



APPENDIX to the Constitution - Bylaws*

*The use of gender specific expressions in the wording of the appendix shall be understood as applying to both female and male genders.

Version 1 – decisions made during the EC meetings and approved in Vienna – (16/01/2010 - 14/05/2010)

Version 2 – approved by the EC in Amsterdam and Varna (24/01/2015 - 28/05/2015)

Version 3 – approved by the EC in Amsterdam 24/05/2018)

Definition

- “Working Practice” for the members of the Executive Council (EC) in addition to the ESES Constitution Version 4 – confirmed by the General Assembly – Cardiff, May 17, 2014
- It lists important decisions of the EC and should be published on the ESES homepage in the “password protected membership area” (marked button)
- Decided and agreed by the members of the EC
- It may be revised and modified, preferably every four years (date of decision should be added on top)

ESES executive council (EC) working meetings

1. A working meeting will take place as a one-day meeting on Friday or Saturday the third week of January
2. The venue for the EC is chosen by the president in accordance with the local organizers of the congress or conference
3. Meeting meals, accommodation and transport (max. Euro 500.-) shall be covered by ESES. Additionally, the EC convenes the day before the ESES-Congress or ESES-Conference

Further duties of the Executive Council are to

1. Discuss proposals made by a National Delegate/National Delegates Council concerning the place and date of Biennial Congress and Conference
2. Define, with sufficient (preferably four years) advance the date and place of the Biennial Congress and ESES Conference and the local organiser/organising national groups.

3. Define the topic of the conference and select the chairmen of various working groups in accordance with the conference organiser
4. Plan other scientific activities of the Society
5. Lists new candidates for membership proposed by the "Membership Committee"
6. Define the terms and conditions of service for employees of the Society
7. Plan the agenda of meetings of the Society and of other meetings, symposia and conferences sponsored by ESES.
8. Maintain contact with any formal groups of endocrine surgeons in European countries or outside Europe, preferably through the Chairman of the National Delegate Council.
9. Maintain contact with any formal groups of endocrine surgeons outside Europe
10. Maintain contact with any formal groups or societies of clinical endocrinology in European countries, normally through the chairman of the individual society

ESES Biennial Congress and ESES Conference

General

1. The date for the Biennial Congress and Conference should be in April - May, with the second half of May being preferred.
2. The venue(s) for the Biennial Congress and Conference, should be decided by the General Assembly 4 years in advance in a vote on the proposals made by the EC
3. The "ESES-Newsletter" (preferably in November before the decision during the next conference or biennial congress) to all members in general and to the National Delegates in particular should be used to call for an application for interesting parties for organizing the congress or conference.
4. The written application should be directed to the president well ahead of the Biennial Congress or a Conference.

Finances

1. The ESES provides Euro 10,000 to the local organizer of the biennial congress and Euro 5,000 for the conference as a loan and as financial security one year before the set date. This loan should be repaid to the ESES after the congress, given that the congress or conference makes a profit.
2. A profit of the congress or conference is defined as any economic result over Euro 10,000.- The profit is split 50/50 between the local organizers and ESES.
3. A loss for the congress or conference is defined any financial result below Euro 10,000 (congress) or Euro 5.000 (conference), respectively
4. The maximum risk for loss that will be covered by the ESES is Euro 10,000 (congress) or Euro 5,000 (conference) providing that the liquidity of ESES does not fall below Euro 15,000 If, so, the risk covered by ESES, will be reduced accordingly

Review of abstracts

1. Abstracts should be consistently rated according to a present standard (0-5).
2. Abstracts should be reviewed blinded for authors and institutions.
3. Any conflict of interest precludes reviewing a particular abstract.

4. The selection of abstracts for oral presentations and posters is based on scientific quality. However, an acceptable geographical distribution over Europe should be sought.
5. Regardless of the above, each center may preferably present only one paper.
6. There will be awards for the best oral presentation, the best posters (one for experimental work and one for clinical work). The exact sum depends on the financial situation of the congress/conference organiser (or ESES)

Manuscript submission of accepted oral presentations to LAS

Langenbeck's Archives of Surgery (LAS) is the official scientific organ of ESES, which publishes abstracts and papers of ESES congresses and conferences in special issues of LAS.

The issue is coordinated by the Recorder in accordance with the editor-in-chief of the LAS

Abstracts

1. The issue containing the abstracts should be available during the congress or conference.
2. The organiser of the congress or conference and the ESES recorder are responsible for collecting the accepted abstracts in advance to allow the publication in time.
3. The definitive deadline will be discussed by the ESES recorder and the editor-in-chief of LAS
4. The offprints (about 100 to 400 copies) for the congress/conference have to be paid by the congress organiser.

Manuscripts

1. The deposit of the manuscript is strongly suggested for submission to LAS.
2. The organizer of congress and conference must ask the author if accepted papers will be submitted as manuscript for possible publication in LAS and must inform the ESES recorder.
3. The recorder must try to obtain the manuscripts for a biennial issue of LAS.

ESES congress - format and contents

1. The best scored **abstracts** will be selected for "oral presentation",
2. Fix lectures in the programme should be the "**Charles Proye Honorary Lecture**", and a "**Key Lecture - Basic Science**".
3. It is a privilege of the president to select the topic and the presenter of the "Charles Proye Honorary Lecture" in accordance with the local organiser.
4. The local organiser covers the travel costs and the accommodation of the guest speakers
5. Prizes (covered by the local organiser; amount depends on the financial basis of the congress/conference) for the "best oral presentation" and for the "best poster" should be foreseen and should be awarded during the closing ceremony.

ESES conference - format and contents

1. The topic of the conference (Update in Endocrine Surgery - topic), is decided in consensus between EC and the local organizer
2. The format for the conference may differ depending on the subject area
3. For conferences aimed to provide a “positional statement of the ESES” based on Evidence Based Medicine (“Guidelines”), the following outline could be used:
 - a) According to the topic of each conference, one or more working groups are constituted.
 - b) Chairmen of working groups, who should prepare draft manuscripts, are appointed by the EC and the local organiser.
 - c) The chairmen are free to choose their collaborators.
 - d) A date and venue for the final revision of the manuscripts should be set at the EC January meeting
 - e) The draft manuscripts should be published on the ESES homepage (members only section) 1 month before the conference; ESES members are invited to send their comments to the chairmen of respective working group
 - f) An abstract of the draft as well as conclusions and topic for future researches from the working groups, should be presented during the conference for discussion and comments in plenary sessions
 - g) The drafts will be revised and finalized after the conference and thereafter published in the Langenbeck’s Archives of Surgery together with an abstract or Positional Statement of the ESES at the time of publication.
 - h) The group responsible for the final revision for the manuscript and the positional statement consist of:
 - The chairmen of the working groups
 - The president of the ESES
 - The chairman of the Research and Education Committee
 - The ESES Recorder

ESES Newsletter

1. The “Newsletter” should be sent out by e-mail to all ESES members
2. The “Newsletter” should be distributed at least thrice yearly, preferably one before (March/April), and one after the congress or conference (June/July) and one in October/November
3. The newsletter should be written jointly by the:
 - a. president
 - b. secretary
 - c. recorder
 - d. treasurer
 - e. chairman of the “Nomination Committee”
 - f. chairman of the “Research and Education Committee”
 - g. local organizer of the biennial congress or conference
4. In the “Newsletter” preferably sent in October/November the year before the Biennial Congress with new elections, the current chairman of the

“Nomination Committee” should invite the National Delegates and the individual ESES members to send proposals to various positions

National Delegates (ND) and National Delegate Council (NDC)

1. Where a country has a national organization or a working group representing endocrine surgeons (more than 10 individuals) the chairperson of that national body should be asked by the chairman of the NDC to approve a national delegate.
2. After nomination written information has to be given to the chairman of the NDC.
3. If there is NO national organization or working group but at least five ESES members in a country, these should be asked by the chairman of the NDC to nominate one candidate to represent the small group in the NDC. If more than one name is received the individuals have to vote under the auspices of the chairman of the NDC.
4. The ND has to be an active or corresponding member of ESES.
5. The list of the national delegates is published on the ESES homepage.
6. Annually this list of NDs has to be revised by the chairman of the NDC.
7. It is preferred that the NDs send proposals for election of Executive Council Members to the chairman of the Nomination Committee and proposals for biennial meetings and conferences to the president.

Nomination Committee

Nomination of member of the EC

1. The EC consists of ten permanent and two temporary members. The two temporary members are: The Chairmen of the Local Organizing Committee of the forthcoming Biennial Congress and Chairmen of the Local Organizing Committee of the forthcoming Conference - both should be adjudicated to the EC.
2. Call for proposals for nomination of permanent members of the EC (President Elect, Secretary, Recorder, Treasurer) and for two “permanent active members” by the chairman of the Nomination Committee (ESES Past President) in October the year before the current biennial congress by a Newsletter sent to all ESES members and to the national delegates in particular.
3. Written proposals for election of four EC officers (President Elect, Secretary, Recorder, Treasurer) and for two “permanent active members” have to be sent directly to the chairman of the Nomination Committee till December, one year before the Biennial Congress.

The two other officers (President, Past President) are confirmed by the General Assembly - the “President Elect” replaces the “President”, and the former “President” replaces the “Past President”.

The Chairman of the Board of Endocrine Surgery/DES-UEMS - European Board of Surgery –is elected by the DES-UEMS board members and is sent as their representative to the EC

Chairman of the National Delegate Council (NDC) is elected by the NDs and is sent as their representative to the EC

The two “permanent active members are proposed to the NC by ESES members and/or NDs

4. Members of the Nomination Committee discuss the proposals for election of EC officers/EC active members and select the best candidates for discussion during the EC January meeting (year of the Biennial Congress).
5. The chairman of the Nomination Committee reports to the EC in January the year of the Biennial Congress.
6. The chairman of the Nomination Committee has to inform the ESES members concerning the final nominations for positions in the forthcoming EC in a special Newsletter (February after the EC in January).
7. The new candidates for the EC are presented to the GA by the chairman of the Nomination Committee and will be elected by the majority of members present at the GA.

Nomination of members of other committees

In addition to the election of the above mentioned positions of the EC the General Assembly will have to elect colleagues for the following positions from the “floor”

If there are no proposals from the “floor”, the chairman of the “Nomination Committee” should recommend “active members” for any position:

1. Two auditors
2. Three members of the next Nomination Committee
3. Three members of the Research and Education Committee

Research and Education Committee

(Formation Executive Council – Barcelona April 24, 2008)

1. Administers the educational and promoting activities of ESES
2. This includes the development of ESES consensus statements / positional statements/ recommendations / guidelines (abbreviated as “Guidelines”)
3. The biennial conference should aim the development of these “Guidelines” (see ESES conference - format and contents) possibly based on Evidence Based Medicine
4. Through its chairman the committee maintains contact with any formal group or society of surgical and clinical endocrinology in or outside Europe, normally through the chairman of the individual society
5. Through its chairman the committee develops consensus statements/ positional statements/recommendations/guidelines in associations with other relevant international scientific surgical and clinical societies which focus endocrinology

This implies that

- ESES is involved from the beginning in planning the entire process of guideline preparation.
- ESES must be adequately represented in the task force, including co-chairing.
- ESES participating members to this process should be nominated by the EC and Research and Educational Committee.
- The resulting publication should include the ESES together with the other society in the title and in the affiliation of the publication.
- The final published document represents the official position of the ESES and the other society at the time of publication of the “Guideline”.

6. Implements fellowships under the auspices of the Society in accredited centres of endocrine surgery according to the Division of Endocrine Surgery/DES within the UEMS Section of Surgery & European Board of Surgery

ESES Chain of office

Established during the 6th Biennial Meeting, Cardiff, UK, May 15 - 17, 2014

Sponsored by Bruno Niederle, Vienna

1. Every two years on the occasion of the general assembly at the biannual ESES conference, when the incoming president takes over his/her duties the current president shall hand over the chain of office to the incoming (new) president.
2. The new president shall take care, that his/her own name will be engraved on the chain in the same style as the other names are engraved, at the earliest possible opportunity.
3. The president shall wear the chain
 - a) during the opening and closing ceremonies of the biennial ESES conferences
 - b) as far as practicable the president shall wear the chain during social events at the biennial ESES conferences
 - c) on the occasion of all official ESES event

ESES Office

Definition

For the support performing all duties of the ESES officers an administrative office with a secretary was established in Vienna in 2004:

Duties

In particular the permanent office and its secretary support:

1. The **Membership Committee** (reports the incoming membership applications to the EC and prepares the background for discussing the candidates for membership beforehand)

The Office collects and examines incoming applications beforehand and requests missing relevant missing documents

The secretary sends all files prior to the next meeting to the three members of the membership committee in time.

2. The **Secretary** (is responsible for all communication between the Society, its members and other associations and the data management of all members of the Society):

The Office takes care of the membership data, updates of addresses, sends the invitations of the GA to all members, and does other circular letters or emails, announcement of the ESES Congresses and Conferences via email.

The Office prepares the current "Membership Directory" (alphabetic order/country order) for the ESES website and for the congress/conference organizers.

3. The **Treasurer** (keeps the financial accounts of the Society).

The Office sends the annual invoices to all members, sends reminder to all members, collects the fees, prepares the accounting records, does the bookkeeping and prepares the financial statements, as well as sends financial statements to auditors in time.

Further tasks of the Office are:

- Collecting the contents of the "Newsletters" and making email circulars with the newsletter and other relevant information
- Support the editor of the Website in order to take care of regular updates.

Website

The editor of the ESES Website shall be the Secretary or any person nominated by the EC and shall be supported by the ESES Office