

EUSEM Branches

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After a period of 5 consecutive and productive years as a section, it is possible for the section to request from the Board, the status of a EUSEM Branch. A EUSEM Branch will, compared to a EUSEM section, have more autonomy in the organisation, management, and budget of its activities. Branches will share EUSEM's purposes and objectives, while focusing more precisely on its specific field in EM. The EUSEM Board of Directors must propose to the Council and GA, for approval, the creation of a specific EUSEM Branch in specific fields of Emergency Medicine.

Specific EM field Branch

Objectives

The objectives of the EUSEM Branch are the advancement and promotion of multidisciplinary, high quality, emergency health care for acutely ill or injured persons and their families in a specific aspect of EM with regards to both pre-hospital and in-hospital medical care. This may be achieved through teaching and training, research, professional development and policy making. More specifically the Branch's missions, in their relevant field of EM, are (and not restricted to):

- To encourage education, training and research
- To develop and update specific curriculum or curricula
- To facilitate the dissemination of information on EM care through meetings, courses, research and publications
- To encourage the cooperation between national associations for EM
- Collaboration with other European Scientific Societies in their specific related field

The Branch may pursue these objectives by:

- Creating awareness and promoting the exchange of information among health professionals who have special experience and/or interest in a relevant field of emergency medicine These objectives may be accomplished through:
 - The organizing scientific meetings
 - The collaboration to the scientific committee of at international meetings,
 - The creation of international study groups and networks,
 - The participation in advisory boards of other societies,
 - The organisation of symposia at other international congresses,
 - The publications primarily in the European Journal of Emergency Medicine (Official Journal of the European Society for Emergency Medicine) or in other peer-review journals
 - The creation of forums for discussion and collaboration.
 - Supporting collaborative research in Europe in the relevant field of emergency medicine.
 - Providing education in the relevant field of emergency medicine by organizing pre-conference courses, workshop during international events, and stand-alone courses.

- Supporting evidence-based, standard management of field specific emergencies by promoting reviews and statements, guidelines and recommendations.

1. Branches

1.1. Specific EM field EUSEM Branch Paediatric Branch

1.1.1 Membership of the specific Branch

Only full individual members of EUSEM with an up to date profile may be eligible for Branch membership. The individual Branch decides on the criteria for membership. Voting privileges are limited to full individual EUSEM members who have been an active participant in the Branch for the previous 13 months. Online, Branch specific profile registration is available.

Members of a relevant Scientific organization, which is a Society member of EUSEM, may apply for affiliate membership in the relevant EUSEM Branch.

1.1.2 Fees for the Branch members

Full individual members of EUSEM members will have no extra fee as a Branch member.

The fees for affiliated members, will be covered by the fees paid by their EUSEM associated Scientific Societies.

1.1.3 Use of name and Logo

The Branch must always have 'EUSEM' visibly included in its name and in all communications. The Branch will share the same purposes and objectives as EUSEM, with a special focus on a specific aspect in EM.

A Branch's logo if they choose to develop one, must be compatible and harmonious with the EUSEM logo. It must be approved by the Board in order to be presented to the Council and GA for final endorsement.

1.1.4 Financial aspects

1.1.4.1 Budget

The Branch will be considered as an independent EUSEM cost centre.

No member of a branch may enter into a contract or agreement binding EUSEM.

The annual budget will be independently presented by the Branch. Special attention should be paid to the final balance that in principle should be 0-balance or profit making.

An annual budget (at the first Council Meeting) for the upcoming year's activities (May to April) must be in advance presented, and submitted for approval to the EUSEM Board and EUSEM Council, before being presented to the EUSEM General Assembly for final approval.

At any time during the fiscal year an unbudgeted project can be presented to the EUSEM Board for approval.

Branch activities must budget for office running costs that will be estimated in working hours.

Any profit made by EUSEM Branch activities will be reserved for further Branch developments

1.1.5 Representation

The branch will be represented in the EUSEM organs (Council and General Assembly) by the elected Chair of the Branch.

1.1.6 Branch executive bodies

1.1.6.1 Executive Committee

After the formal creation of the Branch, the current Chair and Co-Chair of the actual section will immediately set-up elections for the executive committee of the Branch. Each branch executive member needs to be a full individual EUSEM member and an active participant of the section for at least the two previous years.

Branch members may be required to demonstrate a professional activity or significant interest in the relevant field of EM in order to candidate for a seat on the Executive committee. Candidates must be fluent in English. The applications for candidature are approved by the Branch Executive and the EUSEM Board for compliance. A call for candidates must be sent out at least 90 days before the upcoming EUSEM GA. The results of the elections must be ratified by the EUSEM GA.

The Branch will begin to officially exist after the first Executive committee election results are notified.

The Branch Executive Committee is composed by a Chair of the branch, a Chair-Elect of the branch, a treasurer and a secretary.

All members need to develop his/her professional activity in Branch field related Emergency Department (example Paediatric) or a Mixture Department, in this case his/her interest should be on Branch related field in emergency care (example Paediatric), as consider by the Branch executive.

The term of office of each branch elected member is 2 years and re-election is possible up to a maximum term of 8 years in total, except for the Chair, Chair-Elect, who's term of office will be two years in each position, with no re-election.

Decisions by the Branch Executive Committee are taken by simple majority, 2/3 of the members of the Executive Committee must be present in order to ratify a decision.

The election to the branch executive committee is organised by the branch and all full members in good standing with the Profile related to the Branch Executive can stand for election. To facilitate communication the applicants should be fluent in English.

All the applications are approved by the Branch Executive and the EUSEM Board.

The results of the elections are always ratified by the EUSEM GA.

The Branch Executive ideally should meet meets at least four times per year.

If the Chair or Chair-Elect or Treasurer resign or are prevented in any way from completing their term of office, the Executive Committee will choose one of the other Executive Committee members as acting Chair, Chair-Elect or Treasurer, respectively, until an election has been held.

1.1.6.2 Responsibilities of the Branch Chair

The Chair is the lead of the Branch. The Chair term of office is two years. No more than one term may be served as Chair.

The specific duties of the Chair of the Branch are:

- Actively consider the issues facing the Branch and initiate policies designed to deal with them, including the appointment of ad hoc branch committees.
- Serve as Chair of the Branch, of the Branch's Executive Committee and be the Branch representative at the EUSEM Council meeting, prepare the agenda for the annual meeting in collaboration with the Chair-elect.
- Participate to the organizing committee of the annual EUSEM congress and any event that will include the Branch.
- Present periodical report of the Branch's activities during each EUSEM Council meeting.
- Present a bi-annual report of the Branch's activities during the two EUSEM Board meetings preceding the two Council meetings and then to present this report to the Council.
- Provide the members of the Special Interest Groups with all necessary information and job descriptions to work and accomplish their goals.
- Provide the Communication Special Interest Group with all the information necessary to provide an annual report to be diffused among Branch members.
- Present the annual budget

1.1.6.3 Responsibilities of the Branch Chair-elect

The term of office of the Chair-elect is two years. At the end of this term, the Chair-elect becomes the Chair of the Branch. It is not possible to be re-elected as Chair-Elect.

The specific duties of the Chair-elect are:

- Actively collaborate with the Chair in dealing with all the issues facing the Branch.
- Serve as a member of the Branch Executive Committee.
- Organize the call and election of the Special Interest Groups and representatives of the Branch in other societies.
- Arrange the meetings of the Executive Committee in conjunction with the Chair, prepare the agenda and take minutes together with the Secretary of the Branch.

1.1.6.5 Responsibilities of the Branch Treasurer

The Branch Treasurer shall have the custody of the Branch's account, shall keep full and accurate account of the finances of the Branch in full collaboration with the EUSEM Secretariat and Treasurer. All finances will go through EUSEM bank Account, administration and accountancy.

The Treasurer shall report on all financial aspects of the Branch to the EUSEM Treasurer and will present the annual budget to the Council. The term of this position is 2 years. A re-election is possible for a maximum of three terms.

1.1.6.6 Responsibilities of the Branch Secretary

The Secretary takes care of calls, minutes and registries of any branch meeting.

It is the Secretary's responsibility to ensure that the minutes are communicated to the EUSEM Office for electronic archiving.

The Secretary takes care of any external communication of the branch directly or through the EUSEM Secretariat. The Secretary will keep the EUSEM Secretariat in copy of all communication.

All the minutes of the Branch meetings will be deposited at the EUSEM office.

The term of this position is 2 years. A re-election is possible for a maximum of three terms

1.1.6.7 Responsibilities of the Branch Executive Committee

To be in align with the EUSEM vision and goals.

To participate in the EUSEM strategic plan.

To meet face to face at least two times during the EUSEM council meetings, and as needed using conference call, all the meetings should have an agenda and the approved minutes. The agenda and minutes need to be sent to the EUSEM Secretariat.

EUSEM Board can co-opt the Branch Chair to any of their meetings

To organise the educational activities, included during the annual EUSEM congress.

To organise the Branch management activities.

To report to the Branch members at the annual Branch meeting during EUSEM congress

To report to and support the EUSEM Board.

To organise any working group, interaction with the EUSEM groups are recommended

To prepare the annual plan objectives and budget.

The branch executive will submit an annual activity plan and budget (income and expenditure) to the EUSEM Board for approval. The Branch executive committee will have the power to decide on the financial management within the allocated budget.

1.1.6.8 Participation at the EUSEM Council

The branch will be represented in the EUSEM Council by the Chair. The Chair can be replaced by another executive member if he is unable to attend.

The Branch will have voting rights equal to that of a national representative; one vote.

1.1.6.9 General Annual Branch meeting.

The General annual Branch meeting is composed by all EUSEM members with the branch related profile. (branch members)

EUSEM Board should receive the call and the minutes.

Voting privileges are limited to EUSEM Branch members Decisions are taken by simple majority, no quorum is required.

The agenda should be agreed by the Branch Executive and must be distributed at least 2 months prior to the meeting to its members and the EUSEM Board.

The General annual Branch meeting is mandatory but can be virtual, if all the necessary security measures can be assured.

1.1.6.10 Election process

The Chair-elect, Secretary and the Treasurer are nominated through a public election. Candidates should show their interest with a formal application to the EUSEM office which will forward all the candidates to the Chair for legitimacy. Candidates must describe the program and the vision for the Branch. Candidates must fulfil the requirement of: Full individual EUSEM member in good standing with an up to date profile, Branch member, with more than two years of active participation in the organization with a professional activity in the relevant field of EM. A formal call for elections will be spread through the members of the Society with the deadline being no later than 90 days before the end of the previous term.

All members of the Branch in good standing with voting rights can vote through an on-line voting system.

The elected candidates must be confirmed during the EUSEM GA.

1.1.7 Special Interest Group (SIG)

The Branch can establish Special Interest Groups (SIGs) upon recommendation of the Branch Executive Committee or after proposal of the Branch members.

Special interest groups (SIGs) are working groups created to develop, promote, and update all the functions and relations of the Branch.

Every SIG should have a Chair for a term of office of 3 years, renewable once. The Chair of a SIG can be invited to the Branch Executive meetings.

The Chair of a new SIG can be appointed by the Branch Executive.

Each SIG regularly reports to the Branch Executive Committee and provides them with a written Annual Report of its activities to the Chair-Elect.

Each SIG needs to be composed at all times of three or more voting members of the Branch. All members in good standing can participate in a SIG, including affiliated members. Acceptance is directly related to expertise and a willingness to participate and learn. The SIG Chair reviews the individual new membership applications, the Branch Executive may be called to intervene concerning SIG membership issues.

One member can apply to only one SIG position among the available.

The Branch secretary must provide an updated directory of all the SIGs chairs and members at least every six months to the EUSEM Office.

1.1.8 Representation at other institutions

Representatives of the Branch in other scientific societies or groups (example EAP, UEMS), can be proposed by the Branch Executive, but must be endorsed by the EUSEM Board. The election will be online for Branch voting members. This will happen every four years.

This is a four-year term.

1.1.9 Conflicts resolution

Conflict should be managed in agreement between the branch executive and the EUSEM Board, if no agreement is reached the EUSEM Council will be informed and decision is taken within the EUSEM Council.

1.1.9.1 Dissolution of the Branch

The Branch can be dissolved by unilateral or mutual agreement of the Branch Executive and/or the EUSEM Board. The EUSEM Council will approve the decision and the EUSEM GA needs to ratify.

1.1.9.2 Validity period for these internal regulations.

These regulations will be valid for a period of two years, starting at the creation of the Branch. After this period extension or modifications can be negotiated between the EUSEM Board and Branch executive, in case of discrepancy the EUSEM Council will vote on the conflictive points.