



## **EURACT Constitution**

**Approved by EURACT General Meeting at Kos Island (Greece) on September 5<sup>th</sup>, 2005**

### **1. NAME**

The name of the organisation is the **European Academy of Teachers in General Practice**. Unless otherwise stated the address of the Academy is that of the President of the Council of the Academy, and is the address to which all correspondence is to be sent.

### **2. AIM**

The aim of the Academy is to foster and maintain high standards of care in European general practice by promoting general practice as a discipline by learning and teaching.

This will be achieved by:

- a. Promoting teaching, learning and research in general practice.
- b. Providing support and information for Academy members.
- c. Establishing a communication network between members.
- d. Establishing a central information base on curriculum, teaching methods and the evaluation of teaching.
- e. Producing expert reports relevant to the teaching of general practice.
- f. Publishing books, journals and letters.
- g. Organising conferences, workshops, and seminars.
- h. Collaborating with national colleges and associations in general practice, and stimulating the formation of national societies of teachers.
- i. Collaboration with international organisations of general practice and the representation of the Academy at international meetings.

With the formation of the European Society of General Practice/Family Medicine the European Academy of Teachers has become a network organisation of that body, independent but in close collaboration, dealing with the issues of education and training.

### **3. MEMBERSHIP**

All teachers of general practice in the WONCA European Region are eligible for membership. Members from outside Europe can be nominated by the Council of the

Academy as associate members. The criterion used in determining nomination will be that the individual concerned is actively involved in teaching general practice. The procedure for obtaining membership is as follows:

- a. Applications for admission to the Academy must be submitted to the national representative who has to transmit these to the central office of the Academy having confirmed that the applicant meets the membership criteria.
- b. If a country does not have a national representative applications for admission have to be sent to the Euract secretariat, which will examine the qualifications of the applicant to confirm that the applicant meets the membership criteria.
- c. Applications will be presented to the next Council Meeting of the Academy by the national representative/Euract secretariat and will require the approval of a simple majority of the members present.
- d. Those applicants approved for membership will be asked to pay the membership fee to the national representative/Euract secretariat.
- e. Students, trainees, and junior doctors (5 years after certification as a GP) may apply for special membership at half the normal fee. Such special membership will cease 5 years after achieving qualification as a general practitioner or on leaving general practice training.
- f. Wonca (Europe) direct members will be entitled to a reduction in the Euract membership fee as determined by WONCA Europe Council.
- g. Associate members can be nominated by the Council, for those individuals who do not meet the normal membership criteria (e.g. from outside the WONCA Europe area).
- h. Members, associate members, and special members of the Academy will be entitled to receive reports of all Academy meetings including a report on council meetings, and will be invited to all general meetings organised by the Academy, but only members may vote.
- i. If membership fees are not paid for one calendar year membership will be deemed to have lapsed and the member resigned.

#### **4. OTHER ORGANISATIONS**

- a. Organisations with an interest and competence in the teaching and learning of general practice may apply to be an Organisation in Collaboration and use the term. This can be done either: -
  - i) by having three or more members of their organisation accepted as members of the Academy.
  - or,*
  - ii) by applying directly as an Organisation in Collaboration. Such applications will be considered by the officers of the Academy and reported to council who will set an appropriate annual fee if such application is approved. Individual members of such organisations will not acquire personal membership by this process but may apply for the appropriate type of personal membership.
- b. Organisations who wish to assist in the work of the Academy but do not meet the conditions described in paragraph 4.a) above can apply to become a Sponsoring Organisation. The arrangements for such organisations will be considered on an individual basis, and will require the approval of the Council.
- c. Organisations in Europe with their own networks and which are concerned in part with teaching and learning of general practice may apply to the council for

recognition as an affiliated organisation. If granted, such approval is subject to review every three years, and to the acceptance of observers to both ruling bodies, at their own expense.

## **5. COUNCIL OF THE ACADEMY**

The governing body of the Academy will be the Council.

The membership of the Council will be as follows:

- a. Each country in the WONCA European region which has three or more full members will be eligible to be represented by one member on council.
- b. Council elections for national representatives take place every three years, and Council membership may be renewed.
- c. Nominees should be members of the Academy, and supported by two full members from the country concerned. If more than one nomination is received, the nomination will be decided by an election organised by the secretariat. All members of the Academy in that country will be eligible to vote. The election will be decided by simple majority.
- d. At the end of a period in office or on resignation the members in the country of the retiring member will be invited to submit nominations for a successor. In the case of more than one nomination being received, the nomination will be decided by an election. All members of the Academy in that country will be eligible to vote. If a member is replacing a member retiring during a council term they will serve the remaining term of the retiring member.
- e. The council will nominate two members, one of whom will act as a member of the Executive Board of Wonca Europe, and an observer to the council of that body for a period of three years. The second will act as deputy for these tasks. The council of Wonca Europe will select which of the nominees it will accept as Executive Board member and council observer.
- f. The council will receive an observer appointed by Wonca Europe. This appointment is subject to the prior approval of the council and will be at no financial cost to the Academy.
- g. Council may decide to co-opt members to the Council to provide expertise on a specific Euract function or activity. At the time of co-option its duration will be decided, up to a maximum of three years. On completion of a term of co-option that individual may not be co-opted again during three years. Council may appoint a maximum of three co-opted members at any given time. Co-opted members have no voting rights in council.

## **6. OFFICERS AND COMMITTEES OF COUNCIL**

- a. The council will elect by simple majority a president, a honorary treasurer, a honorary secretary to hold office for three years. The elections will take place during the first Council meeting of the year concerned, and the newly elected office holder will assume responsibility from the end of that meeting. The offices of president, honorary treasurer and honorary secretary may be renewed once for a further three-year period. All nominations require the support of a second council member and the agreement of the nominee. In order to promote continuity the offices of president, honorary treasurer and honorary secretary will take place in succeeding years and in that order.

- b. Council will set up an Executive Board to enact the decisions of the Council. prepare council meetings and do what else is necessary for the functioning of the Academy working in close collaboration with committees and Taskforces.
- c. The Executive Board consists of the president, the honorary treasurer, the honorary secretary and three other members appointed by election from the Council. Election to Executive board membership will take place during the first Council meeting following a general Council election. The newly elected board members will assume responsibility from the end of that meeting. All nominations require the support of a second council member and the agreement of the nominee.
- d. Executive board membership in any capacity will be for a maximum of twelve years.
- e. The council can set up Committees or Taskforces for specific activities or areas. Each of these is installed for a maximum three-year period and may be reinstalled by council. Committees/Taskforces nominate a chair for approval by Council. Chairs may serve a maximum of two consecutive periods of three years.

## **7. PROCEDURE - COUNCIL MEETINGS**

The council procedure will be as follows:

- a. The discussions at the meetings will be conducted in English.
- b. The Honorary Secretary will keep minutes of each council meeting in English.
- c. The meetings will be chaired by the President of the council, or in his/her absence by the Honorary Secretary.
- d. The meetings will be held twice a year in venues to be decided by the council.
- e. At the beginning of each meeting the minutes of the previous meeting should be approved as a true record of proceedings. There should then be discussion of matters arising from those minutes, and then any new agenda items from council members. New items for inclusion in the agenda should be notified to the Honorary Secretary not less than four weeks before a meeting.
- f. A quorum of half the total number of council members is required for a meeting to proceed.
- g. Decisions will be taken by the council by simple majority.
- h. The President, with the concurrence of Council, may invite observers from all organisations in collaborative relations with the Academy, and may invite up to two other observers to all or part of a meeting. Such observers will be entitled to speak but not to vote on any issue.

## **8. PROCEDURE - GENERAL MEETINGS**

General meetings will be arranged every two years. All members, special members, associate members will be entitled to attend such meetings. Only members will be entitled to vote.

- a. The discussions at the meetings will be conducted in English.
- b. The Honorary Secretary will keep minutes of each meeting in English.
- c. The meetings will be chaired by the President of the council, or in his/her absence by the Honorary Secretary.

- d. At the beginning of each meeting the minutes of the previous general meeting should be approved as a true record of proceedings. There should then be discussion of matters arising from those minutes, and then any new agenda items from members. New items for inclusion in the agenda should be notified to the Honorary Secretary not less than four weeks before a meeting.
- e. The officers of the council will then present their report to the meeting.
- f. Decisions will be made by simple majority with the exception of changes to the constitution, which must be decided by a two thirds majority of those members present.
- g. At each general meeting two EURACT members who are not current Council members, will be appointed until the next general meeting as auditors for the statement of accounts and other financial matters.

## **9. FINANCIAL MATTERS**

All financial affairs, records and accounts of the Academy will be kept by the Honorary Treasurer, and will be reported to general meetings. A charge for membership of the Academy to cover the costs of administration may be made. The level of such a charge will be decided by the council annually, and special rates may be set for certain countries.

## **10. OTHER MATTERS**

Matters not specifically covered in the preceding paragraphs regarding contracts, financial records, changes or amendments to these articles, or the dissolution of the Academy will be considered by the Council and appropriate bye-laws enacted.