



## Bylaws

### Art. 1

#### **Name, head office and objectives**

The Swiss Society for Pulmonary Hypertension (SSPH) is an Association under art. 60 and subsequent articles of the CC (Civil Code). Its registered office is in Basel.

The group's objectives are to:

- Guarantee the quality of research into PH and the treatment of patients suffering from pulmonary hypertension in Switzerland.
- Draft and update science-based treatment directives for patients suffering from pulmonary hypertension.
- Promote research into pulmonary hypertension.
- Advise medical colleagues (consultation between doctors) on the treatment of pulmonary hypertension.
- Promote scientific dialogue with pulmonary hypertension specialists in Switzerland and abroad.
- Provide technical assistance to organisations for pulmonary hypertensive patients.

### Art. 2

#### **Members and membership**

The group comprises ordinary members, supporters and honorary members. The respective memberships are allocated during the general meeting. Membership requests must be addressed to the president and should be supported by two referees who are ordinary members of the SSPH. The steering committee makes decisions regarding admissions and exclusions.

#### **2.1 Ordinary members**

Any doctor or health care professional and related professional groups with an interest in PH such as care staff, physiotherapists or scientists with a higher education qualification warranting experience with pulmonary hypertension patients in Switzerland and taking care of this type of patient on a regular basis or actively involved in research may join as ordinary members. They must have no commercial interest in the area of pulmonary hypertension. The employees of companies manufacturing medicinal products or devices used in the management of pulmonary hypertension are excluded from ordinary membership. Ordinary members must agree to attend regular meetings of the SSPH (see art. 6).

#### **2.2 Supporters**

Supporters are individuals who support the SSPH through donations (minimum donation of 15,000 Swiss francs). Supporters are not entitled to vote at the general meeting and do not pay any membership fee.

#### **2.3 Honorary members**

Individuals who have made particular contributions to the field of pulmonary hypertension can be appointed as honorary members. They are entitled to vote at the general meeting and do not pay any membership fee.

#### **2.4 Resignation/exclusion**

Resignation from the SSPH takes effect at the end of the calendar year following written communication to the committee. Decisions to exclude individuals from the SSHP must be taken at the general meeting by secret ballot with a 3/4 majority of members present with voting rights. Any member who fails to pay his membership fee on two occasions can be excluded from the society after the committee has notified him by registered letter.



Swiss Society for Pulmonary Hypertension SSPH  
Schweizerische Gesellschaft für Pulmonale Hypertonie SGPH  
Société Suisse pour l'Hypertension Pulmonaire SSHP  
Società Svizzera per l'Ipertensione Polmonare SSIP

### **Art. 3**

#### **Supervisory bodies**

The supervisory bodies of the group are the general meeting, the committee, working parties, auditors and the administrative secretariat.

### **Art. 4**

#### **General meeting**

The general meeting is the supreme body of the SSPH. A general meeting is normally held every year. If necessary, the SSPH can also convene extraordinary general meetings following a committee decision or at the written request of 20% of the voting members. The location and dates of the meetings are set by the committee. In the case of general meetings, the committee invites members to attend at least 21 days in advance (date of postmark or e-mail), and encloses the agenda.

The general meeting is led by the president or his deputy. Only ordinary and honorary members are entitled to vote. All other members have a right to intervene and submit proposals, but have no voting rights.

The following duties are covered in the general meeting: approval of the minutes of the last general meeting, release from office of the Committee and treasurer, setting the annual membership fees, electing the committee, new admissions, member exclusions, statute changes and dissolution of the SSHP.

Only final decisions on issues raised in the agenda can be taken during the general meeting. These decisions are based on the majority vote of members with voting rights. Exceptions to the rule are cases covered in art. 2 (exclusion of members), art. 4 (request for an extraordinary meeting), art. 9 (statute changes) and art. 11 (dissolution of the Society). In the event of a tie, a second vote is held after reconsideration. If no majority is reached on this occasion, the proposal is deemed to be rejected. During Committee elections, voting can be by secret ballot. In other cases, a show of hands will be given. Voting can also take place by secret ballot if requested by at least three members with voting rights.

### **Art. 5:**

#### **Committee**

The Committee comprises the president, president-elect and past president (president's deputy). The president (head) of the scientific committee and the lead of the PH-Nurses working group is also members of the committee. In addition, one member of each working group (scientific committee, Registry, and Newsletter and PH Nurses) has a permanent invitation to attend committee meetings, with voting rights. The overall term of office of committee members is 6 years (2 years for the President-elect, 2 years for the President, 2 years for the Past President). The term of office of the head of the scientific committee is limited to 3 years. A person can be re-elected to the same post on one occasion. The president-elect and past president work in parallel and assume the roles of SSPH secretary and treasurer, respectively. Only members can be appointed to serve on the committee. The president represents the SSPH externally. The president can take the casting vote. Committee members are elected with an absolute majority during the first round and with the relative majority of voting members in attendance during the second round. Committee members can be re-elected.

### **Art. 6**

#### **Working groups**

Ordinary members of the SSPH are responsible for compiling, evaluating and publishing all SSPH information. Directives and recommendations relating to optimal treatment for patients with pulmonary hypertension in Switzerland are drafted and updated during regular meetings. There are at least four working parties. The first is the "**Swiss PH Registry**" **database group**, which comprises three ordinary members and one representative of each of the "Swiss PH Registry" sponsors and a technical database manager. The second is the **Home page group**, comprising one ordinary member from the various linguistic regions, the manager of the administrative secretariat and a representative of each of the Home page sponsors.

The **Scientific Committee** comprises at least one ordinary member per linguistic region and the president. It is involved in organising continuing training events and congresses, in particular.

As a member of the **PH-Nurses working group**, professionals who hold a diploma in nursing, and are ordinary members of the SSPH are accepted. The members commit themselves to actively participate in the working group.

A 2-day workshop is held at least every two years during which previously defined topics are discussed in detail and recommendations must be proposed. The Scientific Committee is responsible for deciding on the topics and the venue.

**Art. 7**

**Auditors**

The auditor checks the accounts on an annual basis and presents a written report during the general meeting. The auditor is assigned the following tasks: to check the balance sheet, annual accounts, accounting, cash in hand and other assets, draft a report and make proposals regarding the release of funds to be given to the president following approval at the general meeting.

**Art. 8**

**Administrative secretariat**

The Committee can delegate organisational tasks, reports, financing and accounting to the administrative secretariat. The head of the administrative secretariat attends SSPH meetings in an advisory capacity. The salary and duties of the administrative secretariat are governed by contract.

**Art. 9**

**Statute changes**

A 2/3 majority of voting members in attendance is required before statute changes can be initiated at a general meeting. This item must be clearly indicated in the agenda together with the proposed amended wording.

**Art. 10**

**Dissolution of the group**

A 3/4 majority of voting members in attendance is required in order for a decision to be taken at the general meeting to dissolve the group. This item must be included in the agenda sent to members together with proposals on how the society's funds should be distributed. The society's funds can only be allocated for public utility purposes.

**Art. 11**

**Responsibility for Society debts**

The Society's funds alone meet commitments. With the exception of membership fees decided during the general meeting, members are not personally responsible.

These bylaws have been changed following a decision taken at the general assembly on 28 October 2020 and replace bylaws dated 10 November 2017, 22 September 2016, 29 September 2012 and 21 January 2003. The English version has legal value.

Dr. med. Andrea Azzola, President

Prof. Dr. med. Markus Schwerzmann, President-elect

PD Dr. med. phil. Frédéric Lador, Past President