



Draft bylaws EFPC

Utrecht, The Netherlands; September 2012

1. Membership:

In addition to the member categories defined in article 8.1 of the statutes, the association defines as “associated members” international organizations with whom the association has signed an agreement of mutual recognition and collaboration. Associated members enjoy particular rights that are described in the agreement. They do not pay a membership fee and have no voting rights at the GA. An updated list of members (individual, institutional & associated members) will be available at the EFPC website.

2. Voting regulations at the General Assembly

A simple majority of votes cast will be leading with the exception of a majority of abstentions after which the voting procedure will be cancelled and members will receive more information on the subject.

3. Working groups

EFPC encourages the establishment of Working Groups (WG). WGs are international and open to all EFPC members. A proposal for a WG has to be approved by the Board. EFPC members can participate in several WGs. WGs will provide the Board with a yearly membership list, the names of the WG officers and of an annual report of their activities. WGs can request to organize a meeting at EFPC conferences and are entitled to limited assistance from the secretariat.

4. EFPC statements

The EFPC may publish public statements on policy matters in relation to primary care. A statement is proposed by one or more members or the secretariat and is endorsed by the membership as follows: it is published in the EFPC newsflash and through a direct mailing to all first contacts of each member as registered in our member-database with request for a written reaction within a timeframe. After collection of the reactions, the secretariat makes a proposal to the Board of the association. In agreement with article 20.6 of the statutes, the president of the Board decides whether a Board meeting needs to be convened for consultation of the Board members or whether an email exchange among Board members is sufficient. Subsequently, the Board approves the proposal. The secretariat ensures the communication of the statement to the target organization. In case of approval and disapproval, the decision will be communicated to the membership.

5. EFPC secretariat

Tasks and responsibilities of the secretariat include:

In support to the board secretary of the association:

- Administration of the membership of the association
- Preparation and taking minutes of Board meetings and General Assemblies; preparation of policy declarations and statements by the association.

Maintenance of website and publication of electronic newsletters

Representation of the association to third parties, including attendance of conferences and presentations

Acquisition of assignments and projects, like study visits, dissemination activities and others

In support to the treasurer of the association:

- drawing up proposals for the annual plan and budget, annual report and other
- documentation of all financial commitments and transactions

The procedures for the financial administration are described in a document, proposed by the secretariat in agreement with the hosting organization and approved by the treasurer. Financial transactions not provided for in the budget approved by the General Meeting have to be signed by two Board members of which one is president, vice president, treasurer or secretary.

6. Changes in the bylaws

Changes in the bylaws have to be approved by a majority of votes at a General Meeting.