

## Annex 4

# European Multiple Sclerosis Platform Internal Rules

As agreed at AGM of the Council – 02.05.13, Brussels

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#### EXECUTIVE COMMITTEE

**President** John C. Golding (NO)

**Past President** Dorothea Pitschnau-Michel (DE)

**Vice President** Anne Winslow (IE)

**Treasurer** Torben Damsgaard (DK)

Dr. Beatrika Koncan-Vracko (SI)

André Van de Putte (BE)

Antonella Moretti (IT)

Pedro Carrascal (ES)

Dr. Olivier Heinzlef (FR)

**CE** Maggie Alexander (BE)

**Deputy CE** Christoph Thalheim (BE)

## **Article 1: Definition of Europe**

Europe is defined as bounded by Scandinavia including Iceland, in the North, to the Mediterranean Sea including the islands therein to the South, from the Iberian Peninsula in the West to the West shore of the Baltic Sea and the Ural Mountains in the East.

## **Article 2: Membership of EMSP**

### **2.1 Aspirations**

A member Society shall act in a democratic, transparent, accountable manner in further and of the aims expressed in the EMSP Constitution which are:

- A Europe without MS
- A Europe where access to high quality treatment and support is a basic right and PwMS have a real voice in determining their care
- To be the collective and unique voice of persons with MS at EU level
- A world without MS thanks to breakthrough research and innovation

To achieve its mission EMSP

- will engage in dialogue with the whole range of MS stakeholders
- will undertake joint projects involving our members
- will seek, analyses and share good practice,
- will advance progressive policy change through sound evidence base
- will promote research

### **2.2 Criteria for membership**

a) A member Society is the pre-eminent organisation representing PwMS their families and their carers and can act and speak for the majority in their country. Consequently, EMSP accepts one full member Society per country only.

b) The Council may elect as associate members organisations which do not fulfil the requirements of (a) above. Associate members will be non-voting but enjoy the other benefits of membership by attending the Council meeting, participating in seminars and workshops and receiving information on the activities of the EMSP as may be from time to time distributed.

### **2.3 Procedure for membership application**

a) Before a national MS society's application for associate or full membership can be submitted to EMSP Executive Committee for approval, a visit must be made by a member of the EMSP Executive Committee and/or an EMSP staff representative.

The aims and objectives of the visit are to:

- develop a more personal, face-to-face relationship with the society's staff and volunteers and the people affected by MS it supports
- develop first-hand experience and further understanding of the society's strengths and weaknesses
- review the society's structural and organisational arrangements
- determine and review the society's current income sources
- promote the value of EMSP membership to the society
- discuss the steps needed to becoming a Member

Assuming the aims and objectives of the visit are fulfilled, a membership application – can be submitted to the EMSP Secretariat for evaluation by the ExCom. The membership application should give the following information:

- Legal status with a copy of the Constitution
- Permanent address of the organisation with telephone, fax and e-mail and any other
- Important contact details (e.g. foreign languages spoken, office hours)
- Estimated number of Persons with MS in the country
- Estimated number of Persons with MS registered in your organisation and criteria for membership.

If positively assessed, the ExCom submits the application to the Council for approval (as subject of the agenda of the next Council meeting).

If the membership requirements are not being fulfilled, an assessment of an MS Society's eligibility under EMSP criteria will be undertaken by one of the Executive Committee officers and the CEO.

b) Associate Members wishing to apply for full Membership will be provided with an application form requesting a report on developments since joining EMSP. The report will be submitted firstly to the Executive Committee which may approve to forward the request as subject of the next Council Meeting or to require further information, clarification or a visit by an EMSP representative.

## **2.4 Governance**

A member Society will accept and abide by EMSP'S governing documents (Constitution and Internal Rules).

A member Society shall be self-governing through democratic elections open for inspection by its members.

A member Society will elect a governing body which may delegate responsibility for day to day management to a Committee or committees, which shall report back regularly to the Board.

## 2.5 Rights and duties of EMSP Members

a) Member Societies may submit as many resolutions for consideration at meetings of the Council as they choose. This will be done in writing to the President, no later than two months before the Council meeting. The resolutions shall be considered by the Executive Committee and where duplication of issues occurs, the parties submitting the resolution will be advised accordingly and a composite resolution agreed with them. They shall be distributed to the members at least one month before the Council meeting.

After the receipt of the agenda and supporting documents for the Council Meeting, member societies can send if applicable comments to its subjects and contents within a period of two weeks. After this date the agenda is considered as final and accepted.

b) A Member Society will work to a professional standard and will aim to develop a Medical and Scientific Board (**Full Members** should have a Medical and Scientific Board/or equivalent comprised of leaders in the MS field, including the country's recognised neurologists and scientists. This Medical and Scientific Board may also include representatives of other disciplines concerned with MS. Alternatively, in case the MS society does not have a Medical and Scientific Board, a recognised neurologist and scientist in the respective country can act as Medical Advisor and thus fulfil the role of a Medical Board.

**Associate Members** should aim to develop a Medical and Scientific Board/or equivalent comprised of leaders in the MS field, including the country's recognised neurologists and scientists). Alternatively, in case the MS society does not have a Medical and Scientific Board, a recognised neurologist and scientist in the respective country can act as Medical Advisor and thus fulfil the role of a Medical Board. A member Society will be able to obtain medical advice on research of MS from such a medically qualified group or body.

c) A member Society will keep accurate records of its income and expenditure, and have the records open for inspection by an independent auditor and available to EMSP. A member Society will pay the annual fee as set by the Council of the EMSP during the first quarter of the relevant year.

d) All member Societies shall acknowledge their active support of, and willingness to participate in the fulfillment of EMSP's vision, mission, aims and objectives. All Member Societies are responsible for assuring their cooperation and support for agreed joint projects and programmes of mutual benefit to EMSP and its members.

e) A smooth communication with EMSP and its members should be ensured by the availability of an English-speaking person.

f) No trustee or volunteer shall be paid for his/her work but may claim reasonable expenses.

## 2.5 Termination of membership

Membership may be terminated by:

- the member or Associated Society formally giving notice in accordance with the Articles of Association
- failure to pay the annual fee for 2 years after due notice has been given by the CEO. The breach will be reported to the Executive Committee of the EMSP who after sufficient investigation will terminate membership which will be ratified by the Council.
- breach of the Constitution, Internal Rules and the above criteria. If after due warning by the CEO the breach will be reported to the Executive Committee who after investigation will make a recommendation to the Council as to why it should be expelled.

## 2.7 Arbitration

In the event of a dispute between members arising out of the operation or interpretation of the Constitution, the disputing parties may agree to binding arbitration. The arbitration panel shall consist of the President of the EMSP (unless he be party to the dispute, when he shall be replaced by the Vice-President), plus one to three other persons not parties to the dispute and appointed by

the Executive Committee. The panel shall meet within 28 days of its appointment and its decisions will be final. In cases of a severe dispute it is of benefit that EMSP make use of a neutral person who is independent of EMSP or its members to function as arbitrator or part of an arbitration panel.

## Article 3: Executive Committee (ExCom)

### 3.1 Elections

All elections shall, be conducted by secret ballot. All Executive Committee members have to be elected by a separate vote.

a) The first three members to be elected are the President, the Vice-President and the Treasurer. The first election will be for the President, second the election for the Vice- President and third the election for the Treasurer.

It is allowed to be a candidate for two or three of the abovementioned functions. However, one cannot be elected for more than one of these functions. Prior to each election, candidates have the possibility to withdraw their candidature.

If there are no candidates for one of the functions, the meeting is suspended to allow new candidates to come forward.

In each of the elections for the President, the Vice-President and the Treasurer, each member Society has only one vote.

To be elected as President, Vice-President or Treasurer, any candidate requires a majority of the votes cast. Abstentions will not be taken into consideration. Where this is not achieved in the first

round of voting, the candidate receiving least votes will be excluded and the process repeated, until the criterion is met. In case two or more candidates have both received the least votes, one or more special rounds of voting will be held, to decide which of those candidates will be excluded.

b) After the election of the President, the Vice-President and the Treasurer, the election for the other Executive Committee members will be held.

In the election for the other Executive Committee members, each Member Society has a maximum of nine votes. A member Society cannot give more than one vote to a candidate. To be elected as a member, any candidate requires the vote of the majority of the Member Societies. Abstentions will not be taken into consideration.

If more than nine candidates have the vote of the majority of the Member Societies, the nine candidates having received the most votes are elected. In case the candidates having received the most votes cannot be determined because two or more candidates have received the same number of votes, one or more special rounds of voting will be held between those candidates having received the same number of votes, until the candidates having received the most votes can be determined.

If less than three candidates have the vote of the majority of Member Societies, one or more other rounds will have to be held, the candidate having received the vote of the majority of the Member Societies being elected, until at least three members are elected.

### **3.2 Temporary substitution of Executive Committee members at meetings**

With the exception of the President, Vice-President and Treasurer, the MS Societies of members of the Executive Committee may appoint an alternative or substitute to attend Executive Committee meetings, where their representative has been prevented permanently or on long-term from attendance through illness or other significant cause.

In the event of the President being prevented for the above reasons the Vice-President will substitute; in the event of the Treasurer being prevented the CEO will undertake day to day duties (with the exception of signing cheques above 5,000 Euro).

In the event of permanent incapacity of one of its Officers the Executive Committee will exercise its discretion to wait to the next Council Meeting or seek nominations and organise a replacement by postal ballot.

### **3.3 Revocation**

Membership of the Executive Committee may be revoked for conduct considered unbecoming of the post, e.g. bankruptcy, conviction with imprisonment, becoming of unsound mind and absence without cause from meetings.

### **3.4 Formation of committees and working groups**

The Executive Committee may form committees or working groups to assist in the work of the EMSP. Any such group will have clearly stated objectives, membership, and time frame for its work. The Executive Committee may ask it to submit regular reports should it choose.

#### **Article 4: CEO**

##### **4.1 Recruitment and dismissal**

A CEO may be appointed by the Executive Committee. The CEO will not be regarded as representing a member Society and will not be entitled to vote. Termination of the position will be by written notice by either side, or according to the conditions of any contract of employment that may exist

##### **4.2 Duties**

The CEO's duties will be stated in a job description agreed by the Executive Committee.

Approved [date and place of meeting]

Signed

John Golding  
EMSP President