

## **WABIP Rules of Procedures**

(Internal Rules for Bylaws Application)

### 1. GENERAL PROVISIONS OF THE BOARD REGULATIONS

#### Purpose of the regulations.

These regulations deal with the overall organization of the Board of Regents and the Executive Board and its operating rules. In addition, they set out:

- a. The Board of Regents and the Executive Board missions; the Board's objectives and values;
- b. The Board of Regents and the Executive Board's organization and governance
- c. The responsibilities of the Board of Regents and each member of the Executive Board
- d. The organization and functioning of the Executive Board, including rules for functions expected from members of the Executive Board and the Board of Regents and Executive Board meeting procedures;
- e. The process of selection and renewal of leaders and members;
- f. The sanctions for non-compliance with these regulations;
- g. Regulation for the provision of funds for Courses or Events sponsored by WABIP

The present regulations shall be interpreted and applied in accordance with the bylaws of WABIP

### 2. DUTIES AND POWERS OF THE BOARD OF REGENTS

2.1 The Regents are elected according to the provisions of the WABIP Bylaws.

2.2 Each Regent must appoint 2 Associate Regents and provide their contact data in order to assure that the WABIP office will be able to establish communication with the Member Society if the Regent cannot be locate.

2.3 According to the Bylaws the mandate of the Regent is for 2 years and can be extended for an additional 2 year mandate. If after those 4 years the Member Society does not find a replacement for the Regent, a request letter for exception to be considered by the Executive Board must be send by the Member Society (signed by the Chair of the Society). The Executive Board will approve or not that request of exception. In case of a negative decision the Member Society membership will be suspended until the presentation of a new Regent.

2.4 The Regent of a Member Society should coordinate and supervise the educational activities carried out by the WABIP in association with the Society he or she represents and ensure that all of the Society members are actively involved in improving the quality of care in bronchoscopy administered to the entire patient group under their care.

2.5 The Regent must coordinate and supervise scientific and educational meetings aimed at participants at various levels of competency and encourage and supervise teaching and research activities in his or her Member Society.

2.6 The Regent must should publicize and disseminate the World Congress of Bronchology and Interventional Pulmonology (WCBIP) and encourage the members he or she represents to attend

and submit topic proposal of interest for their country and abstracts of Case Reports or research projects produced by the members

2.7 The Regent must vouch for the professional behaviour of each member of the Society he represents and inform the Executive Board of all disciplinary matters concerning a member doctor

2.8 The Regent should call a meeting of members he represents once a year and send a report to the Executive Committee of their proposals, expectations and achievements in their joint activities with the WABIP.

2.9 The Regent should keep in close contact with the Membership Committee by submitting proposals for educational activities and for the strengthening of WABIP and his/her own Member Society.

2.10 Only Regents in his active existing tenure may vote for Vice-Chair election and for the WCBIP site.

Those Member Societies which are not in a regular status will not be able to vote until the situation has been rectified. If any society and/or his/her Regent were in an irregular status that prevented them to vote, they and the Membership Committee Chair should be notified by the WABIP 's CEO of that impediment one month in advance of the Board of Regents and the CEO should verify in writing why that situation cannot be rectified.

The Regent and his Associated Regents should be warned that the deadline to regularize the status of their Society is 7 calendar days before the Board of Regents and that their right to vote in that current Board of Regents will expire after such period has passed. A formal list of all the Regents that will be enabled to vote must be submitted by the CEO to the WABIP Chair and the Membership Committee Chair immediately beyond that date.

### 3. EXECUTIVE BOARD

3.1 All the members of the EB must display professionalism and respect in all of their activities. Emphasis is placed on cordial professional relations with all the members of WABIP with special consideration given to cultural diversity and tolerance of differences. Although disagreements are foreseeable, they must be resolved in an open forum with transparency, courtesy open-mindedness and mutual respect. Harassment, bullying or threats are explicitly forbidden.

3.2 All the matters concerning to the WABIP and their members discussed during EB meetings are confidential and all the members of the EB or the administrative offices are bound by confidentiality obligations, which obligate them to protect the confidentiality of our internal affairs and sensitive issues of our members. If a member of the EB considers that some particular issue deserves disclosure, he or she will submit officially his or her concerns to the Executive Board and the subject will be voted with the usual procedures.

3.3 Behaviour that is not in keeping with the aforementioned principles may result in the temporary or permanent withdrawal of the position in the Executive Board. The first violation

results in a written warning. The second violation results in suspension of the right to be member of the Executive Board.

#### 4. MANDATE AND RESPONSIBILITIES OF EXECUTIVE BOARD

##### 4.1 Vice Chair

The Vice-Chair's mandate has the objective to enhance and facilitate its interactions with the WABIP members and WABIP referral network. His or her work has also the aim of getting knowledge of the procedures, activities and Member Societies to be qualified in term to assume as Chair.

Specific operational challenges for the Vice-Chair will include and not be limited to the following:

- a. Improved information exchange with the WABIP members
- b. Improved recruitment of new Member Societies
- c. Improved liaison with the company representatives of bronchoscopy and related devices in his/her area of influence.
- d. Assisting in the development of any Chair initiatives, which may include communicational and educational activities of the WABIP
- e. Promoting, coordinating, organising and supervising at least one Official Statement of WABIP about bronchology procedures or management of disorders under the influence of the interventional pulmonology area .
- f. When so delegated represent the Chair in his absence.
- g. It is to be expected that the Vice-Chair will interact with the Regents for encouraging research teaching, and fund-raising activities amongst others in the pursuit of the above operational challenges.

##### 4.2 Chair of Education Committee

The Chair of Education Committee has the core commitment to enhance and realize all potential educational and research opportunities. Specific operational challenges include and are not limited to the following:

- a. Recruitments of experts in bronchology all over the world to participate in WABIP educational and research activities
- b. Identification of potential target areas for research and candidates for these potential projects
- c. Identification of potential new research opportunities through local, provincial, national, or international collaborations or initiatives
- d. Alignment of WABIP education missions and goals with those of the WABIP's educational mission and goals with increased transparency and accountability of the WABIP mission, vision and values.
- e. Enrichment of continuing professional development activities directed at physicians in practice with the explicit goals of assuring minimal standards for basic performance in all the Member Societies, maintaining and advancing competency, increasing the WABIP's exposure and profile in the international bronchology community, support and promote a respectful, responsive, and engaging work and learning environment that facilitates an active engagement of different Regents
- f. Promotion of the values of democratization of knowledge and protection of patients by the expansion of simulation-based learning and systematic standards of teaching, learning and assessment in all the WABIP educational projects.

g. Identification and integration of educational innovations that will result in improved clinical outcomes

It is to be expected that to meet the above operational challenges close interaction will be necessary with other members of the Education Committee, the Chair of Membership Committee, as well as with leaders and teachers in bronchoscopy all over the world. Close interaction is also anticipated with the members of WABIP asking for guidance to run their educational projects.

#### 4.3 Chair of the Financial Committee

The Chair of the Financial Committee's mandate derives from the essential need to manage in a responsible fiduciary manner the WABIP funds in a way that is fair, objective and transparent. This effort is meant to reflect the WABIP goals as it relates to its support of educational activities and prioritization therein.

Specific operational challenges include and are not limited to the following:

- a. Review, analysis, and presentation of quarterly WABIP financial statements.
- b. Review, analysis, and presentation of annual WABIP financial statements
- c. Conducting regular meetings with the administrative office and supervision of the fund-raising and financial activities
- d. Formulation of an annual academic support budget for presentation to the Executive Board and the Board of Regents.
- e. Responding to membership questions and concerns about finances
- f. Direct supervision of WABIP employees
- g. Reviewing and updating WABIP human resource policies
- h. Promote and conduct fund-raising activities to increase the budget available for educational and research purposes of WABIP-

It is to be expected that the above operational challenges will require close interaction with the Chair, the administrative employees, the Secretary-Treasurer and all the members of the EB. It is also anticipated to have regular communication with the other members of the Financial Committee.

#### 4.4 Chair of Membership Committee

The Membership Committee Chair's mandate has the objective to enhance and facilitate its interactions amongst the WABIP members and the Member Societies with the WABIP leadership. Specific operational challenges for the Membership Committee Chair will include and not be limited to the following:

- a. Regular communication exchange with the WABIP members
- b. Improved recruitment of new Member Societies
- c. Assisting in the development of any Chair initiatives, which may include communicational and educational activities of the WABIP
- d. Regular contact with the Regents of the different Member Societies
- e. Encouraging active participation of the Regents or any member of a Member Society in WABIP activities.

- f. Promoting, organizing and coordinating biennial meetings with the Regents at a Regional level during the different Regional Conferences of Bronchology .
- g. Supervision of the status of each Member Society and invitation to keep them in a regular situation
- h. Supervision of the legitimacy of the active status of a Regent and his/her right to vote.

It is to be expected that the Chair of the Membership Committee will interact with the Regents for encouraging research and teaching activities, with the administrative staff to keep updated of the status of each Member Society and the expiry of the tenure of a Regent and his replacement. It is also anticipated a close relationship with the Chair of Education Committee to coordinate the implementation of the WABIP educational projects.

## 5. MEETINGS OF THE EXECUTIVE BOARD

5.1 Regular meetings are those where the members of the EB discuss the WABIP current business. The EB is required to hold at least five regular meetings per year.

5.2 Special meetings are those where the members of the EB discuss specific matters or problems of the WABIP.

A special meeting of the EB may be called at any time by the WABIP Chair by notifying each member. The administrative office will send notice of a special meeting to the members of the EB by e-mail no fewer than five (5) days prior to said meeting. The notice shall state the date and time and place of the meeting and will be accompanied by the agenda, which shall be limited to a single specific item.

### 5.3 Procedures for meetings

The notice of meeting must reach the members 21 days prior to the date of a regular or no fewer than 5 days for special meeting.

### 5.4 Agenda

The Chair prepares the agenda which must be distributed to the members no fewer than seven (7) days prior to the regular meeting.

During a regular meeting, any member of the EB may request that the Chair add an item to the agenda. A topic is not discussed unless it is on the agenda.

Only the matters or problems on the agenda will be discussed during a special meeting. The duration of the meeting has no more limit than the time needed to discuss the topics in agenda.

### 5.5 Vote at the EB Meeting

Vote is by and open ballot. Only in exceptional circumstances, a member of the EB can ask the Chair for a secret ballot. It is up to the Chair to authorize that initiative. Decisions at the meetings are made by majority vote of the active members, with the right to vote present.

5.6 Decisions made during EB meetings are binding decisions as the EB is the governing body of the WABIP. All relevant information will be distributed in writing prior to the meeting, if possible, to allow decisions to be taken.

Decisions can be postponed to a later meeting by the Chair or at the request of at least 50% of voting attendants, if relevant information is missing, discussion time is insufficient, or in the

absence of a quorum (defined below). The Chair (or the administrative officers) may never make any decision without the previous consent or against the vote of the Executive Board.

5.7 Minutes: The administrative office prepares minutes for each meeting. Minutes must report the attendance/absences of members of the EB.

The original of these minutes must be kept in the WABIP's archives which may be accessed by any member of the WABIP EB.

A copy of each set of minutes must be send by email to each member of the EB.

#### 5.8 Absences for EB Meetings

All absences for regular meetings must be justified.

If a member of the EB misses 50% of regular meetings in a year without written justification at least 5 days in advance, the Chair shall report it to the whole EB reminding them that the promotion to the second year of mandate (or to the position of Chair in the case of Vice-Chair) is not automatic and the EB may vote the ban of some permanence of any member (the Chair included) in the event of continued absence or for noncompliance with its duties. In addition, failure to attend regular EB meetings may lead to the member's status being called into question at a future election or appointment as EB member.

5.9 In exceptional cases members of the EB may be offered modified duties in the event of illness of limited capacity for medical reasons but only for a limited period of time (maximum 1 year). The modification of activities must be justified, and agreed by the Chair and the member.

5.10 The quorum for EB meetings is set by the Bylaws and may not be fewer than 4 (four) active members, with the right to vote.

#### 5.11 WABIP committees.

The Chair may form committees for any topic or area he/she deems appropriate.

Each committee determines the timetable of its meetings based as determined by its mandate but they have to meet at least twice a year.

Each committee must submit a written report to the EB once a year or by the deadline requested.

Minutes are taken for each of these meetings. The summary of this annual or requested report must be discussed during a regular EB meeting.

## 6. GENERAL DUTIES OF THE EXECUTIVE BOARD

The EB will:

- a. Propose, discuss and decide on WABIP strategic priorities on an ongoing basis and articulate specific objectives.
- b. Oversee the budget.
- c. Review and advise on the annual WABIP budget submitted by the Financial Committee.
- d. Establish standing and ad-hoc committees based on specific expertise.
- e. Receive reports annually from the Chairs of the different Committees, the members of the different Task Forces, the Editor of the Newsletters and the administrative officers on budgetary, strategic and operational activities.
- f. Monitor revenues and expenses of the WABIP.
- g. Reports EB decisions to the Regents in the annual Board of Regents.

7 REGULATION FOR THE PROVISION OF FUNDS FOR COURSES OR EVENTS SPONSORED BY WABIP

7.1 The amount of funds allocated by WABIP for Courses or Events must be well defined by EB and communicate to the Course/Event Organizer

7.2 The amount of allocated funds can not be modified

7.3 If the expenses for the Course organization are less than expected and there is an over budget, the excess money must be returned to WABIP.