

# Bylaws

## of the European Association of Urology Nurses (EAUN)

### Article 1 Name of the association

The association is named the European Association of Urology Nurses (hereafter referred to as the EAUN) and has scientific and not-for-profit objectives.

### Article 2 Location of the EAUN

The office of the EAUN is located at the EAU Central Office in Arnhem, the Netherlands.

### Article 3 Mission

EAUN seeks to foster a European urology nursing alliance to provide and promote excellence in urological nursing, sharing of knowledge and setting standards for quality urological nursing practice, research and education.

### Article 4 Aims and objectives

1. To act as the representative body of European urological nurses for the purpose of facilitating the continued development of urological nursing in all its aspects
2. To foster the highest standards of urological nursing care throughout Europe
3. To encourage urological research undertaken by nurses and to enable the publishing of its results
4. To promote the exchange of experience and good practice between its members
5. To establish standards for training, certification and practice for European urology nurses
6. To contribute to the determination of European health care policies
7. To liaise and collaborate with other organisations in the field of urology worldwide, particularly the European Association of Urology.

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## Article 5 Membership of the EAUN

The EAUN has the following membership categories

1. Full membership
2. Affiliate membership
3. Corresponding membership

- **Full membership**

Open to all certified European nurses working in urology nursing. Eligible to vote at the Annual General Meeting (AGM).

- **Affiliate membership**

Open to all European allied health care professionals, students, scientists or others who have an interest in urology nursing. Not eligible to vote at the AGM.

- **Corresponding membership**

Open to all certified non-European nurses, allied health care professionals and students with an interest in urology nursing. Not eligible to vote at the AGM.

### **Note:**

#### **Group membership**

To members that have registered for EAUN Membership through group membership by their national society the same criteria apply. Group members have limited services and terms and conditions as defined in the agreement of the national society with the EAUN.

## Article 6 Termination of membership

1. On death of the member
2. On receipt of resignation of the member
3. When a member fails to fulfil his/her statutory obligation to the EAUN
4. When a member acts against the bylaws or prejudices the association in any way

Termination of membership under article 6, item 4, can be recommended by the EAUN Board and approved by the affirmative vote of two-thirds of the eligible members present and voting at the Annual General Meeting (AGM).



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## **Article 7 Revenues**

The revenues of the EAUN are derived from annual membership fees, registrations for the annual conference and from subsidies, donations and sponsorship.

The annual membership fee is determined by the EAUN Board and reviewed annually.

## **Article 8 Administration of the association**

### **8.1 Duties and responsibilities**

The Board manages the affairs of EAUN and establishes an organisational policy. The Chair, the Chair Elect and the Past Chair form the EAUN Executive Committee.

The EAUN Executive Committee is responsible for overseeing that affairs are carried out timely and in a professional way.

The administration of the EAUN shall be the responsibility of the full Board and the EAU Office.

The EAUN acts in collaboration with the EAU.

The Chair of the EAUN Board shall serve as the presiding officer at all regular and special meetings of general membership, as well as ordinarily representing the EAUN at meetings with national societies or any other organisation. In the absence of the Chair, responsibility for the functions of the Chair as listed above will fall, in the first instance, to the EAUN Chair Elect, or next to the Past Chair or another Board member as designated by the Board.

EAUN Board members shall assume such duties as are assigned to them in these bylaws. In addition individual Board members shall carry out activities of each respective position as agreed in the Board meetings..

These duties are divided into sections as responsibility for a specific Board member:

1. Finance/Sales & Marketing
2. Secretariat
3. Science
  - Conference
  - Science
  - Advisory Boards
4. Education/accreditation
  - ESUN
5. Communication and Networking
6. Guidelines
7. Subspecialties

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## **8.2 Terms for the Board**

The EAUN Board comprises the following members:

- Chair
- Chair Elect / Secretary
- Past Chair
- 6 Board members

Not more than 2 members should be from the same country.

Chair	3 years
Chair Elect	2 years
Past Chair	1 year
Members	3 years (Renewable for one term)

The members are elected for a period of 3 years (renewable for one term), except temporary Board members.

A term as Chair Elect, Chair or Past Chair can be added to the term(s) of Board membership but the maximum total Board membership is 10 years.

The Board shall have the power to co-opt any member of the EAUN, from time to time, as specific requirements and Board activity dictate. EAUN Board decisions are based on voting via simple majority of the full Board.

In the case of a tied vote the Chair has a casting vote. In absence of the Chair the Chair Elect will serve as the presiding officer.

## **8.3 Nominations**

EAUN Full Members have the right to stand as a candidate for a position on the EAUN Board. Prospective Board members may propose themselves for election, alternatively individuals can be proposed by membership at least 4 weeks in advance of the AGM. The EAUN Board decides who of the candidates will be presented for election by the General Assembly.

Election to the Board is undertaken by the General Assembly at the time of the Annual General Meeting.

## **8.4 Temporary Board members**

Ordinarily a vacancy on the EAUN Board is filled following the procedure as set out in Section 8.3 above. However, in the event of an unexpected Board vacancy, to ensure continued working of the Board and prior to the EAUN AGM, it may be necessary to fill a Board vacancy temporarily. In such cases the EAUN Board may

co-opt an EAUN Full Member to become a member of the Board until a successor is duly elected at the AGM. Co-opted Board members will serve until the next AGM.

### **8.5 Leave of absence**

Requests for a leave of absence (LOA) from the EAUN Board will be granted at the discretion of the Board. If successful, any leave of absence from Board membership is for a maximum of one year. In such cases the Board will co-opt a Full Member to cover the absence created by the LOA.

### **8.6 Termination of Board membership**

1. On receipt of resignation of the Board member.
2. Termination of Board membership can be recommended by an EAUN Board member and confirmed by the affirmative vote of two-thirds of the full Board. Voting takes place at an official Board meeting. The Board member has to be notified at least 4 weeks in advance.

### **8.6 Host country consultant**

This consultant is invited to assist the EAUN Board for a period of one year preceding the annual EAUN Meeting in the host country. The consultant can attend Board meetings on invitation.

### **8.7 Special Interest Groups**

The EAUN Board can appoint Special Interest Groups (SIGs) for the purpose of management of a specific topic. In the section "Subspecialties" for each urological subspecialty a SIG can be appointed. For instance:

- Prostate cancer
- Bladder cancer
- Renal cancer
- Urodynamics/continence care
- Neuro-urology
- Interstitial cystitis/overactive bladder
- Community urological health care
- Catheter care
- Stone care
- Urological care theatre

### **8.8 Scientific Congress Office (SCO)**

- The SCO comprises 5 members (including chair).
- A current EAUN board member will be chair of the scientific congress office (SCO)
- The committee members will have a three year term.

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- A conflict of interest declaration is required yearly and reviewed by the EAUN Board.
- The SCO will comprise members from a broad cross section of urological nursing sub-specialist areas. It will, on occasions, be necessary to seek input from colleagues in under-represented areas of expertise.

### **Role SCO**

- The role of the SCO is to decide on the scientific content of the congress programme (topics, speakers, describe the session/aims and objectives).
- The SCO members shall review the abstracts submitted for congress.
- The SCO works independently with the chair of the SCO reporting to the EAUN Board.
- The SCO shall review the learning objectives of the congress yearly.

### **8.9 Accepting honoraria in company activities at the EAUN Annual Congress**

- No member of the EAUN board, EAUN SIGs or SCO Committee should accept, for their own financial gain, any honorarium derived from company sponsored activities undertaken at the international EAUN meeting or EAUN satellite meetings.
- Where involved in such activities and when a honorarium has been offered to the afore mentioned member(s), companies will be requested to provide a grant of the said amount to the EAUN in support of furthering its educational and scientific activities.
- All grants will be clearly identified in the accounts of the EAUN.

### **Article 9 Annual General Meeting (AGM)**

As a rule, the General Assembly assembles during the Annual General Meeting (AGM).

Each Full Member has the right to vote at the AGM. The voting right can only be exercised when attending the AGM and outcome of the vote is valid irrespective of the number of members attending. Voting is valid by simple majority.

The time and place of the AGM are determined by the EAUN Board. Ordinarily the AGM is held in conjunction with the annual conference.

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The agenda of the AGM contains the following aspects:

1. Presentation and agreement of previous AGM minutes
2. Matters arising
3. Presentation of the annual report by the Chair and other Board members as necessary
4. Any other business and date and time of next meeting.

Proposals from members, including Board members and alternates, must be notified to the EAUN Chair, no later than 4 weeks before the AGM.

Any election is done by vote in writing, electronic or by voting card or pad.

### **Article 10 Collaboration**

EAUN is keen to develop fraternal links with other similar urological associations throughout the globe to further its aims. Consequently the EAUN can enter into a formalised collaboration with similar associations or societies for nurses abroad upon approval of the Board.

### **Article 11 Amendments**

Proposed amendments to the articles of the EAUN can only be voted on at the AGM.

The following conditions are mandatory:

- The purpose of the suggested amendment must be clearly identified by the proposer inclusive of the standing of the proposer
- The membership must be notified of proposals for amendments of the Bylaws articles at least 4 weeks prior to the AGM.

Amendments to the articles of the EAUN shall be deemed carried only when 2/3 of the votes cast are in favour.



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### **Article 12 Dissolution**

The EAUN is constituted in perpetuity but may at any time be dissolved by a resolution passed by not less than two-thirds of the members eligible to vote and on such a resolution. The Chair or the Board member acting on behalf of the Chair shall not have a second or casting vote.

In case of dissolution, and following payment of debts, any remaining EAUN funds are to be passed to the EAU on the understanding that if the Association is re-established within five years from the date of dissolution, the funds will be returned on to the new association.

### **Article 13 Revision**

The bylaws shall be revised in every fourth year by the Board. Amendments shall follow procedures in article 9 and 11.

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