

CONSTITUTION

Mission statement

To improve the quality of life of the European population by reducing the impact of cardiac arrhythmias and reduce sudden cardiac death.

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Article 1: Establishment

The European Heart Rhythm Association (EHRA) is a registered branch of the ESC. The association was created by a vote of the General Assembly of the ESC in September 2004, dissolving the ESC Working Groups on Arrhythmias and Pacing and Electrophysiology. The registered office of the ESC is located in Biot (Alpes Maritimes) at the European Heart House, 2035 route des Colles, Les Templiers, Sophia Antipolis, France.

Article 2: Objectives

The objectives of the Association are:

To be the forum of European rhythmology, from science to patient access, whereas rhythmology relates to all rhythm disturbances of the heart, their prevention, diagnostics, therapy and related complications.

1. To develop a comprehensive educational program for the profession that covers basic cellular and molecular electrophysiology, training in arrhythmias diagnosis and management as well as interventional electrophysiology and device implantation and management.
2. To harmonize practice of electrophysiology and arrhythmias management in European Countries and to defend the interests of the profession.
3. To develop implement and update a European core curriculum and syllabus, training and fellowship programmes, and accreditation in close collaboration with national working groups or societies.

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4. To organise the scientific programme, content and strategy, of EUROPACE the official meeting of the Association that is dedicated to education and updates on research in the field.
5. To foster the communication network and close collaboration between national working groups and scientific societies, as well as other international organisations in the field of arrhythmias.
6. To participate in the strategy, development, scientific content, promotion and dissemination of the official journal of the Association, namely EP - EUROPACE, dedicated to the presentation of research and education in the field of arrhythmias.
7. To actively contribute to all the activities of the ESC, as they pertain to cardiac pacing and electrophysiology
8. To participate in the committees of the ESC and provide advice to the Board of the ESC on matters related to arrhythmias.
9. To promote research in the field of arrhythmias in Europe and abroad.
10. To establish a network and close collaboration with stakeholders based on a clearly defined code of conduct, with the aim of sharing strengths and tools in the field of education and research.

Article 3: Membership

Payment of an annual membership fee is obligatory to become a regular.

Non- payment of the annual fee can be reason for expulsion from EHRA.

Members may resign by writing to the secretary of the Board with membership being terminated at the end of the calendar year

Regular Membership includes the right of vote and is open to:

- a. Cardiologists active in one of the ESC member Society countries who are a member of a European national scientific society or arrhythmia working group.
- b. Cardiologists from ESC Affiliate, non-European member countries.
- c. Cardiologists from non-ESC member countries.
- d. Scientists, allied health care and other professionals involved in the field of arrhythmias.

Article 4: Resources

Resources for the association include:

- ◆ Net income from various activities
- ◆ Income from investments in property owned
- ◆ Donations, sponsorships and grants

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Article 5: Board Structure and Terms of Office

Administration of EHRA is conducted by the **Board, composed of:**

1. Executive Officers (voting members):

- ◆ President*
- ◆ President Elect*
- ◆ Secretary*
- ◆ Treasurer*
- ◆ Immediate Past President
- ◆ Editor in chief of the EP - EUROPACE Journal

* *Executive officers are elected from amongst regular members by all members holding voting rights.*

Executive Officers constitute the **Executive Committee** and are responsible for:

- ◆ Day-to-day management of EHRA affairs
- ◆ Liaison with ESC Staff
- ◆ Liaison with ESC Board, Committees and Constituent Bodies
- ◆ Preparation of minutes of Executive Committee meetings and conference calls
- ◆ Strategic proposals, subject to final decision by the full Board

2. Ex-officio Board Members (non-voting members):

- ◆ Chairpersons of Committees as established by the Board
- ◆ CEO of the ESC
- ◆ EHRA Director of Operations of the ESC (or equivalent)

Ad hoc invitation of individuals to attend the entire Board meeting or part of it is at discretion of the Board.

The term of office is 2 years for the immediate **Past President, President, President Elect, Secretary** and **Treasurer** and they may not be renewed in the same role.

Regular ordinary Board meetings ideally occur at least three times a year either as physical meetings or teleconferences. A physical meeting must take place during each EUROPACE meeting and at the annually held ESC Congress.

The Board may appoint/dissolve Committees on any matter and determine the budget, objectives, resources and timelines. Committee Chairmen are appointed by the voting members of the Board (Executive Committee). Term of office for the appointed position of Committee Chairs is two years and can be renewed once.

The Editor in Chief of the EP - EUROPACE journal is appointed by the Board in a selection process that must include at least two candidates. Term of office for the appointed position of Editor in Chief of the EP - EUROPACE Journal is 4 years, with the possibility to extend the term for a maximum of two periods of 2 years, i.e. a maximum total term of 8 years.

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Article 6: General Assembly

A General Assembly must take place annually. Attendance to the General Assembly (GA) is open to all members of the Association.

- a) The President of EHRA presides over the GA and is responsible for all procedures related to the preparation and conduct of the GA.
 - a. 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.
 - b. The secretarial duties are performed by the Secretary of the Board or by another member of the Board in her/his absence.
- b) The General Assembly is responsible for:
 - ◆ Approving the budget
 - ◆ Approving modifications of the Statute.
 - ◆ Approving the annual reports

Notification of a General Assembly must be given no less than 3 months in advance to the members.

Each member may submit in writing to the Secretary of the Board any issue or proposal to be included in the agenda no less than two months before the GA.

Only those items appearing on the agenda of the GA will be discussed.

The resolutions of the GA will be recorded in minutes signed by the President and Secretary of the meeting and kept in a register.

On the request of the President or on request of at least 20% of the members an Extraordinary General Assembly can take place.

Article 7: Procedure for Elections and Nominating Committee

Procedure for Elections

Proposal of names for candidates for election to the Board can be submitted by any member to the Nominating Committee. Elections will be organized under the responsibility of the Nominating Committee; every candidate has the right of appointing her/his representative to monitor the election procedure.

Candidates selected by the Nominating Committee for President Elect must have been members of EHRA for (at least) the last 2 years and must have either served in the EHRA Executive Board or as Chairpersons in one of EHRA Committees at least once.

Candidates selected for Treasurer or Secretary must have been members of EHRA for (at least) the last 2 years and must have been members of an EHRA Committee at least once.

Only regular members are eligible to vote.

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Nominating Committee

The Nominating Committee will:

- ◆ Identify and nominate to the EHRA membership, for its vote, candidates for the positions of President Elect, Secretary and Treasurer
- ◆ Ensure a balance of candidates from all regions within the European Society of Cardiology
- ◆ Submit at least two candidates per vacant position
- ◆ Nominate the members of the following Nominating committee to be presented to the Board at least 3 months before the elections

The Nominating Committee consists of 6 members:

- ◆ The immediate Past President (Chair, non-voting)
- ◆ Five voting members selected among the EHRA membership (members of the Board cannot be voting members of the Nominating committee)
- ◆ The term of office of the Nominating Committee is 2 years
- ◆ A member of the nominating committee may not stand for elections for at least 4 years after the completion of her/his term on this committee

Article 8: Financial Control and Oversight

The Treasurer shall be responsible for:

- ◆ Ensuring full transparency between the Association and the Finance Department at the European Heart House concerning **the Association's bank account and all** transactions thereon, including grants and donations to the ESC concerning arrhythmias and pacing
- ◆ **Approving all payment/reimbursement to be drawn on the Association's funds and bank account**
- ◆ Preparing the budget
- ◆ **Contributing to the financial planning and analysis of Association's projects**
- ◆ Reporting regularly to the Executive Board, Advisory Board and the General Assembly on the financial status of the Association
- ◆ Accounting period that begins on 1 April and ends on 31 March of the following year, corresponding to the ESC financial year

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Article 9: Changes to the Constitution

Proposals for changes in the constitution of EHRA can come from:

- ◆ The Board (after being approved by 2/3 of the Board voting members) or
- ◆ Members, supported by a minimum number of 20% of EHRA voting members

Proposals coming from a group of at least 100 members should be submitted in writing to the Secretary of EHRA at least 6 months prior to the General Assembly.

Proposed changes must be circulated to all members at least 2 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.

The proposals will be voted in the General Assembly and should be approved by at least 2/3 of the attending membership in order to be endorsed.

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