



# **EUROPEAN ASSOCIATION OF POISONS CENTRES AND CLINICAL TOXICOLOGISTS**

## **Fellowship By-Laws**

**Adopted by the Fellows on 14 May 2021**

## Article 1. Aims and Objectives of the Fellowship

- 1.1 Fellowship of the EAPCCT is a discretionary award conferred on members of the Association who have demonstrated distinction in and commitment to Clinical Toxicology and/or to Poisons Centres and who have made significant contributions to the work of the Association, its sister organizations and/or its sponsored journal, *Clinical Toxicology*. Fellowship is an honorary award that does not carry specific benefits.

## Article 2. Criteria for Fellowship

- 2.1 Fellows of the EAPCCT must be members of good standing with at least five years continuous paid membership in the EAPCCT who have provided evidence of
- (a) a significant contribution to the work of the EAPCCT, e.g. several of the following:
- Election or appointment to office (President, General Secretary, Treasurer, Scientific and Meetings Committee chair);
  - Membership of the Board or Scientific and Meetings Committee;
  - Chair of a Working Group;
  - Abstract Editor;
  - Symposium organizer;
  - Regular contributor to meetings;
  - Abstract reviewer;
  - Contributions to the sponsored journal *Clinical Toxicology* (e.g. membership of Senior Editorial Board or Editorial Board, publishing in the Journal);
  - Local organization of Congresses;
  - Work as a nominated EAPCCT expert.
- (b) a significant contribution to clinical toxicology or poisons centre activity by:
- Research (as evidenced by published papers relating to Clinical Toxicology and/or to the work of poisons centres);
  - Educational activity (as evidenced by contributions to courses, EAPCCT website material, textbooks or chapters relating to clinical toxicology or poisons centre work);
  - Clinical service, including the work of poisons centres;
  - Senior position in a poisons centre;
  - Contributions to other organizations including AACT, AAPCC, ACMT, APAMT, SOT, SOFT, IUTOX, EUROTOX, or other toxicology organization;
  - Contributions to other journals publishing research relevant to Clinical Toxicology and/or to the work of poisons centres.
- 2.2 Significant contributions to both 2.1(a) and 2.1(b) over several years will normally be required for Fellowship to be awarded.
- 2.3 Emeritus Members can be Fellows of the EAPCCT, provided they meet the above criteria and make their annual contribution to the Fellows Fund.

- 2.4. Retired Members who pay a reduced annual membership fee can be Fellows of the EAPCCT, provided they meet the above criteria and make their annual contribution to the Fellows Fund.

### **Article 3. Application process for Fellowship and role of the Fellows Nominating Committee**

- 3.1 Members wishing to apply should complete and return an application form to the chair of the EAPCCT Fellowship Nominations Committee. The application form can be downloaded from the EAPCCT Website. The deadline for receipt is 30 November each year.
- 3.2 Applications are considered by the Fellowship Nominations Committee, a sub-Committee of the Fellows Committee, which will meet virtually or in person each year. Only EAPCCT Fellows are eligible to be members of this Committee. The Committee shall consist of five Fellows, including the Chairperson and Secretary of the Fellows Committee, and the President of the EAPCCT, if a Fellow. The Chairperson of the Fellows Committee will chair the sub-Committee. The members of the Fellowship Nominations Committee shall serve a term of two years but may be re-elected if still a member of the Fellows Committee.
- 3.3 Each application will be considered against the Fellowship criteria before approval. The Fellowship Nominations Committee makes the final decision by consensus, or by majority vote if consensus cannot be reached. The decision of the Committee is final and there is no right of appeal.
- 3.4 If an application is declined it may be resubmitted after two years. Reapplication is encouraged and such reapplications will be fully considered *de novo*.
- 3.5 There is no limit to the numbers of Fellows who can be appointed in any year.
- 3.6 Fellowships are awarded at the EAPCCT Congress and details of newly awarded Fellowships will be published on the EAPCCT website and in the Newsletter. All Fellows will be indicated as such in the member's directory, and a list of Fellows is published on the public part of the website.

### **Article 4. Obligations of Fellowship**

- 4.1 Fellows must make an annual contribution ("dues"), set by the Fellows Assembly, to a Fellows Fund, to maintain their Fellowship.

### **Article 5. Organization of the Fellows Committee, Fellows Assembly and Fellows Fund**

- 5.1 The Fellows Committee will consist of eight Fellows and the President *ex officio* (if a Fellow), who will serve a term of two years but may be re-elected for one more term with the opportunity to be elected again for one more term after a break. The members of the Committee will be chosen in a ballot of Fellows with half of the Fellows being elected or re-elected each year. The Officers (Chairperson, Vice-Chairperson and Secretary) of the Fellows Committee will be chosen by a ballot of members of the Fellows Committee.
- 5.2 A Fellows Assembly shall be held at each Congress of the Association (or virtually if the Congress cannot be held) on the date and place designated in the Notice of Meeting. It will be chaired by the Chairperson of the Fellows Committee, or in their absence by the Vice-Chairperson. Only Fellows who are in good standing at the time of the Assembly will be able to participate. The Notice of

Meeting will be sent under the direction of the Fellows Committee at least two months in advance and the proposed Agenda should be drawn up and communicated one month in advance. Any proposal signed by at least six Fellows and received by the deadline must be placed on the Agenda.

- 5.3 The Fellows Assembly will agree the general policy to be enacted during the following year and the Fellows Committee will then be responsible for the realization of the agreed objectives.
- 5.4 The Agenda for each Fellows Assembly will routinely include:
  - Election of members to the Fellows Committee;
  - Formal approval of the minutes of the previous Assembly, which will be sent to the EAPCCT Board for information and to be held in the EAPCCT records;
  - The level of the annual contribution to the Fellows Fund;
  - The use and distribution of the Fellows Fund.
- 5.5 The Fellows Assembly shall discuss all items agreed for inclusion on the Agenda. Binding decisions may not be taken on any matter not appearing on the circulated agenda save by unanimous resolution. Resolutions shall be adopted by a simple majority of members present or voting virtually or who have voted online prior to the Assembly, except for Dissolution (see below).
- 5.6 The Fellows Fund consists of annual dues required of Fellows and donations to the Fellows Fund. The Fellows Fund will be a separate part of the EAPCCT accounts and will be audited annually as part of the EAPCCT accounts. The monies in the Fellows Fund can be disbursed only by a decision of the Fellows.
- 5.7 A reminder to Fellows will be circulated in January each year to remind them that they need to pay their Fellowship dues. The Secretary will be responsible for liaising with the Treasurer of the EAPCCT to ensure that Fellowship dues have been received and will produce with the assistance of the Treasurer an annual Fellows Fund financial statement.

## **Article 6. Withdrawal of Fellowship**

- 6.1 The Fellowship will be withdrawn should a Fellow:
  - a) cease paying their membership subscription to the EAPCCT, unless they have been awarded Emeritus membership and so do not need to pay a membership subscription to the EAPCCT; or
  - b) fail to make their annual contribution to the Fellows Fund by 1 April each year.

Under these circumstances the former Fellow would need to pay any outstanding dues before reapplying for Fellowship.

- 6.2 The Fellowship Committee reserves the right to terminate the Fellowship of an individual if two thirds of the Committee decide that the individual can no longer be considered to be in good standing. For example, if the Fellow has his or her registration removed for misconduct by their professional society, such as a medical council, pharmaceutical council or scientific registration body, or if their

employment is terminated by their employer (e.g. university, hospital or poisons centre) because of gross misconduct.

6.3 If the Fellowship is terminated, there is no right of appeal.

## **Article 7. Dissolution of the Fellowship**

- 7.1 Any request to dissolve the EAPCCT Fellowship must be supported in writing by at least three quarters of the Fellows in good standing.
- 7.2 The recommendation to dissolve the Fellowship can be taken in the Fellows Assembly (held at the Congress of the Association or virtually if the Congress cannot be held) only when at least two thirds of the Fellows in good standing are present in person or virtually or have voted online prior to the Assembly. The decision must be endorsed by 4/5 of the votes of the Fellows present in person or virtually or who have voted online prior to the Assembly. The arrangements for online voting will be those already agreed by the EAPCCT.
- 7.3 At the same meeting Fellows shall designate one or more liquidators to be responsible for liquidating the Fellows Fund and shall designate a non-profit making scientific organization(s) to which the remaining funds are to be transferred.
- 7.4 In the event of a recommendation to dissolve the Fellowship at the Fellows Assembly, the matter will be passed to the EAPCCT General Assembly for ratification.

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