

Bylaws of the International Task Force for Prevention of Coronary Heart Disease Foundation

Preamble

The International Task Force for Prevention of Coronary Heart Disease Foundation (hereinafter called "Task Force") was founded in 1987 to pool expertise in cardiovascular prevention from many countries and to disseminate this information to a broad international audience. In the course of the following years the activities of the Task Force have expanded considerably and its members serve in a number of functions. This trend required the development of bylaws so as to regulate in detail the internal structure of the Task Force as outlined in the constitutional articles. Upon acceptance, these bylaws shall apply to all members and members of the Executive Committee. The bylaws shall not be effective retroactively to allow a gradual replacement of current members. This procedure shall guarantee a gradual transition of all functions to new members while maintaining the high-level quality of the Task Force activities.

Article 1. Members/Board of directors

Members of the Task Force shall have extensive research experience in medical specialties related to the prevention of coronary heart disease. They shall have undertaken and accomplished original scientific investigation and research programs in coronary heart disease. They shall hold or have recently retired from senior academic or non-academic posts.

1.1. Co-opted members

Up to 31 members are recruited by co-option. Proposals for co-opted members shall be submitted to the Executive Committee. The Executive Committee shall review the names of the suggested nominees and propose a list of eligible candidates at the annual Members meeting. Persons who are members of associations affiliated with the foundation shall be given preferred consideration. It shall be the responsibility of these members to maintain and intensify the co-operation between the affiliated body and the Task Force. Co-opted members shall be elected by all Task Force members to serve a four-year term and may be re-elected to serve one successive term. Presidents from regional subcommittees shall be considered when recruiting new co-opted members.

1.2. Rights and privileges of co-opted members

A co-opted member may vote at the annual Members meeting. Members meetings shall be held annually at a Task Force symposium and shall be announced at least two months in advance. On the occasion of the Members meeting, the Executive Committee shall present a report on past activities and future projects and the Treasurer shall render a financial report to be approved by the members. All elections shall be by a simple majority vote of members present at the annual Members meeting.

Co-opted members may participate in the high-level conferences on particular aspects of coronary heart disease prevention held regularly by the Task Force, shall receive regular up-dates on Task Force activities circulated by the Task Force, and shall be eligible for election or selection to the Executive Committee and the Expert Committees.

1.3. Advisory members

In the context of a specific Task Force activity, the Executive Committee may suggest the temporary co-option of advisory members at the annual Members meeting.

1.4. Honorary members

The Executive Committee may propose that a member, past member or any other qualified person who is distinguished, be offered the status of an honorary member. Suggestions for honorary members shall be submitted to the Executive Committee. Co-option as honorary member must be approved by the members present at the annual meeting.

1.5. Rights and privileges of advisory or honorary members

An advisory or honorary member may participate in the high-level conferences on particular aspects of coronary heart disease prevention held regularly by the Task Force, shall receive regular up-dates on Task Force activities circulated by the Task Force, and may be appointed to co-operate in an Expert Committee.

Article 2. Executive Committee

Up to nine members of the Executive Committee (including a president, a president-elect, a vice-president, a treasurer and an executive director) shall be elected among all voting members at an annual Members meeting. Executive Committee members shall be elected to serve a four-year term and may stand for re-election to two successive terms or re-election to serve the further terms in a higher office (treasurer, vice-president, president-elect, president).

Each member of the Executive Committee shall closely co-operate with the president of one of the Regional Subcommittees.

2.1. President

The president shall be elected by all members to serve a four-year term and may stand for re-election to one successive term. He/she shall convene all Executive Committee meetings, arrange and conduct the annual Members meetings, be involved in selecting the scientific topics to be covered and the speakers participating in the Task Force symposia, have final responsibility for managing the business of the Task Force and ensure that all projects planned by the Executive committee and approved by the members are effectuated. The president shall be an ex-officio member of all Regional Subcommittees and all Expert Committee

2.2. President-Elect

The president-elect shall be elected by the members one year before the expected termination of the four- or eight-year term of the president in office. During the following year all actions taken by the president shall be closely co-ordinated with the president-elect. He/she shall automatically succeed to the office of the president at the termination of the presidents term of office.

2.3. Vice-President

The Vice-President shall be elected by all members to serve a four-year term and may stand for re-election for one successive term. In the case of absence of the president he/she shall convene all Executive Committee meetings and Members meetings.

2.4. Treasurer

The Treasurer shall be elected by all members to serve a four-year term and may stand for re-election for successive terms. The Treasurer shall organize the collection of receipts and the payment of expenditures of the Task Force in co-operation with the Registered Office, receive periodic reports from the Registered Office and present the same at the Executive Committee meetings and the Members meetings, and perform further specific tasks as assigned by the Executive Committee.

2.5. Executive Director

The Executive Director shall be elected by the Executive Committee members to serve a four-year term and may stand for re-election to successive terms. The Executive Director shall act as Secretary and shall be responsible to implement the goals of the Task Force and to co-ordinate the daily activities of the Scientific Office.

Article 3. Scientific Office

The staff of the Scientific Office shall be selected and directed by the Executive Director. The President and the members of the Executive Committee shall have full access to all services of the Scientific Office. The Executive Director of the Scientific Office shall be responsible to the President and the Executive Committee.

The Scientific Office of the Task Force shall serve the following functions:

- Preparation and maintenance of a comprehensive high-quality website
 - Preparation of up-to-date online information material on scientific topics related to the prevention of coronary heart disease (slide kits, section “Scientific News” etc.)
 - Preparation of proceedings of Task Force Symposia to be documented on the website
 - Preparation of an online practical on modifying nutritional habits and life-style to prevent coronary heart disease
 - Preparation of interactive websites (e.g. assessment of individual coronary risk with individual report)
 - Preparation of the Task Force material (guidelines, statements of the Task Force etc.) for the dissemination by means of the website
 - Technical support and layout of the website
- Preparation of teaching material specifically adapted to various worldwide needs on the prevention of coronary heart disease
- Fundraising
- Administration
 - Logistic organization of Task Force symposia, workshops and seminars
 - Communication with members, speakers and other interested parties
 - Documentation of all Task Force activities
- Co-operation with Regional Subcommittees

- Maintenance of contact with Chairpersons of Regional Subcommittees
- Administrative support in organization of local Task Force activities
- Maintenance of contacts with the media, governmental organizations, industry, health insurances and other interested parties

Article 4. Registered Office

The Executive Committee appoints the Registered Office to fulfil the following functions:

- Assistance to the Treasurer in the collection and investment of the funds of the Task Force
- Maintenance of full and accurate accounts of receipts and disbursements in the books of the Task Force, and recording of deposit of all monies and other valuables in the name and to the credit of the Task Force
- Periodical presentation – on request of the Treasurer - to the President and the Executive Committee of an account of all the transactions and of the financial condition of the Task Force
- Preparation of the annual financial statements of the Task Force, liasing with its auditors, and submission to the annual Members meeting for approval.
- Reporting to the supervisory authority for foundations at the Federal Department of the Interior in Berne
- Performance of further specific tasks assigned to it by the Executive Committee or the President.

Article 5. Regional subcommittees

The Executive Committee may propose the members to approve the foundation of a Regional Subcommittee. Regional Subcommittees shall be affiliated to the Task Force and shall serve the purpose to

- Adapt and translate educational material of the Task Force on the prevention of coronary heart disease
- Prepare and disseminate (local) educational material of the Task Force
- Organize local consensus conferences or workshops
- Promote the local implementation of Task Force position papers through national organizations
- Maintain contacts with the local media, governmental organizations, industry, health insurances and other interested parties

Each Regional Subcommittee shall develop an own constitution in accordance with the goals of the Task Force. The members of the Regional Subcommittee shall elect a President and a Vice-President to represent the Regional Subcommittee in the Task Force. The President of the Regional Subcommittees shall be considered when recruiting new co-opted members. The President of the Regional Subcommittee shall closely co-operate with the assigned member of the Executive Committee and the Scientific Office of the Task Force. The Regional Subcommittee shall render an annual report of the activities to the Members meeting and when requested to the Executive Committee.

Article 6. Expert Committees

To serve the goals of the Task Force, the members of the Task Force shall appoint the following Expert Committees:

- Fund Raising Committee
- Symposia Organization Committee
- Guidelines and Rapid Communications Committee
- Educational Programs Committee

The Executive Committee shall have the privilege of forming special and ad hoc Expert Committees.

All Expert Committees shall consist of a chair and two or more members of the Task Force. The Executive Committee shall appoint presidents and members or fill vacancies on the different Expert Committees as may be necessary to carry on the activities of the Task Force. The members shall approve the selection of the Expert Committee at the annual Members meeting.

Expert Committee members may serve up to two consecutive four-year terms and are eligible for reappointment after a lapse of one year. Members of ad hoc Expert Committees shall hold office until accomplishment of the purposes for which the ad hoc Expert Committee was formed. Presidents of the Expert Committees shall render an annual report of the activities to the Members meeting and when requested to the Executive Committee.