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**Statutes of the “European network to promote infection prevention for patient safety”:**

## **PREAMBLE**

The **Association “European network to promote infection prevention for patient safety” (ONLUS) Below we say “EUROPEAN NETWORK to promote Infection Prevention for patient Safety** (hereafter referred to as EUNETIPS)”: is an apolitical and not lucrative initiative set up by European scientific and professional societies involved in healthcare associated infection (HCAI) prevention in Europe as defined geographically by the World Health Organization (WHO). The aim is social solidarity to promote better cooperation among nations, to share experiences, to promote and support initiatives in infection prevention (in some countries also called infection control or hospital hygiene) for patient safety particularly at a European level.

Member societies agree there is no advantage to forming a new European scientific and professional society, but instead identify a formal network as a tool to initiate a cooperation and collaboration, as well as to promote and lobby Infection Prevention in Europe.

To create a network means:

- to respect and to assume the value of histories, traditions, activities and specificities of the existing scientific and professional societies;
- to leave each country to evolve at its own pace and to respect local characteristics;
- to retain formal contact, and share initiatives, experiences, promote joint projects, etc.;
- to guarantee mutual support, both for critical situations and for specific needs;
- to be more effective in lobbying and advocating HCAI prevention at the different levels (regional, national, international);
- to be more visible to the media, for public opinion and in the professional and scientific arena;
- to make available to European Union, European Centre for Disease Prevention and Control, World Health Organization, other international institutions and other stake holders, a widespread network able to support work programmes, guaranteeing expertise, channels of communication and feedback.

These Articles of Network were approved by the member societies on 12 October 2011.

## **ARTICLES OF ASSOCIATION**

## 1. Name and Legal Domicile

In accordance with the articles set forth hereunder and with Italian law, an Association is hereby formed under the name of **EUropean NETwork to promote Infection Prevention for patient Safety** (hereafter referred to as EUNETIPS)

The legal domicile of the member association of EUropean NETwork Coordinator resides at the moment in Milano, via Farini n. 81. The official language of communication is English.

## 2. Purposes

EUNETIPS exists to promote better cooperation among nations, to share experiences and scientific knowledge, to promote and support initiatives in infection prevention for patient safety particularly at a European level, recognizing and making the most of all single member societies.

In pursuance of these aims, the Network will:

- Promote activities to prevent and control infection;
- Promote engagement of politicians, caregivers and individuals in addressing public health challenges and opportunities related to health care associated infection prevention;
- Promote and exchange of experiences, evidence and research as well as harmonization of activities both for professionals and “customers”;
- Be an active partner in promoting patient safety and antimicrobial resistance (AMR) control in Europe;
- Seek to establish formal links, *inter alia*, with societies, organisations, institutions and professional and scientific associations connected with public health and the prevention of health care associated infections.

EUNETIPS cannot pursue activities that are not mentioned above, with the exception of those related to institutional duties within the limits reported in the Decreto Legislativo 4 dicembre 1997, n. 460, and related integrations and update.

## 3. Organization

The EUNETIPS is organized with:

- 3.1 an Assembly (Article 5 hereafter);
- 3.2 a Coordination Board (Article 6 hereafter);

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## 4. Membership

### 4.1 Types of Membership

There are two types of membership: Full Member and Supporter:

#### 4.1.1 Full Members are drawn from:

- (a) Professional and/or scientific societies based in Europe dedicated to infection prevention for patient safety;
- (b) A conglomerate (group) from a given European geographical area where no relevant European discipline or specialty Association exists;
- (c) Professional and/or scientific societies based in Europe that, amongst other areas, have an interest and a formal subgroup for infection prevention to ensure patient safety;
- (d) Professional and/or scientific societies based in Europe that, among the others, have an interest to infection prevention for patient safety without a formal subgroup;
- (e) Regional, national or supranational institutions financed and/or organized on a state or governmental level that have a commitment to infection prevention for patient safety.

**4.1.2** Supporters are not members and may be admitted from organizations representing citizens/patients, manufacturers of products and commercial enterprises offering services for infection prevention in health care organizations. Supporters can sponsor EUNETIPS but are restricted from influencing activities, decisions, presentations and publications.

### 4.2 Application Procedures

**4.2.1** Application for **Full Membership** (4.1.1) shall be presented to the Secretary of the Coordination Board. Applications shall be subject to approval by the Assembly on the recommendation of the Coordination Board. Such application shall state that the applicant:

- (a) is an organized European scientific and/or professional Society/Association that represents the major interests of the relevant field described in the preamble.
- (b) has a representative authorized to act for the Society/Association;
- (c) is composed of persons employed in infection prevention for patient safety or its essential disciplines or specialities at a professional level;
- (d) hold regular meetings that include scientific programmes;
- (e) has as its main objectives the improvement of infection prevention and patient safety in health care, the advancement of knowledge and the encouragement of research;

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- (f) has formally approved the Berlin declaration (attached) that is part of this statute
- (g) The application shall state the total number of active national society members in the Society/Association.

**4.2.2** Membership becomes operative from the moment of approval;

**4.2.3** The Assembly, on the recommendation of the Coordination Board, shall decide on the exclusion of a Full Member that no longer conform to the requirements of the relevant sections of Paragraphs 4.1.1 and 4.2.1 respectively.

**4.2.4** Application for **Supporter** (4.1.2) shall be presented to the Secretary of the Coordination Board. Applications for listing as a Member of EUNETIPS shall be subject to approval by the Assembly on the recommendation of the Coordination Board. Such an application shall contain details to show that the applicant:

- a. has a commitment to the improvement of infection prevention in health care and medicine, the advancement of knowledge or the encouragement of research;
- b. is engaged on the European level in promoting and advocating infection prevention and AMR control as citizens/patients
- c. is engaged on the European level in the manufacture of products and/or the provision of services for use in the field of infection prevention and patient safety.

**4.2.5** Supporters become operative from the moment of approval;

**4.2.6** The Assembly, on the recommendation of the Coordination Board, shall decide on the exclusion of a Supporter that no longer conforms to the requirements of the relevant sections of Paragraphs 4.1.2 and 4.2.4 respectively.

## **5. Assembly**

**5.1** The supreme body of EUNETIPS shall be the Assembly, which is responsible for the establishment of policy and overall direction. The Assembly may exercise its authority at an annual meeting or when written submissions are presented to it according to the protocol established below (5.8 to 5.10).

**5.2** Each Full Member will designate in writing to the Secretary a representative to the Assembly with powers to act for the Society/Association in all matters coming before the Assembly.

**5.3** A full Member unable to be represented at an Assembly Meeting may provide the Secretary with a written proxy on specified subjects.

**5.4** The representatives from Full Members shall be the voting members of the Assembly. An alternate representative may be appointed by a Full Member from within its membership with full powers to participate and vote on Assembly matters. The Secretary must be advised in writing of this appointment.

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**5.5.** Supporters through their representatives participate in designated time slots during the Assembly.

**5.6** The Assembly is presided over by the EUNETIPS Coordinator. In the absence of the Coordinator, the Vice-Coordinator will assume this duty.

**5.7** The Assembly meets normally twice a year to discuss topics related to Infection prevention for Patient Safety. At least one meeting must be done within three months after the close of the fiscal year for the approval of the balance sheet. The Coordination Board defines at the beginning of the years the dates of the Assembly. All members must receive a written notice of the assembly at least 10 days before it.

**5.8** The Assembly meets in the legal domicile or in another place, in a Country where one member is located, or by teleconference.

**5.9** An Extraordinary meeting of the Assembly may be called by the Coordination Board or by one third of the voting members writing to the Secretary.

**5.10** At a duly called meeting, a quorum of the Assembly shall consist of a simple majority of all present Full Members but not less than one third of all full members. A written proxy (5.3) is accepted as if the member would be present. The procedures to be followed, should a formal vote be required, are set out in the Rules. In the absence of a quorum at a duly called meeting, business is subject to a mail ballot conducted as set out in the Rules.

**5.11** In the periods between Assembly meetings, the coordination Board may submit questions for a vote by mail ballot to the Full Member representatives to Assembly.

**5.12** The Assembly elects the Coordination Board (Article 6).

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## **6. Coordination Board**

- 6.1** The coordination Board is charged with the day-to-day management of the Network
- 6.2** the board includes from four to eight members.
- 6.3** the term of the Coordination Board is 4 years and members can be re elected.
- 6.4** the Coordination Board elects among its members the Coordinator, the Vice coordinator, the Secretary/Treasurer. In case of parity the Coordinator has the casting vote.
- 6.5** The Coordinator (Presidente) legally represents the association, calls and chairs the coordination board and manages ordinary activities.
- 6.6** The Coordination Board has all the powers for the ordinary and extraordinary administration to achieve the aims of the association through needed initiatives.

## **7. Dues**

The annual dues for the various forms of membership (4.1) of the network shall be fixed by the Assembly each year for the upcoming year. Failure to pay dues by the prescribed date shall lead to a loss of membership. The Assembly, on the advice of the Coordination Board, has the discretion to recognize exceptional circumstances affecting a Full Member and has the power to modify dues.

Societies/associations and Supporters are strongly encouraged to pay more than the annual dues.

- 7.1** Each scientific and/or professional society will provide their due supporting the participation of their representatives to the network activities.

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## **8. Amendments to the Statutes**

Proposals of amendments to the Statutes may be presented in writing through the Coordination Board to the Assembly. They must be proposed and seconded by voting members of the Assembly.

All such proposals must be received two months before a meeting of the Assembly, otherwise it would be processed by mail as set out in the Rules. In either case acceptance shall require a two-thirds majority of those voting.

## **9. Balance**

The balance sheet closes on 31 December each year and is reported to members.

EUNETIPS will not provide the members with profits, positive cash flows, capitals, except as established by the law.

## **10. EUNETIPS assets**

EUNETIPS assets are made up of members' contributions, legacies, donations, and financial resources finalized to carry out its aims.

EUNETIPS must use profits and positive cash flows to carry out activities related to the purposes stated in Article 2.

## **11. Dissolution**

If the EUNETIPS is wound up, its assets will be employed to realize the purposes set out in Article 2, giving it to other not for profit associations (ONLUS) or association of public utility, after consultation of the control body specified by the Italian Law (art. 3, comma 190, della legge 23 dicembre 1996, n.662) unless another destination is dictated by Law.

## **RULES**

### **12. Voting procedures established for the Assembly**

**12.1** The voting members of the Assembly are the representatives of Full Members present at meetings of the Assembly.

**12.2** For an Assembly meeting a quorum must be present. A quorum consists of a simple majority of the representatives of the Full Members or their duly notified alternates but not less than one third of all Full Members. At least half of the members of the Coordination Board must be present during the Assembly.

**12.3** A simple majority of quorum rules; to be passed, a proposal, must receive a majority of votes of the members present and any Coordinator's (Presidente) proxies.

**12.4** Whenever a vote is required, the meeting shall decide whether this shall be by show of hands or by secret ballot. In this matter, as in all other procedural matters, the Coordinator's decision is final.

**12.5** If equal numbers of votes are cast "For" and "Against" the proposal, the Coordinator will ask the proposer and seconder whether they wish to modify their proposal so that it may be more acceptable. If they do not, there is a re-vote. If an equal number of votes are cast "For" and "Against" the same proposal on a second ballot, the proposal is lost.

**12.6** When the Assembly meeting must select one of several alternatives, each Full Member has one vote.

**12.7** Candidates for the Coordination Board can be proposed by e-mail before an Assembly. Proposals can also be done during an Assembly.

### **13. Procedures for Conducting a Mail Ballot**

**13.1** In the event that a mail ballot is required, then the documents to be considered by Full Members will be dispatched to representatives by mail (hardcopy or e-mail).

**13.2** Full members are required to respond to the ballot in writing. Ordinarily, the response must be received no later than one month from the time the ballot documents were mailed. However, in special circumstances the Coordinator can vary the time in which a response must be received. For a proposal to be accepted, it must receive a simple majority of the votes received.