

## EACPR Constitution – May 2011

### 1. Introduction

- The Constitution of the European Association for Cardiovascular Prevention and Rehabilitation (EACPR) aims to outline the principles of a transparent and democratic organisation with a strong collective leadership within the European Society of Cardiology (ESC). The Association is registered as a branch of the ESC and was created at the General Assembly of the ESC in Munich on August 30th 2004. The decision-making policy of the EACPR is based on a three-level hierarchy, i.e. the General Assembly, the Board, and the Executive Committee.
- The Executive Committee identifies issues, prepares the business agenda of the Association and makes initial recommendations on actions.
- The Board must approve all initiatives of the Executive Committee.
- The General Assembly of all members elects from among its group those who hold positions of responsibility on the Board and Executive Committee and it must approve all initiatives and major decisions affecting the Association.

### 2. Mission Statement

- The ESC: To reduce the burden of cardiovascular disease in Europe.
- The EACPR: To promote excellence in research, practice, education and policy in cardiovascular prevention and rehabilitation in Europe.

### 3. Objectives

Within the framework of the ESC, the EACPR exists to:

- Foster developments in cardiovascular epidemiology, prevention, sports cardiology and rehabilitation in Europe for the benefit of patients and the general population
- Organise EuroPrevent - annual scientific meeting in cardiovascular prevention and rehabilitation
- Contribute to the ESC annual congress
- Provide educational programmes in cardiovascular primary and secondary prevention, exercise science and sports cardiology
- Produce and promote professional standards and position papers, in partnership with other interested parties where appropriate
- Publish the European Journal of Cardiovascular Prevention and Rehabilitation
- Accredite individuals who have achieved appropriate standard of independent performance and reporting of studies in cardiovascular prevention and rehabilitation
- Accredite clinical services that have attained a standard of excellence in cardiovascular prevention and rehabilitation



# European Association for Cardiovascular Prevention and Rehabilitation

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- Promote research initiatives and collaborations in basic and applied cardiovascular epidemiology, prevention and rehabilitation
- Cooperate with the other Working Groups and Associations of the ESC, and with the national working groups, associations or societies for cardiovascular prevention and rehabilitation
- Collaborate with other international organisations which promote the objectives of cardiovascular prevention and rehabilitation
- Participate in the committees of the ESC
- Provide advice to the Board of the ESC.

## 4. Membership

- Membership is open to all members of a European national society of cardiology or a national organization in cardiovascular prevention, epidemiology, exercise, basic and translational science, sports cardiology and rehabilitation, or any other person making a professional contribution to the field of cardiovascular prevention and rehabilitation who supports the objectives of the EACPR.
- Applications for membership should be made online under the membership section of the EACPR website. Each candidate member should indicate in which section(s) he/she has a particular interest in.
- The Secretary presents applications from new members to the EACPR Board for ratification or rejection.
- Only members of the EACPR have the right to vote.
- No membership fee is required.
- Members may resign by writing to the President and the secretary. The Board may recommend removal of a member from the Association list to the General Assembly for activities, which may bring the EACPR into disrepute.

## 5. Resources

The sources of revenue for the EACPR include:

- Registration fees and subscription fees for the various activities carried out by or on behalf of EACPR, in particular training courses and conference revenue
- Certification fees
- Partnership fees for common initiatives
- Donations

The Board of the EACPR has authority to seek financial assistance to cover the necessary expenditures for the activities of the EACPR. Re-distribution of profit to the members is not envisaged. However, the EACPR may award scholarships, awards or grants for education, training or research in its area of interest.

## 6. Association structure

### Board: Executive Committee

President  
President elect  
Secretary  
Treasurer  
Past president

### Board: Chairs of the Sections



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Chair, Prevention, Epidemiology & Population Science  
Chair, Exercise, Basic and Translational Research  
Chair, Cardiac Rehabilitation  
Chair, Sports Cardiology

## **Board: Chairs of the Committees**

Editors, European Journal of Cardiovascular Prevention and Rehabilitation  
Chair, Science & Guidelines Committee  
Chair, Education Committee  
Chair, Prevention Implementation Committee  
Chair, EuroPREvent Organizing Committee  
Ex-officio non-voting members (as determined by Board)

## ESC Support:

Association Executive Officer (ESC staff member)  
Association Administrator (ESC Staff member)

**General Assembly:** The General Assembly of the EACPR is the forum where all members of the Association are informed about all decisions made by the Board. Members will be asked to vote for approval of substantive actions of the Board. Members are entitled to vote for new candidates proposed for the Board. The General Assembly will be convened twice a year on the occasion of the annual EuroPREvent meeting and at the annual ESC Congress. The Secretary is responsible for convening these meetings.

**Board:** The EACPR will be administrated by the Board. The Board takes all decisions of the EACPR and nominates the Chairman of the Scientific Committee for EuroPREvent. In situations where decisions may have a substantial impact on the functioning of the Association, the Board will seek ratification of these decisions from the General Assembly. Meetings of the Board will be convened at least twice a year. The President is responsible for convening these meetings.

**Executive Committee:** An executive committee consisting of designated officers of the Board (president, president-elect, secretary, treasurer, past president and a non-voting Association Executive Officer (ESC staff member) will ensure efficient functioning of the Association by dealing with practical issues between other meetings of the Board or General Assembly. The Committee prepares initiatives and decisions to be taken by the full Board. Meetings of the Executive Committee will be convened at least three times a year, or at the request of one of its members. The President is responsible for convening these meetings.

**Sections:** The ambition of the sections is to provide a broad platform for all scientific areas of the Association. A Section Nucleus conducts the administration of each section and will be composed of a Chair, a Chair Elect, a Secretary and 7-10 nucleus members.

**Committees:** The following committees will be in office: Science & Guidelines Committee, Education Committee, Communications Committee, Prevention Implementation Committee, Finance Committee and Congress Programme Committee

**Task Forces and other time-limited Committees or Study Groups** will be created whenever deemed appropriate.

## **7. Roles and Responsibilities of Executive Committee**



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## **President**

Strategy of EACPR  
Supervision of organisational structure and initiatives  
Liaison with Board of ESC  
Member of Scientific Committee for ESC Annual Congress

## **President Elect**

Will automatically become the next president  
Support to President  
Co-organiser of EuroPREvent meetings

## **Secretary**

Maintenance of records of activities and membership  
Organisation of meetings and elections  
Agenda for meetings of Board  
Production of minutes  
Editor of newsletter, Web editor  
Responsible for corporate communications and communication with the sections  
Chair Communications committee

## **Treasurer**

Supervision of finances and membership subscriptions  
Approval of expenditure  
Supervision of awards and grants  
Advice to Board on long-term financial management  
Liaison with ESC finance department  
Negotiations with possible sponsors and industrial partners  
Preparation of budget reports for Board and General Assembly  
Chair Finance Committee

## **Past President**

Provide advice to the President and Board of EACPR

## **8. Roles and Responsibilities of sections, committees, task forces and EHH support**

### **Sections**

The professional activities within the Association are represented through a number of distinct sections, each related to a specific topic. These four sections are: Prevention, Epidemiology & Population Science (PEP), Exercise, Basic and Translational Research (EBTR), Cardiac Rehabilitation, Sports Cardiology. Each section advises the board of the association on promotion and organisation of activities in their special field of interest including research, practice, education and policy according to the overall objectives of the Association.

### **Committees**

- **Science & Guidelines Committee**

Identification of research samples for European research initiatives  
Fundraising within Europe for research in cardiovascular prevention and rehabilitation  
Organisation of joint research initiatives  
Advice for clinical scientists seeking academic partners



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Organisation of a research fellowship scheme for young investigators  
Collect and prepare proposals for ESC annual meeting  
Objectives, priorities for production of position papers  
Commissioning of position papers, supervision of process  
Liaison with Guidelines Committee of ESC  
Liaison with other international organisations

- **Education Committee**

Commissioning and production of educational products  
Organisation of teaching course at EuroPREvent  
Organisation of teaching courses in preparation for certification  
Coordination of intramural and extramural courses (ETP)  
Supervision of EACPR sponsorship of independent meetings and participation in regional meetings  
Organisation of certification in cardiovascular prevention and rehabilitation  
Collaboration with other professional bodies regarding certification  
certification of cardiovascular prevention and rehabilitation programmes  
Liaison with Education Committees of ESC

- **Communications Committee**

Collaboration with EACPR subcommittees and liaison with web officers  
Maintenance of professional and scientific content of website  
Web-based clinical education  
Calendar of meetings in cardiovascular prevention and rehabilitation  
Liaison with Web officers of the ESC  
Preparation, organisation and coordination of internal and external communication

- **Prevention Implementation Committee**

Implements the ESC European Guidelines on CVD Prevention through the National Coordinators for CVD Prevention  
Demonstrates that prevention and rehabilitation are both clinically and cost effective in diverse health economies  
Provides comparative evidence between European countries to influence national policy on CVD prevention  
Evaluates preventive cardiology practice through national audits  
Liaison with EACPR Association Executive Officer (ESC Staff)

- **Finance Committee**

Manages and optimises the financial assets of the Association  
Defines business policies  
Prepares appeals for funding  
Liaison with Finance Department of the ESC

- **Congress Programme Committee**

Operates as Scientific Committee for EuroPREvent  
Drives the scientific and business policies of the EACPR annual congress (EuroPREvent)  
Liaison with Congress Division of the ESC

- **EJCPR Editorial Board Committee**

Oversees the scientific and business policies of the European Journal of Cardiovascular Prevention and Rehabilitation (EJCPR)  
Liaison with Publications Department of the ESC

## **Task Forces and other time-limited Committees or Study Groups**

Management of specific EACPR activity as directed by the Board

## **Association Executive Officer** (ESC staff member) (in attendance)

Organisation of EACPR activities as directed by Officers and other Board members

## **9. Association Positions: Terms of Office**

- The term of office of voting Board members will be two years, with the possibility of renewal for another two years.
- The period in office for each position should not exceed four consecutive years. Once the term of office is completed, he/she is not eligible for re-election to the Board for a period of four years. The exception to this rule is the office of President. The role of President-Elect can be taken up separately from or during or at the end of a four year term of office as a Board member. The six year period of service required to serve as President-Elect, President and Past-President are thus exceptions to the four year limit.
- The period in office of the President-Elect, President and Past-President is two years each.
- The four main Sections Chairs are eligible for two years.

## **10. Journal**

- The Board of the Association will periodically appoint the Editor(s) of the European Journal of Cardiovascular Prevention and Rehabilitation and the Committee Coordinators and will ratify the list of Associate Editors as proposed by the Editor(s).

## **11. Committees and Task Forces**

- The Board establishes Committees and Task Forces as needed and appoints members apart from the elected positions of Sections as outlined above.
- The Board will also determine the budget, objectives, resources and timelines for such Committees and Task Forces
- Committees and Task Forces will usually consist of no more than eight members. Committee or Task Force Chairs will be members of the EACPR Board, by cooption if necessary, for the duration of the Committee/Task Force.
- The Committee or Task Forces Chairs are eligible for two years with a possible extension under certain circumstances.
- Committees and Task Forces will report to the EACPR Board on a regular basis and will submit a written scientific and financial report once a year to the EACPR Board.

## **12. Elections**

- **General:** The EACPR aims to be a transparent and democratic organization whose leadership has the support and endorsement of its members for their activities. To reflect this, the most important positions in the Association are filled by election from the membership.
- **Voting:** All members of the EACPR are entitled to vote. Logistically, all members of the EACPR are entitled to nominate themselves or encourage other members to be nominated for the three EC positions (president elect, secretary and treasurer).

- An election takes place for these positions as outlined below. Election results will be announced at the General Assembly of the EuroPREvent meeting in every even year. When the new EC is in place, they manage the appointment of the elected positions in Sections as outlined below. Members may only stand for one position in any one election.
- **Elections for the Executive Committee:** The Board will notify members of the election procedures no less than 90 days in advance of the annual General Assembly at EuroPREvent. Any member of the Association may put his/her name forward for election. A nomination must be accompanied by a proposer and seconder who are also members of the Association. Nominations must be received by the Secretary no less than 60 days before the General Assembly.

The elections are prepared and supervised by a nominating committee, assisted by the Secretary of the association. The nominating committee, consisting in 2 senior members of the association, nominated by the board, and the past chairs of each section, has the aim to define the best candidates for these three positions, reflecting the broad interests of the association. No more than three candidates are proposed for each position.

The Secretary will notify the membership of the candidates for election no less than 30 days before the General Assembly. The name of the candidates, the nominator and seconder and a brief summary (maximum 100 words as provided by the **candidate**) **outlining the candidate's credentials and reasons** for seeking election will be circulated. All EACPR members have the right to vote for officers. Votes for officers will be cast electronically. These votes cannot be transferred to other persons.

- **Elections for section nucleus membership and for the positions of Section Chair elect and Section Secretary:** The candidates for the section Nucleus will be reviewed by the current Chair, the Chair Elect and the Secretary from among those indicating an interest in Nucleus positions. Members from other specialties and members from outside Europe may apply for nucleus membership. Selection is made from personal expressions of interest, recommendations of others, expertise to contribute to the Association and respect for the philosophy of a Pan-European Association. Each Association member with a particular interest in a section will have the opportunity to vote electronically for nucleus members elections. The incoming Chair Elect and Secretary positions will be elected by the incoming Nucleus at its first meeting. The Chair Elect will automatically become the next Chair. The duration of these positions is 2 years. One re-election for the position of Secretary is possible. The mandate duration of Nucleus member is maximally 6 years, with 1/3 replacement of the section Nucleus every 2 years. The Past-Chairs of the Sections will remain in the Nucleus for 2 extra years as an ex-officio position.

## 13. General Assembly

- Members of the EACPR will meet usually twice yearly in General Assembly. The General Assembly is attended by the current Board and EACPR members. Notification to attend must be given by the secretary no less than thirty days in advance to the members. Notification will be by email and will also be displayed on the Association website. The agenda of the General Assembly will be drawn up by the Board and circulated to members no less than 30 days in advance. Only

those items appearing on the agenda of the General Assembly will be discussed and voted on. Each member may submit in writing to the Secretary of the Board any issue or proposal not governed by these Statutes, no less than three months before the next General Assembly so as to include it in the agenda for discussion and vote by the General Assembly.

- The President of EACPR presides over the General Assembly and is responsible for all procedures related to the preparation and conduct of the General Assembly. If the President is unable to perform these tasks, they may be conducted by a member of the Board designated by the Board to this effect. The secretarial duties are performed by the Secretary of the Board or by another member of the Board on her/his absence. The resolutions of the General Assembly will be recorded in minutes signed by the President and Secretary of the meeting and made available to members in advance of the next General Assembly.
- Decisions of the General Assembly will be made by a simple majority of the votes cast by the delegates. In the event of a tied vote, a second round of voting will take place. In case of a second tied vote, the President will have the casting vote. A quorum of 30 members is required to validate a meeting as a General Assembly. If above condition is not met, the General Assembly will be reconvened in accordance with the provisions as indicated above. At the second meeting, it shall deliberate validly whatever the number of delegates that are present.

## 14. Changes in the Constitution

- Proposals for changes in the constitution of EACPR can come from the Board (after being approved by 2/3 of the voting members) or from members (where they are supported by a minimum of 50 EACPR members). Proposals coming from a group of at least 50 members should be submitted in writing to the Secretary of EACPR at least three months prior to the General Assembly. Proposed changes must be circulated to all members at least two months before the General Assembly.
- The Board shall have the right to comment in writing on any validated proposal and may circulate such commentaries together with the proposed wording to all members prior to the General Assembly. Proposals will be voted on in the General Assembly. Approval requires a vote of at least 2/3 of the members present. A quorum of 30 members is required to validate a meeting as a General Assembly.

## 15. Dissolution – Liquidation

- The EACPR can be dissolved by recommendation of the EACPR General Assembly to the ESC Board. In this situation, the ESC Board must accept this decision and propose it at the ESC Annual General Assembly. The General Assembly will have the final say on the matter.