's request against expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit, or proceeding in which they, or any of them, are made parties, or party, by reason of being or having been Directors or Officers of the Association provided, however, that the foregoing shall not apply to matters as to which any such Director, Officer, former Director or Officers or person shall be adjudged in such action, suit, or proceeding to be liable for willful misconduct in the performance of duty or to such matters as shall be settled by agreement predicated on the existence of such liability.

Revised 01/2011