



International CApsule endoscopy REsearch Group

By-laws

November 24th 2021

Last Modification on June 1st 2023

1. Introduction

- The I CARE By-laws are the rules for the conduct of the work of the group, enacting the principles laid out in the Statutes.
- In contrast to the Statutes, changes to the By-laws can be expected in the course of I CARE operations and need only the approval of the Governing Board.
- For convenience, the structure of the I CARE by-laws replicates the structure of the Statutes as far as possible.

2. I CARE affiliations with other societies

At the time of its creation, I CARE is not affiliated yet with any other societies. This may change over time, as proposed in the Statutes.

3. Statutes' articles description

Note: The indexing of these by-laws' articles is aligned with the I CARE Statutes

Article II – Individual membership

Section 1: Eligible Person

- On application, the candidate must provide a curriculum vitae (CV) that includes details of any scientific publications.
- On application for trainee membership, the candidate must provide a CV and letter from the Program Director of their training institution that confirms the candidate's full-time training status and the duration of the training.

Section 2: Term of membership

- Standard individual membership can be maintained as long as dues are paid.
- Honorary membership is bestowed after unanimous (only) agreement of the board, usually as recognition of contributions to this field, does not involve any dues and has the same voting rights as regular individual membership.
- Trainee membership is limited to the period of medical residency, medical fellowship, or PhD training, and is limited to a total period of five years. Trainee membership's application can be reviewed yearly.
- Individual members are required to renew their membership before January 1 of the year in question. As of January 1, individual membership benefits cease until payment is made. If the membership fee is not paid by May 1 of the year in question, membership will lapse.

Section 4: Annual dues

- The annual fee for standard I CARE Individual Membership is waived (€0 – zero euro) for the calendar year (January 1 – December 31).
- The annual fee for I CARE Trainee Membership is waived (€0 – zero euro) for the calendar year (January 1 – December 31).

Article III – 1 – Governing board

Section 1: Composition

- Governing board members are expected are required to dedicate the necessary amount of time to this role.

Section 2: Duration of the Governing Board Members' mandate

- Governing Board Members serve for a period of two years. The Secretary, Treasurer et Concillour(s) are eligible for re-election for the same position for a maximum of one further consecutive term of two years. The President, Secretary and Treasurer are given full banking power.
- I CARE Governing Board members and co-opted members are required to attend all meetings. If a member is unable to attend several consecutive meetings, their continuation on the board will be reviewed.

Article III – 3 – General Assembly

Section 4: Agendas and convening rules

- The Secretary sends invitations to the I CARE General Assembly to I CARE Individual Members, I CARE Governing Board Members, and I CARE Honorary Members, two months prior to the meeting.

Section 7: Functions of the General Assembly

- Every two years individual members may apply for the positions of President, Secretary, Treasurer, Concillour(s), three months before the next General Assembly.
- All Governing Board members can apply except the current President and Past President.
- Applications must include a letter of motivation plus CV and must be received by the Secretary two months before the next General Assembly.
- The election process occurs by simple on-site or on-line vote during a General Assembly. Each candidate is required to give a five-minute presentation.

- All the non-co-opted Governing Board members are entitled to vote
- I CARE Governing Board elections are performed on-site or on-line using a single transferable vote (STV) system. Each person eligible to vote receives his/her voting card when registering on-site or on-line at the General Assembly. Each voter ranks his/her preferred candidate(s) for the different positions of I CARE Governing Board Member. Results should be available within two days after the General Assembly.

Article III – 4 Committees

Section 1: Composition and purpose of the committees

I CARE has currently the following established Committee:

- Research Committee

Composition

- Each committee is comprised of one chairperson and up to ten committee members. The members are selected by the chairperson. The members typically lead Working Groups that are formed to execute specific activities.
- Other members may be co-opted onto the committee as appropriate on an ad hoc basis.
- Meetings
 - Each Committee is encouraged to hold a minimum of one face-to-face meeting per year.
 - At least two months' notice of face-to-face meeting dates should be given.
 - Other meetings may be held via teleconference.
 - The Working Group chairpersons are required to provide a written status report at each meeting.
 - The I CARE governing board organizes committee meetings under the direction of the chairperson.
 - All meetings are minuted and minutes will be available to committee members and the I CARE Governing Board.

Section 2: Chairpersons

Nomination and election

- I CARE Individual Members who have paid their annual membership fees are eligible to put themselves forward for election.
- I CARE calls for chairperson nominations every two years. The voting procedure is undertaken at a Governing Board meeting, by the Governing Board members.
- The term of the elected Chairperson commences at the next General Assembly. However, the elected Chairperson acts as deputy to the current Chairperson prior to the next General Assembly.
- Results are announced directly after the election.

- Chairpersons shall serve for a period of two years. They are eligible for re-election by the Governing Board for a maximum of one further consecutive term of two years. Chairpersons who have served for two consecutive terms may run for reelection for a further term after an interim of two years.

Article IV – 4 Dues, Contributions and Funds

Section 2: Establishment of new projects

I CARE governing board members and Individual Members may propose new projects.

- a. The project proposal template should be used to present new projects to the secretary general
- b. Annually, during the strategic governing board meeting, new projects are considered according to the following criteria:
 - i. Relevance/aim/purpose (“why?”/”what for?”) within I CARE structure
 - ii. Expected structure (“how?”), namely if a working group should be formed under the aegis of an established committee or a stand-alone working group is proposed
 - iii. If external companies are to be involved, the proposed budget should include two quotes
 - iv. Expected timeframe for projects
- c. After review, the Governing Board decides whether projects should be taken forward. If so, an interim coordinator is nominated and, if appropriate, a working group formed
- d. Projects that are approved are required to provide an annual report including a budget to the governing board so that the development can be assessed.