

# **EUROPEAN ASSOCIATION OF REHABILITATION IN CHRONIC KIDNEY DISEASE (EURORECKD)**

## **1st Article**

The Association is called *European Association of Rehabilitation in Chronic Kidney Disease* with headquarters at the Municipality of Thessaloniki, Greece. The European Association of Rehabilitation in Chronic Kidney Disease is an association which is officially endorsed by the European Renal Association (ERA) and has been since its foundation. The Association has its own logo and the wording *EURORECKD - endorsed by ERA* which is placed on all official documents.

## **AIMS OF THE ASSOCIATION**

### **2nd Article**

#### **A. The aims are:**

1. To improve prognosis and health related quality of life in patients with chronic kidney disease through exercise training and physical activity.
2. To promote exercise physiology, assessment of physical performance and/or functional status as an integral part in the evaluation of physical performance in patients with chronic kidney disease.
3. To be a common forum for all who are interested in exercise training, physical activity and exercise physiology in patients with chronic kidney disease
4. To outline and issue guidelines and recommendations for best clinical practice.

#### **B. Means by which the above aims will be achieved:**

1. To encourage and support individual and collaborative scientific activities, clinical trials and studies.

2. To promote teaching and research within the scope of the Association. To initiate and facilitate co-operation and collaboration in teaching, research and organisational aspects of activities within the scope of the Association.
3. To organize seminars, lectures, public debates, postgraduate courses and other events of scientific communication, self-reliant or in collaboration with other scientific organizations. To organize symposiums and international congresses with objectives related to the aims of the Association. The objective of the above events is the continuous improvement of the scientific knowledge of its members and those interested in the field.
4. To publish books, journals or supplements to journals either printed or digital, using modern electronic means.
5. To create and award research grants within the scientific scope of the organization. To create and award scholarships for further training and specialization in the scientific field within the scope of the Association.
6. To collaborate with Universities, Scientific Companies and institutions and other societies conditional to a decision by the Administrative Council (AC).
7. To facilitate and promote exchange of information within the various areas of interest of the members of the Association.
8. To found and support Research Centers, Institutes, Educational and Postgraduate Institutions.
9. To further and optimize co-operation with the ERA. To participate in the annual ERA congress.

## **MEMBERS - RIGHTS - OBLIGATIONS**

### **3rd Article**

The Association comprises regular, associate and honorary members.

#### **4th Article**

a. A person can become a regular member of EURORECKD after making a formal application which is subject to approval by the AC. Regular membership may be granted to scientific workers qualified in areas relevant to aims of the Association and living and working (and thus having their main residency) in Europe and adjacent countries (defined as the countries bordering Europe and countries bordering the Mediterranean Sea). The application should be based on the educational, clinical and research work of the applicant. The minimal required qualifications are determined by the AC and approval requires 2/3 majority in the AC.

b. All regular members are equal and enjoy all the rights and the privileges of the Association. They participate in the discussions of the General Assembly (GA), they vote and elect and are eligible for election. They also have the right to make a proposal, which they judge could contribute towards achievement of the aims of the Association, to the AC

c. All regular members must comply with the provisions of the statute and the decisions of the General Assembly and Administrative Council that have been taken within the boundaries of the Statute and the laws. They may provide their services towards achieving the success of the aims of the Association.

d. If a regular member does not pay their annual fee, they lose their voting rights at the GA and the right to serve on the AC. However, as soon as the regular member has paid their membership fee, they become an active member again with regular rights.

e. The right to be a regular member is lost:

1. By proposal of another regular member or by the AC, if important reasons are given and deemed feasible by the AC. The question is decided by at least two thirds majority at the next GA.

2. A member can withdraw from the Association at any time after informing the AC in writing.

## **5th Article**

a. A person can become an associate member of EURORECKD after making a formal application which is subject to approval by the AC. Associate membership may be granted to scientific workers qualified in areas relevant to aims of the Association who are not eligible for regular membership. The application should be based on the educational, clinical and research work of the applicant. The minimal required qualifications are determined by the AC and approval requires 2/3 majority in the AC.

b. All associate members may participate in the discussions of the GA, they cannot vote and are not eligible for election.

c. All associate members must comply with the provisions of the statute and the decisions of the General Assembly and Administrative Council that have been taken within the boundaries of the Statute and the laws.

d. If an associate member does not pay their annual fee, they lose their membership. However, as soon as the associate member has paid their membership fee, they become an associate member again.

e. The right to be an associate member is lost:

1. By proposal of a regular member or by the AC, if important reasons are given and deemed feasible by the AC. The question is decided by at least two thirds majority at the next GA.

2. A member can withdraw from the Association at any time after informing the AC in writing.

## **6th Article**

Honorary members can be nominated by a regular member or by the Administrative Council. An honorary member is eligible if they have offered exceptional services towards the promotion of the aims of the Association. An honorary member is elected by the GA. The honorary members are not eligible to vote or to be elected for the AC;

they attend the General Assemblies without the right of vote and are exempted from any financial obligation to the Association.

A past Chairman could be nominated as honorary Chairman emeritus by the GA under the condition that he/she no longer is a member of the AC.

## **RESOURCES**

### **7th Article**

A. Resources of the Company are a) access to all the registered members, b) the regular subscriptions of its members, c) the subscriptions of periodical publications of the Association, as well as the income from sales of publications of the Association, d) contributions by members, e) chance donations, bequests and subsidies from any individual or legal person or state.

B. The sums of rights of registration, the regular subscriptions, the periodical publications, the sold publications and the exceptional contributions are determined by the Administrative Council.

## **BODIES**

### **8th Article**

Bodies of the Association are a) the General Assembly (GA), b) the Administrative Council (AC) and c) the Inspecting Committee (IC).

## **GENERAL ASSEMBLY**

### **9th Article**

a. The General Assembly is constituted by the total number of regular members of the Association. It assembles regularly each year in June or during the Annual Congress of the European Renal Association and exceptionally whenever the Administrative

Council judges it necessary or when it is requested by at least 1/3 of the regular members with a special application in which the desired agenda should be noted. The GA could be held in physical presence of members or virtual via a digital platform and virtual attendance conveys the same rights to regular members as digital attendance. In the first instance the call including the agenda of the General Assembly should be sent by email to all regular members, associate members and honorary members at least 6 weeks prior to the meeting. The call and the agenda should also be published on the Association's website at that time. In the second instance the Administrative Council is obliged to convene the General Assembly within 15 days at the latest, from the day an application was submitted.

b. The General Assemblies, regular or not, are convened after decision and invitation of the Administrative Council. The place, the time, the agenda and whether the convened GA is according to the first or second instance are written in the invitation. The nonobservance of the above deadline is forgiven in case 4/5 of the members attend or send written consent. Before beginning the activities stated in the agenda, the General Assembly elects the Chairman, the Secretary and two Attestants. The Chairman, Secretary and the two Attestants must all be regular members. The Chairman leads the General Assembly gives and removes the right to speak, according to his/her judgment, considers the discussion concluded and puts the proposals to voting by the GA. The Secretary keeps the minutes. The Attestants testify that the minutes are according to the discussion and the decisions of the GA.

c. During the regular General Assembly the activity of the Association is presented since the previous Assembly, the report of the Inspecting Committee is presented, the next budget of the Association is discussed and approved, decisions are taken for each subject that concerns the Association. Every four years the regular General Assembly elects the Administrative Council and the Inspecting Committee.

### **10th Article**

a. In order for the General Assembly to be in quorum half plus one of the regular members must attend. In case quorum is not achieved at the first convocation, the

General Assembly assembles once again for a second time within 24 hours at the most, independent of the number of members that attend at this time.

b. The General Assembly takes its decisions with a simple majority, i.e. half plus one, of the present members, unless determined otherwise by the Statute or the Law.

### **11th Article**

For the modification of any article of the Statute, two thirds (2/3) of the regular members should attend the General Assembly and the corresponding decision should be taken with a majority of three quarters (3/4) of the regular members present. The same percentages are required in order to make a decision concerning the dissolution of the Association.

## **ELECTORAL PROCESS**

### **12th Article**

a. At the General Assembly via physical presence of members the Electing Board consists of three regular members only, a chairman and two members, and is elected by the regular members at the General Assembly.

Any regular member who wishes to be a candidate for either the Administrative Council or the Inspecting Committee should contact the present Chairman of the Administrative Council and declare their interest orally, in writing or electronically and at latest before the opening of the General Assembly. All candidates must be regular members.

At the General Assembly the Chairman of the Electing Board presents the list of candidates for the Administrative Council and the Inspecting Committee in alphabetical order, respectively. Elections are held by secret ballot of regular members. After the counting of the votes by the electorate, the results are announced by the chairman of the General Assembly.

b. In case of electronic voting, this will take place in accordance with Greek Regulation. The electoral process with electronic voting is implemented through an officially recognized Information system-platform. The Administrative Council

appoints a three-member Election Committee, from active members of the Association, 15 days before the elections. The Election Committee plays a role in carrying out the voting process, and is responsible for the collection, storage and any form of processing of voting-related data. The Chairman of the Administrative Council prepares the voter lists electronically through the web page of EURORECKD. This list includes the active members who wish to be candidates for the Administration Council and the Inspecting Committee. She/he sends it in electronic form to the Chairman of the Election Committee 48 hours before the start of the election, in order for it to be registered in the Information system. Prior to the elections, the Election Committee sends a personalized email, via the Information system, to all registered voters who are active members of the EURORECKD, informing them about the process of conducting the electronic elections and then, a few days later, a second special - personalized email, that includes the exact personalized web address (URL) to which the voter exercises his/her right to vote, as well as any other required information. At the end of the preset period of voting or any extension the Information system ceases to accept and register new votes. Immediately after the Chairman of the Election Committee formalizes the end of voting in the Information system, each of its members enters the necessary Individual Cryptographic Voting Key to export the results. The Information system counts the votes and extracts the final results. The Election Committee until the moment the results are ready monitors the normal operation of the system and after the end of the procedure issues the results. The Election Committee keeps minutes of counting in which is reported: (a) the number of registered voters; (b) the number of voters, (c) the number of votes cast d) the number of votes received by each candidate, as well as the final ranking of candidates. The minutes are signed by each of the members of the Election Committee. The election results are sent electronically the same day and the next working day by post to the past Chairman of the Administration Council. The past chairman invites the newly elected members within 48 hours to form the new Administration Council. In the event that the procedure is canceled or that the export of electronic voting is incomplete ~~and~~ or for other acceptable or unforeseen reasons, a new date is set a week later with the same Election Committee and the same procedure as above.

## **ADMINISTRATIVE COUNCIL**

### **13th Article**

a. The Administrative Council of the Association is a representative body, which functions as a contact and surrogate for the members of the Association and assumes the initiative and responsibility for the implementation of decisions that are taken at the General Assembly.

b. The Administrative Council has seven regular members and 3 surrogate members and is elected by the members of the General Assembly. Eligible to serve on the AC are candidates who are regular members.

c. The members of the AC are elected with a relative majority by all regular members at the GA. The regular majority is calculated by listing all regular members in alphabetical order attending the General Assembly on a single voting page.

d. If two or more of the elected people have equal votes in the tenth, for the AC, or fifth place, for the IC, a draw is made between these people for the nomination to this place.

d. The Administrative Council is elected every four years. The Administrative Council is comprised of the following ex-officio members: the Chairman, the first Vice-Chairman, the second Vice-Chairman, the General Secretary, the Treasurer and up to two ordinary members. The Administrative Council should strive for a broad representation of members from the eligible countries.

e. The following three candidates in order of majority after the election of the members of the Administrative Council are appointed as surrogate members. The surrogate members can participate in the AC meetings, but do not have the right to vote. In case of resignation, or death of a member of the Administrative Council the next surrogate member in line substitutes the empty place.

#### **14th Article**

- a. Following the election process, the 10 members who are elected to the Administrative Council assemble for their first meeting within two days of the GA by invitation of the majority councilor, i.e the person who received most votes. Of these, in order of number of votes, the first 7 are regular members of the AC and the remaining 3 are surrogate members. At this first meeting the new Chairman of the AC and the other positions (Vice Chairman, Secretary etc) are elected by open voting separately. Within two days after the election, the elected members of the Administrative Council assemble for its first meeting.
- b. After its constitution, the Administrative Council undertakes its duties and agrees to adhere to the constitution. Until the new AC assumes authority, the previous AC is in charge. During this interim period the new AC is informed by the previous AC on each subject and activity that concerns the Association.

#### **15th Article**

- a. The Administrative Council must hold at least 6 meetings per year. The meetings can be in person or virtual via a digital platform.
- b. The Administrative Council holds a meeting by initiative of the Chairman or whenever at least three members of the AC request it.
- c. The Administrative Council is in quorum when at least four of the members are in attendance. The decisions are taken with relative majority of the members present. In case of equality of votes, the Chairman's vote prevails.
- d. The AC must keep minutes from each meeting which should be signed by the Chairman, the Secretary and an attestant, elected by the AC at each meeting.

#### **OBLIGATIONS OF THE MEMBERS OF THE ADMINISTRATIVE COUNCIL**

#### **16th Article**

The Chairman of the AC represents the association in any juridical or administrative authority, magisterially and extrajudicially, and attends as trustee, delegate and attorney in front of them. The chairman holds and chairs meetings, which have been summoned by the General Secretary, with the members of the Association and/or the members of the AC. The Chairman is responsible for the precise observance of the memorandum of the association and signs all the documents that the Association sends. Additionally, he signs the orders for payment of expenses that are agreed upon by the AC in the annual budget, as well as unforeseen expenses due to extraordinary and urgent needs.

### **17th Article**

In case of absence of the Chairman, the first Vice-Chairman of the AC replaces and substitutes him in all of his authorities, should the first Vice-Chairman be absent by the second Vice-Chairman of the AC takes over.

### **18th Article**

The General Secretary supervises, according to the direction of the Chairman, the correspondence of the EURORECKD. He/she looks after the files and the seals, receives the documents that are sent, observes the protocol as written in the constitution, registers with serial numbers the documents that are received or sent by the Association, as well as the book of the Proceedings of the AC. He/she also registers and sends diplomas to new members, after they are signed by the Chairman, convenes the members of the Association and the members of AC to the corresponding meetings and draws up the proceedings of the meetings of the AC, which are signed by the chairman, general secretary and one attestant, who is elected at the beginning of the meeting.

### **19th Article**

The Treasurer collects the membership fees each year, subscriptions to the Association's journals and other upcoming fees and in general each economic benefit towards the Association, publishing and signing the relative receipts, from a special numbered two-formed book. The Treasurer attends to the collection of the membership

fees, regularly informing the AC of members if they are delayed in paying their fees, draws up and submits assessment of the Fund, holds the books that are necessary for the implementation of his/her duties and keeps in files all the supporting documents of payments. The Treasurer performs any payment with warrants that are published for expenses that are fixed by the AC, in the budget or that are approved by the AC, or that result from extraordinary and urgent needs. Each warrant for payment must always be authorised by the Chairman of the Administrative Council.

He deposits in a Bank, which is fixed by decision of the AC, the available pecuniary sums of the Association. However, he can keep a sum of cash for urgent needs of the Association. The treasurer is responsible for any damage to the Association due to an omission of the duties for which he is responsible towards the Association. The treasurer is obliged to account for the financial situation of the Association by presenting the balance-sheet, as well as the following year's budget, whenever he is requested to do so. The accountant year finishes on the 31<sup>st</sup> of December of each year.

## **INSPECTING COMMITTEE**

### **20th Article**

The Inspecting Committee of the Association comprises three members. It is elected for the same period as the AC, by a separate election with a relative majority. The next two in order of succession of the candidates are considered surrogates. The Inspecting Committee checks each year, or whenever it judges necessary, the economic management of the Association. This assessment is formally presented to the regular General Assembly along with its evaluation of the departing Administrative Council.

## **BENEFACTORS - DONORS**

### **21st Article**

The Association nominates benefactors and donors. To be nominated a benefactor to the Association an offer of a pecuniary sum or object with a value of more than 5000€ is required. To be nominated a donor to the Association an offer of a pecuniary sum or object with a value of up to 5000€ is required.

### **22nd Article**

For anything that it is not forecast or described in the present Statute and the internal regulation which might be drawn up by the AC, the provisions of the Urban Code and relative laws for Associations are in effect.