



EUROPEAN ACADEMY OF PHONIATRICS

By-laws

§ 1 Name, Registration, and Financial Year

The association has the name »European Academy of Phoniatics« (EAP). EAP registration is in Helsinki, Finland. The EAP will collaborate with the Confederation of European Otorhinolaryngology – Head and Neck Surgery (CE ORL-HNS), the European Academy of Otorhinolaryngology – Head and Neck Surgery (EA ORL&HNS), the ORL Section of the European Union of Medical Specialists (UEMS), and related organisations which focus on the development of advanced medical training and continuing medical education in phoniatics in Europe.

The financial year corresponds to the calendar year. The first financial year ends on 31st December 2013. The working language of EAP is English. Registration and minutes are in Finnish.

§ 2 Aim and forms of activities

The aims of the academy are:

- to develop programmes for advanced training in phoniatics as a basis for a European certification
- to establish criteria for the accreditation of phoniatic training centres
- to enhance the continuing medical education in phoniatics and look into the financial possibility of funding it

To achieve its aims, the association serves

- to develop, collect and distribute different kinds of didactic tools using new technologies of learning and teaching
- to organise and coordinate high-quality training and exchange programmes in all areas of phoniatics according to the charters of UEMS



- to gather information about courses and training programmes of phoniatic societies and organisations, to harmonise these activities and to disseminate this information
- to distribute the UEP logbook as well as to teach and test its usability among the phoniatic trainees

§ 3 Profile of the association

EAP is a non-profit, non-political, non-discriminating international educational organisation that acts in accordance with the Charter of Fundamental Rights of the European Union. Expenses are only for the aims of the academy.

§ 4 Membership

1. All European and extra-European legal national phoniatic societies and organisations can become regular EAP members provided they agree to the EAP aims and bylaws. The EAP decisions come in accordance with the association law of Finland and the bylaws of the EAP.
2. The General Assembly (GA) decides on the membership fees of EAP members
3. Upon a motion by the board, any person who has significantly promoted and supported the activities of the academy may be nominated as an honoured member.
4. Any member is entitled to resign from the EAP by so declaring in writing to the board or to the president or, at a meeting, by declaring its resignation for entry in the minutes. It is the final decision of the board to expel a member in the event that the said member failed to pay its due membership fee or has otherwise failed to meet the obligations to which it committed itself by joining the EAP or has by conduct in or outside the EAP significantly harmed the EAP, or which no longer meets the terms of membership stated in the law or the bylaws of the EAP.

§ 5 Assemblies of the EAP

1. The assembly consists of the one representative of each member: All representatives must be phoniaticians and/or physicians active in Phoniatics.



The annual general assembly is combined with the annual general assembly of the UEP. The board of the EAP invites the members to the assemblies at least two months in advance, by letter mailed to the member societies or by e-mail.

2. An extraordinary general assembly shall be held when the Board or the general assembly finds reason thereto or when no less than one fourth (1/4) of the members entitled to vote so demand of the Board in writing for a specifically stated matter. Such a meeting shall be held within thirty days of the time at which the demand was put to the Board.

3. At general assemblies, each member has only one vote. Unless otherwise stated in the bylaws, the decision of the GA shall be the opinion supported by more than half of the casted votes. In case of a tie, the vote of the president is decisive.

4. The President of EAP chairs the general assembly. In case of his absence, the Vice-President represents him. The General Secretary takes the minutes. They have to be signed by the General Secretary and the President.

The following matters shall be dealt with at the annual general assembly:

- Opening of the meeting
- Establishing the meeting as lawful and quorate
- Adoption of the agenda
- Presentation of annual reports of board members
- Presentation of the financial statement and auditors' report
- Decision on adoption of the financial statement and on the discharge from liability of the board members and any others with liability for the accounts
- Adoption of the action plan, budget and membership fees
- Election of the President and other members of the Board for a four-year term
- Election of two auditors
- Ratification of nominated co-opted board members (representatives of related organisations)
- Any other issues may be raised and discussed.



5. The financial statement shall be rendered to the auditors no later than two months before the GA. The auditors submit their report to the board of the GA two weeks before the annual general assembly.
6. The assembly also can be held via digital telecommunication platforms.

§ 6 Board

1. The Executive Board consists of the president, vice president, general secretary and treasurer. The board can include a maximum of four representatives of other organisations as decided by the general assembly of EAP. However, they do not have voting powers.
2. The president, vice president, secretary and treasurer are responsible for managing the current business of the association. They implement the decisions of the General Assembly. They create annual reports and financial statements.

§ 7 Authority to sign

In the name of the Academy any two members of the board can sign, the President, the Vice-President, the General Secretary, and the Treasurer.

§ 8 Amendments and Dissolution

The annual general assembly of the EAP can decide to change the bylaws by a majority of two thirds of the given votes at the assembly.

Dissolution of the EAP is to be decided by two thirds of the given votes in its annual general assembly.

At dissolution of the EAP its funds shall be employed to promote the purposes of the EAP as decided by the meeting deciding on the dissolution.