

CONSTITUTION
OF THE EUROPEAN PLATFORM
FOR PHOTODYNAMIC MEDICINE

By-Laws

Article I – *Name*

The name of this organisation shall be the “**European Platform for Photodynamic Medicine**”; *For promotion of Photodiagnosis and photodynamic therapy in health care.*

(For the purposes of this document referred to as the ‘organisation’).

Article II – *Language*

The official language of the organisation shall be English

Article III – *Objectives*

The purpose of the organisation shall be:

- To associate clinicians, researchers and those involved in the science and practice of photodiagnosis and photodynamic medicine, and to link with relevant existing organisations.
- To promote the propagation of clinical PDT through the training of clinicians and the raising of awareness amongst students in training and the general public.
- To facilitate scientific research leading to clinical applications, to promote clinical trials and to identify new indications as well as to expand those already existing.
- To organise scientific meetings for the presentation of scientific and clinical work and Photodiagnosis and Photodynamic Therapy in its broadest sense.
- To make representation to National and Pan-European authorities in matters concerned with Photodynamic medicine and to seek finance for the advancement of Photodynamic Therapy.

[NB: Translational research]

Article IV – Membership

- Section 1.* There shall be two categories of membership: Full, and Honorary. Admission to membership is by election. Full and Honorary Members are active members of the organisation.
- Section 2.* Honorary Membership shall be reserved for such distinguished persons as may be deemed worthy of this honour by the Council with the concurrence of the membership.
- Section 3.* Full Membership. A candidate eligible for Full Membership would usually be a trained, or trainee clinician or scientist, or those involved in PDPDT in a technical or nursing capacity. He/she will be a citizen of one of the European countries, unless the Council shall have waived this citizenship requirement.
- Section 4.* Full Members must be active in the science and practice of Photodynamic Medicine.
- Section 5.* Application Form. The form of application for Membership shall be available on the EPPM website, or furnished by the Secretary upon request by the applicant. The applicant will also be furnished with a citation from the By-Laws setting forth the objectives of the organisation and eligibility requirements for election to Membership.
- Section 6.* Notice of Election to Membership. Every newly elected member shall be furnished by the Secretary with an official notice of his election, a copy of the By-Laws and a Certificate of Membership signed by the President and the Secretary.
- Section 7.* A report on Membership shall be rendered at each business meeting of the organisation by the Secretary.
- Section 8.* Any members may voluntarily resign from the Membership. The Council acting as Board of Censors, may recommend the expulsion of a member on the grounds of professional or ethical misconduct, and submit his/her name, together with the grounds of complaint, to the organisation as a whole at any of the regularly convened meetings, after giving such a member ample opportunity to appear on their own behalf.
- Section 9.* The Council shall recommend that any Member whose dues are in arrears for two years shall have their membership terminated.
- Section 10.* Re-instatement. A member whose membership has lapsed may apply for reinstatement by filing a written statement with the Council and addressed

to the Secretary, within thirty days following the receipt of such lapse of membership, stating the reasons why such membership should be reinstated and requesting reinstatement of such membership. Upon payment of arrears a member may be reinstated by action of the Council. Written notice of such reinstatement shall be furnished to the member by the Secretary.

Article V – *The Council and Officers*

- Section 1.* The administrative governing body of the organisation shall be called the Council and shall be composed of President, Vice-President (President Elect), Secretary General, Treasurer and the Editor of the Journal of the Association (when the organisation has its own dedicated journal and such appointment is made) , and 6 councillors.
- Section 2.* The officers shall be the President, the Vice-President, the Secretary, the Treasurer and the Editor. All officers must be full Members of the Platform. The officers of the Platform constitute the Executive Committee. The said officers shall be ex-officio members of the Council of the organisation. In the event of the foundation or adoption of a Journal, the Editor will also be a Council Member.
All council members must be active members of the Platform.
- Section 3.* A reasonable balance of clinicians and scientists should be reflected in the composition of the Council.
- Section 4.* The Council shall have full power to manage and act on all affairs except as follows:
- a) It may not alter the annual dues or levy any general assessments against the membership, except that it may, in individual cases, waive annual dues.
 - b) It may not change the constitution.
 - c) It may neither elect new members nor alter the status of existing members, other than to apply the provisions of Article IV, Section 9
- Section 5.* At the conclusion of the biannual meeting, the retiring President shall automatically become a Councillor for a one- year term of office.
- Section 6.* Vacancies in the office of Councillor shall be temporarily filled by the Council subject to approval of the Membership at the next annual meeting.
- Section 7.* The President, Vice-President, Secretary and Treasurer shall be elected at the annual meeting and shall take office upon conclusion of the meeting.

The President and the Vice-President shall be elected for a one- year term of office and neither may be re-elected to succeed them in the same office, unless such officer is filling the unexpired term of an officer previously elected to such office. The Secretary and the Treasurer shall be elected for a two-year term of office and may be re-elected for a further 2 terms

Section 8. The President of the organisation shall perform all duties customarily pertaining to the office of President. He/she shall preside at all meetings including all meetings of the Council. He/she shall be an ex-officio member of the Council.

Section 9. The Vice-President (President Elect) of the Organisation shall perform all duties customarily pertaining to the office of the Vice-President. In the event of a vacancy occurring in the office of President, the Council shall advance the Vice-President to the Presidency and appoint a new Vice-President. The Vice-President shall be an ex-officio member of the Council.

Section 10. The Secretary of the organisation shall perform all duties customarily pertaining to the office of Secretary and shall serve as Secretary of the organisation, and Secretary of the Council when deemed appropriate. A Member may be elected to serve as an assistant to the Secretary in anticipation of the latter's retirement from office. The Secretary shall be an ex-officio member of the Council.

Section 11. The Treasurer of the organisation shall perform all duties customarily pertaining to the office as Treasurer and shall also serve as custodian of the funds of the organisation.

Section 11-1. In the event of the organisation having an official Journal its Editor is an officer of the organisation and appointed by the Council at its biannual meeting. The Editor shall be appointed for a six-year term and may not be appointed to more than another successive term. There shall be an overlap of at least two years with the next Editor. The Editor shall serve as the Editor of the official Journal and shall be ex-officio the Chairman of the Editorial Board and a member of the Council.

Section 12. Vacancies occurring among the officers named in Section 2 shall be temporarily filled by the Council subject to approval of the Membership at the next business meeting.

Section 13. Term of Office. The term of office of ordinary Councillors shall be four years. Two new Councillors shall be elected at each annual meeting with the exception that at the first annual meeting under this provision, three Councillors shall be elected for a two-year term, Thereafter, three new councillors shall be elected every two years to serve a four year term to

replace the retiring members, unless a vacancy or vacancies shall have occurred, in which case an additional Councillor(s) shall be elected to fill the vacant term(s).

Section 14. Nomination and Election. The procedure for nomination and election shall be the same as for the officers, as set forth in Section 15.

Section 15. Nomination and Election. Candidates for office will be placed in nomination by a Nominating Committee at the Business Meeting. An affirmative vote by a majority of the members present shall be required for election to office. Officers shall be elected biannually and will hold office from the termination of the meeting when their successors will be elected with two exceptions: (1) the successor to the Secretary will be elected at the biannual meeting two years in advance of his/her assumption of duties, to serve as an interim assistant to the outgoing Secretary; and (2) the Editor shall serve as indicated in 11-1. Vacancies in any office except that of the President or Vice-President shall be filled by action of the Council for the unexpired term.

Section 16. Duties of the Council. The Council shall have charge of the property and financial affairs of the organisation. It shall perform such other duties as are customary. An affirmative vote of a majority of the Council is required to pass all measures set before it. The Council members present shall constitute a quorum, provided that in no event a quorum consists of less than one half of the entire Council.

Article VI – Committees

Section 1. The Council is empowered to appoint a Membership Committee, a Programme Committee, a Training Committee, Development, industrial relation, and other such Committees as may be deemed necessary. All committees shall render their report at the Annual Business Meeting, except that no ad-hoc Committee need report unless so directed by the Council.

Section 2. The Membership Committee shall consist of 5 Full and 2 Associate Members each representing a different European Country, with the highest number of active membership. The number of members serving on the Membership Committee may be increased by a maximum of three co-opted members to ten when required from representatives of those European countries who have no representation on the Committee. The duties of the Membership Committee are to investigate all candidates for membership and to report its findings to the Council through the Secretary. Appointment to this Committee shall be for a two year term

period and the members may be re-appointed to succeed themselves for two more terms.

Section 3. The Programme Committee shall consist of at least eight members: President, Vice-President, Secretary, (Editor as appropriate) and at least four Members appointed by the Council. A balance of clinicians and scientists should be reflected in the Programme Committee. The term of office of the Programme Committee is two years except for the Secretary and Editor. No other member may be re-appointed immediately.

Section 4. The Nominating Committee shall consist of five (5) immediate Past Presidents. The most senior Past President shall serve as Chairman. This Committee shall prepare a list of nominees for Officers and Councillors upon instruction from the Council as to the vacancies which are to be filled by election and shall present its report at the Annual Meeting.

Section 5. The organisation as a whole may authorise the Council to appoint Clinicians Scientists or Researchers to form Committees for the purpose of:

- i)* Promoting the development of drugs, light sources and devices for PDPDT and/or initiating clinical trials
- ii)* Making representation to appropriate authorities in the EU, and its programmes relevant to the objectives of the Platform, or to individual countries, in order to influence policy and seek financial support.
- iii)* To liase with industry/companies concerned with photodiagnosis, photodynamic medicine

Section 6. In the event of the Organisation having an official Journal, the Editorial Board shall be appointed by the Editor, subject to the approval of the Council . The Board, should, however, consist of fair representation of clinicians and scientists. The Editor shall be ex-officio, the Chairman of this board and shall be privileged to appoint and indefinitely re-appoint such members from amongst the membership of the EPPM or otherwise, as in his opinion will meet the editorial requirements. The Editor is empowered to appoint Editorial Consultants at his discretion.

Article VII – Finances

Section 1. The fiscal year of the Organisation shall begin on the first day of April and end on the last day of March each year.

Section 2. Members shall contribute to the financial maintenance of the Organisation through annual dues. The amount of the annual dues shall be determined by the Council and approved by the membership at the business meeting according to these By-Laws.

Article VIII – Meetings

A biannual meeting will be held for the presentation of clinical and scientific papers. The frequency of this meeting may be changed by the council and the membership at the business meeting

- Section 1.* The time, place, duration and procedure of the annual meeting of the EPPM shall be determined by the Council and the provisions of the Articles of the Constitution.
- Section 2.* Attendance at meetings and participation in the scientific programmes is expected from all Members.
- Section 3.* Each biannual meeting shall have at least one business section.
- Section 4.* Notice of all business meetings (regular or special) shall be given to each member no less than 30 days in advance. Such notice shall state the place, day and hour of the meeting and, in the case of a special meeting, shall also state the purpose or purposes for which the meeting is called.
- Section 5.* When the Organisation convenes for its biannual meeting it shall have the executive sessions of the Council; The business at this session shall be limited to the Agenda determined by the Council and must be made available to members before the Meeting.
- Section 6.* Except where otherwise required by the Articles of the Constitution, all questions at a meeting of the members shall be decided by a majority vote of those present. Voting by proxy is not permitted.
- Section 7.* There shall be no set number for the quorum at the business meeting. However, the majority of members present and voting at such meetings shall make the decision as to whether the number determines the quorum.
- Section 8.* If there is no quorum in the Biannual General Meeting a special meeting may be convened by the Council in order to reach the quorum. If, however, there is no quorum in this second meeting the Council shall be empowered to make a decision on any issues under discussion.
- Section 9.* While the scientific session of the biannual meeting is held primarily for the benefit of members it may open to non-members who are able to submit satisfactory credentials, who register in a specified manner, and who pay such registration fee as may be determined and published by the Council . Non-members may also submit work to the programme committee to be considered for presentation at the meeting.

Section 10. There shall be a meeting of the Council held during the annual meeting of the Organisation. The President, with approval of the executive officers, may call additional meetings of the Council as necessary.

Section 11. Six members of the Council shall constitute a quorum for the conduct of business at any meeting of the Council, but a smaller number may adjourn any such meeting.

Article IX – Expenses

Section 1. When sufficient funds are available the Organisation directed by the Council is empowered to indemnify any and all of its Councillor, Officers, or any person against expenses necessarily incurred by them in connection with the business of the Organisation. Other expenses related to secretarial and biannual general meeting and sundries shall be dealt with by the Treasurer directed by the Council. Such expenses should be brought to the General Business Meeting.

Article X – Papers

Section 1. In the event of the Organisation having an official Journal all papers presented at the scientific meeting shall become the property of the Organisation. Authors shall leave their manuscripts with the Editor at the time of presentation, for publication in the official Journal.

Article XI

Section 1. Honorary Members are exempt from dues.

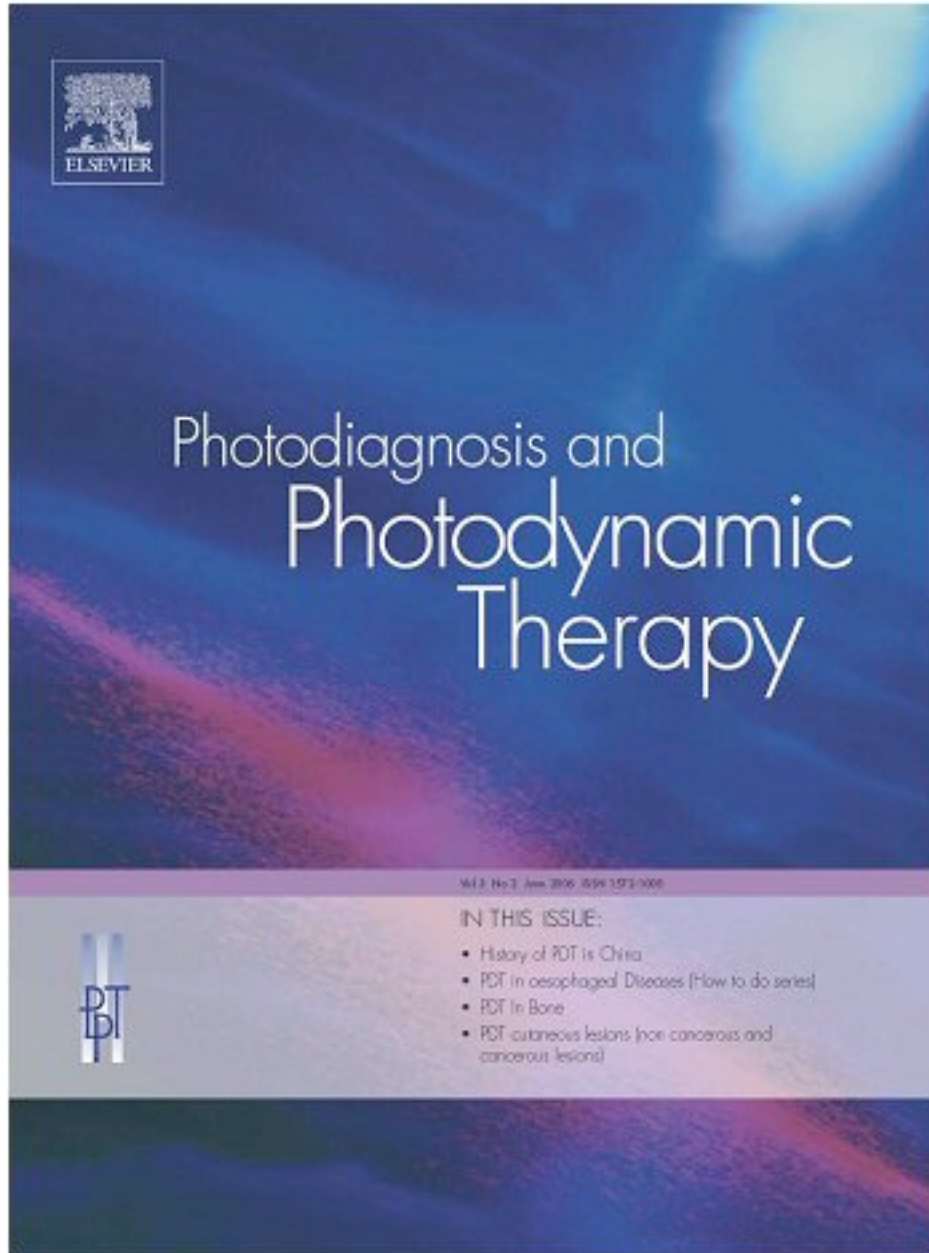
Section 2. Annual dues for Full and Associate Members shall be decided by the Council and approved by the membership.

i). In the event of the Organisation having an official Journal members will be given an option of one years subscription being included in the annual dues.

Section 3. Bills for membership dues and for optional joint subscriptions with the Journal of organisation will be mailed to members by the Treasurer annually.

Article XII – Amendments

Section 1. These Articles and By-Laws may be amended by a two-thirds vote of the members present and voting at a business session of a properly convened biannual or special meeting of the Organisation provided that the proposed amendment has been moved and seconded by not less than three members at a prior meeting.



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