

ESPD INTERNAL RULES VERSION 6

(Adopted at the Virtual Board Meeting on 12 May 2021)

The Internal Rules help to clarify and interpret how the principles and statements outlined in the Statutes are put into practice in a fair and transparent way that allows for the participation of all concerned.

The Internal Rules must not conflict with the Statutes, and if a doubt arises the Statutes always supersede the Internal Rules.

These rules include sections on:

1. Executive Board and Board of Directors
2. ESPD Committees
3. Administrative Regulations

1. EXECUTIVE BOARD (EB) AND BOARD OF DIRECTORS (BoD):

EXECUTIVE BOARD

a) Role of the Executive Board Members

- To carry out the day-to-day business of ESPD; the Executive Board (President, Secretary and Treasurer) and its advisor (Past President) will engage in meetings with ESPD Board members, members or others concerned in the business of the Society, including potential industry partners. The Past President retains a vote, but only the actual President has a casting vote.
- The Executive Board (EB) officially and formally represents the entire Society. The President or any EB member nominated by the President represents the ESPD at leadership meetings with other societies. Business discussed at such meetings must be reported at the next Board Meeting.
- Any decisions affecting strategy or policy of ESPD or its financial interests must be brought to the Board of Directors for discussion and decision.
- In urgent matters requiring decisions, the EB can make appropriate decisions providing such are in accordance with the Statutes and the Internal rules and the laws governing them. Any such decisions must be brought to the next Board Meeting for discussion and rectification if agreed.
- Strategic planning for the selection process of future Annual Meeting destinations, namely identification and approaching preferred candidates, with the final selection of the venue within the destination voted on by the Board of Directors.
- Overseeing of ESPD Annual Meetings organisation via regular contact with the ESPD Office, which acts as PCO.
- Overseeing of the tasks of the ESPD Committee(s) via regular contacts with the chairperson(s).

- The EB should hold physical or online meetings at least once or twice a year in addition to and separate from the regular Board Meetings on the occasion of ESPD Annual Meetings.
- All previous Executive Board members who have served 6 years on the EB or have been President have the right to assist and speak in future Board Meetings but have no right to vote unless re-elected as a Board of Directors member. As such, these representatives may cause the specified number of representatives per country to be exceeded, however 2 members with voting rights are the maximum. In the event that a voting member is prevented from voting due to extraordinary circumstances such as illness, their vote can be passed to a non-voting member from the same country.

b) Specific tasks of the Executive Board Members

The ESPD Office supports all members of the Executive Board with their tasks and acts on their behalf if requested to by the responsible person.

- **President**
The President of the ESPD signs and approves all official documents (including business contracts, invitations, official communications etc.) and oversees all publications emanating from the ESPD; he/she also submits a yearly presidential report on the occasion of the Board Meeting.
- **Secretary**
Management and supervision of all practical tasks related to the functioning of the ESPD, including organisation of the election to the Board of Directors and ESPD Committees, membership management, ESPD website management, ESPD internal events management, various professional initiatives management, travel reimbursements co-approval (with the Treasurer); he/she submits a yearly secretarial report on the occasion of the Board Meeting.
- **Treasurer**
Management and supervision of the financial aspects of the Society and the bank account – income and expenditures, cash flow monitoring; he/she submits a yearly Treasurer's report on the occasion of the Board Meeting.
- **Past President**
Advisory role for the EB, can formally represent the ESPD if requested by the EB, is involved in the future Annual Meetings organisation – namely taking part in the site visit inspections in the selected destination and formally introducing the local organiser and the ESPD Office.

c) Executive Board Members Election Administration

- Timeline of the election (should coincide with the administration of the election to the Board of Directors):
 - The Executive Board elections will take place 1 year before the Board of Directors elections. This is to allow people who are unsuccessful at EB elections to stand for the BoD. It also allows the number of votes per country on the BoD to be correct.



- All ESPD members must be notified at least 6 weeks in advance of the election date and be informed in detail about: a) vacant positions and responsibilities tied with them, b) the date of the forthcoming election (the same as the date of the Board Meeting), c) the process for and request for nominations and d) eligibility criteria for election.
 - Applications for membership will not be considered in the 6 weeks in advance of an election date (either BoD or EB elections).
 - Nominations for election must be received at least 3 weeks before the date of the election.
 - All candidates nominated who fulfil the eligibility criteria must be announced to the Board members at least 2 weeks before the date of the election.
- Any ESPD member in good standing from a European nation (as defined by the United Nations and including Turkey) and who is in active employment in pediatric dermatology is eligible for a position on the Executive Board.
 - The standing Executive Board has the right to make propositions for nominations of candidates.
 - Each nomination must be seconded by 2 ESPD members.
 - Election of the EB members takes place by vote, cast electronically prior to the Board Meeting. 2/3 of the voting Board members should take part in the election in order for the election to be considered legitimate and valid. Transferable voting is permitted.
 - After a two-year term from 2020 to 2022, the term of office for each EB member is 3 years. An immediate re-election of the President is not possible; however, the Secretary and Treasurer can be re-elected for 1 additional consecutive term, totalling maximum 6 consecutive years in their post.
 - Individuals can be a member of the EB for no more than 12 consecutive years, including 3 years as Past President. Previous members of the EB can stand for re-election to the EB subject to the normal rules, even if they have previously served 12 years, provided there is a minimum rest period of 3 years after the end of the previous consecutive term of service.
 - The newly elected EB must be subsequently ratified by the ESPD General Assembly.

BOARD OF DIRECTORS

d) Role of the Board of Directors Members

- Board members attending the ESPD Annual Meeting must attend the concurrent Board Meeting and the Annual General Assembly. In return, the registration fee for the annual meeting will be waived.
- Board members must actively participate in the business of the Society, actively promote ESPD activities and initiatives, share their inputs and insight and when their assistance is requested, they are obliged to act accordingly.
- Board members should act as a liaison between the ESPD and the national PD societies (where in existence) and should facilitate the cooperation and exchange between these entities.

e) Board of Directors Members Election Administration

- Timeline of the election (this will occur 1 year after the election of the executive board):
 - The election to the Board of Directors must be held before the start of the ESPD Annual Meeting.
 - All ESPD members must be notified at least 6 weeks in advance of the date of the election and be informed in detail about: a) vacant position(s) within the Board of Directors, b) the date of the forthcoming election, c) the process of and request for nominations and d) the eligibility criteria for election.
 - Nominations for the election must be received at least 3 weeks before the date of the election.
 - All candidates nominated who fulfil the eligibility criteria must be announced to the ESPD members of the respective country at least 2 weeks before the date of the election.
- The new members' election will be administered by the ESPD Office in coordination with the Secretary. The election will be carried out online by secret ballot and limited nationally – ESPD members from the respective country electing their own representative for the Board.
- The term of office of each Board member is 3 years, and immediate re-election is possible for 1 additional consecutive term, totalling 6 years' consecutive service. Standing and re-election at a after a rest period of 3 years is possible and will restart the 6 years' of consecutive service. In the event that there are insufficient members standing for election to the BoD at any time, a previous board member could stand for re-election before the 3 year rest period had elapsed.
- Only European countries (as defined by the United Nations and including Turkey) with at least 3 ESPD members are entitled to have representation on the Board of Directors. Nomination for election must be seconded by 2 ESPD members in good standing from the country in question, to aid democratic nomination from that country.
- Each European country should be represented on the Board of Directors by at least one voting member and cannot have more than two voting members.
- Members of the current Executive Board are *de jure* members of the Board of Directors, representing their own country and counting as one vote each. As such they must not stand or be elected in the Board of Directors election.
- New members of the Board of Directors should be approved by the current Board of Directors and must be approved subsequently by the ESPD General Assembly. Both approvals are a formality.

2. ESPD COMMITTEES:

ESPD committees help the Society to deal with and navigate through various issues. Members of the committees are elected representatives and a specific set of rules apply as outlined below in the section c).

ESPD recognizes two main categories of a committee: a) ESPD Standing Committee and b) ESPD Special or Ad Hoc Committee. Though their primary goals are similar, they differ mainly by the duration of their existence and how they are elected/appointed.

a) ESPD Standing Committees:

Standing Committees are committees whose tasks imply a continued existence within the life of ESPD.

Standing Committees can be dissolved by the Board of Directors if the Board decides that their tasks are completed or for any other reason that the Board considers appropriate, after due consideration of the matter as an agenda item of their meeting and a majority secret vote. Examples of standing committees are the following:

- Scientific Programme Committee
- Accounts Committee
- Statutes, Rules and Development Committee

The Scientific Programme Committee must conform with the official ESPD document – Scientific Programme Committee Guidelines - while planning for the scientific programme of the future Annual Meeting.

b) ESPD Special or Ad Hoc Committees

Special or Ad Hoc Committees are committees that are created specifically to perform a task and are dissolved once the task is completed. These committees are appointed and dissolved by the decision of the Executive Board. Chairpersons and members of these committees would be drawn from the ESPD membership including the Board of Directors and the Executive Board.

c) Rules relating to Standing Committees

The following rules relate to the membership, election, term of office and role of the chairperson as well as to the committees' business and meetings.

➤ Membership within a Committee & Election

- Any ESPD member in good standing is eligible to run for election as a committee member.
- The Chair of the committee has to be a member of the Board of Directors at the time of first election to that post.
- Executive Board members are *ex officio* members of all committees.
- A member should not serve on more than one committee at the same time unless specifically requested to do so by the Board of Directors or the Executive Board.
- Standing Committees are created by election which after a 2 year term 2020-2022 will be for a 3 year term, and members can apply for one round of serial re-election, totalling a maximum of 6 years' continuous term.

- Committee members can be nominated by another ESPD member (consent of the nominee needed) or self-nominated. Nominations are to be received in writing not later than 3 weeks before the election holding.
 - Committee members are elected by the Board of Directors, election takes place electronically in the same week as the election of the Executive board.
 - The composition of the committees is published in the public space on the website.
- Term of Office
- The maximum term of office of each committee member is 6 years. After 3 years in office, committee members must be re-elected. The Executive Board has the right to call in co-opted committee members to increase competence.
- Chairperson
- Chairpersons of committees are elected by the Board of Directors from within Board of Directors. Election takes place together with the election of other committee members at the Board Meeting or is online.
 - The term of office of each Chairperson is 3 years irrespective of the number of years he/she has served as a member of the same committee previously. One further term of 3 years is permitted with a maximum of 6 years' continuous term. A Board of Directors member can only serve as a chairperson of one committee at any time.
- Business of Committees & Committee Meetings
- The tasks of each committee shall be defined by the Board of Directors and the Executive Board and adherence to these tasks will be monitored by the EB through regular contact with the chairperson. No committee is entitled to deliberate as a body on matters outside their defined tasks.
 - Should ESPD Guidelines for a particular committee be in existence, the committee is obliged to act according to these.
 - Overall reports of the committee(s) are made by the chairperson or a deputy from the committee in the form of a presentation at each Board Meeting.
 - The business of a committee is limited to the defined tasks and shall normally be conducted in person at meetings, by mail or another appropriate long-distance communication method.
 - Unless specifically authorised by the Executive Board to do so, a committee will not take any actions on behalf of the ESPD before the EB has considered their report on that matter and approved and authorised any such action.
 - Committee meetings are called by the chairperson, or by a vote of a majority of members, and an agenda will be circulated prior to the meeting together with the minutes of the previous meeting. To be validly convened a majority of committee members must participate either in person or by teleconference. No proxies will be accepted.



- Each committee should hold at least 3 meetings (including a tele-meeting) per year either before or after the yearly Board Meeting, or at the Annual Meeting of the Society. If the chairperson or the majority of the members of a committee feels that a further meeting of the members in person is necessary outside of these times, a request for authorisation to fund travel expenses to such a meeting must be sent to the EB for approval before calling such a meeting.
- Committee meeting minutes will be kept by the chairperson or by a deputy member appointed by the committee from within their own members and sent to the Executive Board within four weeks of each meeting. The chairperson will report on a regular basis to the EB and once a year at the Board Meeting.
- Voting within committee on any issue will be carried out in person by a simple majority vote. Electronic voting is acceptable.

3. ESPD ADMINISTRATIVE REGULATIONS

The administrative regulations are primarily designed to facilitate the staff in the day-to-day running of the Society by laying down guidelines as to the evaluation of practical issues that might arise in the course of their work on behalf of ESPD. These are agreed by the EB from time to time and require updating on a regular basis as needs arise. They are superseded by both the Internal Rules and the Statutes.

a) ESPD Membership

➤ Membership categories

i. Ordinary ESPD member

Any qualified medical professional is eligible to apply for membership of the ESPD and can become a full voting member for the purposes of the AGM. Only medical specialists in Dermatology and/or Pediatrics and/or Paediatric Dermatology are entitled to stand for election as Board of Director and Executive Board members.

ii. Resident/Fellow ESPD member

Specialists currently undergoing their residential/fellowship training are eligible as Board members. The candidate shouldn't have obtained any kind of Board Certification thus far in their career. No age limitation is imposed, and written confirmation from the attending supervisor/head of the department in question will be required during the online application to prove the status as a resident/fellow.

iii. Honorary ESPD member

Honorary membership may be granted by the Board of Directors to distinguished persons who have performed particular meritorious services to Pediatric Dermatology and/or to the Society.



These persons are not required to be members of ESPD. Usually one and a maximum of two candidates for honorary membership will be proposed by the Executive Board each year, and confirmed at the Board of Directors meeting that coincides with the annual congress once a year.

Honorary members do not pay an annual subscription to the Society. They are entitled to have the same privileges as Ordinary members of the ESPD (online subscriptions to the professional journals applies), other than voting rights.

iv. Supporting ESPD member

Supporting membership may be granted by the Executive Board to organisations or companies which are particularly active in the field of Pediatric Dermatology.

Supporting Members shall not be entitled to vote and may not be elected to the (Executive) Board or appointed an Officer of the Society.

Companies or businesses active in the areas of Pediatric Dermatology and willing to join the ESPD as supporting members must provide documentation as to the activity of the company. An application detailing its support of the aims of the ESPD must be received in writing and such details are subject to mutual negotiation and agreement. The application and the form of support is to be discussed and decided by the Board.

The fee for Supporting Membership for societies and sponsoring companies will be decided by the Executive Board on an individual basis (depending on whether they are commercial or scientific enterprises), and their membership will be subject to an annual review prior to renewal.

v. Allied healthcare ESPD member - any qualified profession of an allied healthcare profession such as nursing is eligible for membership of the ESPD and to full voting rights at the AGM. Applications for membership should be supported by a letter of recommendation from a medical (ordinary) member of the ESPD.

➤ Application process and approval of new applicants

Membership management and administration is undertaken by the ESPD Office, under the supervision of the Secretary.

i. Online membership forms

New member applications are to be processed only through the online membership application form. The form is easily accessible from the ESPD official website. New members need to create a new member account prior to accessing the online membership form. Complete professional address and valid contact details are required when applying for ESPD membership.

When completing the online membership form, the applicants indicate their consent or withholding of publication of their professional details on the ESPD website.



By submitting the ESPD online membership form, the applicant agrees with the ESPD Terms & Conditions as stated on the official ESPD website, section 'Membership/Conditions'.

ii. Requested documents

An important part of a membership application is also providing the requested documents confirming the status of an applicant (these documents will be checked internally within the ESPD). The documents need to be uploaded directly while filling in the online membership form. Without the below-specified documents, the application is considered incomplete and therefore cannot be considered:

- CV in English
- Copy of ID/passport of the applicant
- Copy of medical certificate(s)/diploma(s) of the applicant, or relevant healthcare professional certificate/diploma
- Residents/Fellows need to upload in addition also the document confirming their status – signed by their supervisor or the head of the department.

iii. Approval by the Executive Board

Each application judged complete (with the details needed and documents uploaded) will be reviewed by the Secretary and if found suitable, the adhering member will be provisionally approved and notified via e-mail.

iv. Member dues payment

Together with the official notification, the applicant will receive a link to the Membership Payment form and all necessary information relating to payment (online credit card payments and bank transfer payments being accepted). ESPD membership is not fully approved until the membership fee has been fully paid – membership always starts from the beginning of the month during which the online application has been submitted. In practice, if the online application is submitted on 25 November, the membership will be valid for the period of 1st November of the current year until 31st October of the consecutive year.

v. Membership confirmation

After receiving payment for the selected membership category, the member receives official confirmation from the ESPD Office together with an ESPD membership certificate stating the validity of membership within the ESPD.

➤ ESPD fees

The ESPD membership fees for all categories are suggested by the Treasurer and determined and approved by the Board of Directors and are subject to change from time to time – such change to be voted on at the annual Board Meeting. Membership fees are paid in advance of the membership period. Only fully paid up memberships confirmed by the ESPD Office are considered valid.

- Current membership categories and fees (valid as of January 2022). These are subject to ongoing review and where different from those advertised on the ESPD website, the ESPD website will be taken to be the correct fees:

Membership category	Fee	Description
ORDINARY MEMBER		
	1-Year Membership online subscription	100 € Pediatric Dermatology Journal online access European Journal of Pediatric Dermatology online access
	3-Year Membership online subscription	270 € Pediatric Dermatology Journal online access European Journal of Pediatric Dermatology online access
RESIDENT/FELLOW MEMBER		
	1-Year Membership online subscription	50 € Pediatric Dermatology Journal online access European Journal of Pediatric Dermatology online access
	3-year membership online subscription	135 € Pediatric Dermatology Journal online access European Journal of Pediatric Dermatology online access
HONORARY MEMBER	Lifelong membership	FREE Pediatric Dermatology Journal online access European Journal of Pediatric Dermatology online access
SUPPORTING MEMBER	<i>Further information on this type of membership upon request (please contact the ESPD Secretariat via e-mail).</i>	
ALLIED HEALTHCARE PROFESSIONAL MEMBER	<i>1 year membership without online subscription 30 Euros, 3 year membership without online subscription 80 Euros</i>	

- ESPD member benefits
 - Subscription to "Pediatric Dermatology" (6 issues per membership period) – published by Wiley, the official journal of the ESPD featuring the latest cases and research. The journal is available online.
 - Subscription to the "European Journal of Pediatric Dermatology – EJPD" (4 issues per membership period) – the post-graduate journal of the ESPD publishing original reports focused on skin diseases of children. The journal is available online only.
 - Substantial discount to attend the ESPD Annual Meetings.
 - Voting rights (for Ordinary and Resident/Fellow members only).
 - Access to „Members-only areas“ of the ESPD website (ESPD General Assembly, Official documents, Annual Meetings materials, Personal account etc...).
 - Opportunity to shape the ESPD website by suggesting publishing such items as shared clinical studies, job/training offers, interesting resources links and events.
- Membership renewals
Renewal management and administration is undertaken by the ESPD Office.

- Membership renewal is required after the expiration of the prepaid membership period.
- Members with approaching membership expiration will be notified in writing twice before the actual expiration, and once after the expiration of the membership.
- Renewals are made online via the online renewal form, and no further approval from the Executive Board is needed.
- After safe receipt of the payment, the membership renewal is confirmed, and the member receives an ESPD membership certificate stating the validity of the membership within the ESPD.

b) Annual Meetings/Congresses organisation

- Annual Meetings are attributed four years ahead based on applications in writing, and subsequently based on presentations on the occasion of the Board Meeting at the time of the annual congress.
- In general, written applications to host future ESPD Annual Meetings must comply with the rules and expectations as outlined in the official ESPD document 'Call for Expression of Interest'.
- The 'Call for Expression of Interest' for future years should be communicated publicly to all ESPD members at least 2 months prior to the Board Meeting. The bidding procedure is administered by the ESPD Office.
- The bids from interested ESPD members must be received at least 1 month prior to the Board Meeting.
- Voting by secret ballot takes place preferably at the Board Meeting (if necessary, electronic voting prior to the Board Meeting is possible for Board members not able to participate in the Meeting), and the destination receiving the majority of votes (combined from both prior electronic voting and voting in person at the Board Meeting) is considered chosen.
- If needed, the Board of Directors decides on a professional meeting organiser who will run on a long-term basis the Annual Meetings for ESPD. This professional meeting organiser can be the same as that which provides the ESPD office services.
- The tender for organising the annual congresses of the ESPD will be held every six years in open competition. This will be advertised at least three months before the tender presentations, which will be held at the board of directors meeting at the annual congress in the year before the six year contract with the existing professional meeting organiser is due to finish. The existing professional meeting organiser is eligible to rebid for the tender at each occasion.
The organisation of the Annual Congress will be shared between the professional meeting organiser, the local organising committee, and the scientific committee of the ESPD in a way organised by the EB.
- The organisation of the Annual Congress will be shared between the professional meeting organiser, the local organising committee, and the scientific committee of the ESPD. The Executive Board takes overall financial responsibility for the meeting, and takes or ratifies all major decisions, such as the venue and whether the meeting should run.

c) Financial policy

The ESPD is a non-profit organisation. All elected officers work for the ESPD on a voluntary basis. Administrative staff will be remunerated. The Executive Board is in charge of checking the expenses of the administrative staff.

- Processing of financial transactions within the ESPD is regulated by the official ESPD document – Financial Transactions Guidelines. This document is binding.
- Internally, ESPD finances are supervised by the Treasurer, and once a year the appointed financial controllers approve the financial report from the previous year.
- Externally, it is envisaged that the ESPD will undergo a financial audit held by a contracted third-party on a yearly basis.
- The Local Meeting Organiser receives a share of 25% of the overall net financial profit of the Annual Meeting for non-profit research, training and teaching. The rest of the net financial profit goes to the ESPD. The financial risk will be carried by the ESPD.
- Net funds obtained by the ESPD should be invested primarily into cooperative international initiatives involving openly all members, such as the registries, networks and fostering and e-learning programs including the European Board Examination.

Travel expenses reimbursement policy for Executive Board / Board members:

When an Executive Board member participates in an official capacity at a meeting, he/she shall be reimbursed for his/her expenses. Board members are reimbursed *ad hoc* when needed. Authorisation for reimbursement must be given by the EB prior to the meeting. Expense claims – official ESPD reimbursement form together with all relevant receipts – should be sent to the ESPD Office. The reimbursement is consequently approved by the Treasurer and the Secretary and is processed via bank transfer payment.

Reimbursement Guidelines

The basic concept of the ESPD with respect to travel expenses reimbursement is reasonableness with neither profit nor loss to the member.

The following limitations define the Society's concept of reasonable travel expenses:

- **Travel by plane/train**
Reimbursement on the Society's behalf is limited to economy class airfare via the most direct route, and if possible with a low-price carrier. If the member prefers rail travel, the ESPD will reimburse the cost of rail fare in first class via the most direct route (reimbursed to the extent of the normal air fare).
- **Private car**
Members who use their own private car while travelling for ESPD business will be reimbursed 0.40 EUR/0.60 CHF per km for the return trip plus parking expenses. The journey must be completed on an

economical basis (using via Michelin routes www.viamichelin.ch) – there will be no refunds for motorway tolls or taxes.

➤ Hotel

The Society will reimburse reasonable lodging expense. If accommodations are shared with another member, the cost should be divided equally, and each person's share included in his/her own expense claim.

➤ Taxi

Reimbursements are made for necessary taxi or transfers (coach) if not provided by the Society.

➤ Telephone

Not supported by the ESPD.

➤ Family Travel

When an individual travelling on ESPD business elects to take members of his/her family along, the Society will reimburse him/her only for the costs, which would have been incurred if the individual had travelled alone.

➤ Travel Insurance

Travel insurance expense is not reimbursed.

d) Tasks of the ESPD Office (in accordance with the EB)

- Ensuring day-to-day administration of the standing administrative office – including communication via e-mail, phone, fax and land mail.
- Membership management (new member applications processing, renewals processing, member database management, payments and invoicing management) including assistance with various member queries.
- Official ESPD website management and administration (content update – list of events, news section, job/training offers, interesting resources, Annual Meetings materials, members-only area management) and official Twitter account administration.
- Management and organisation of the internal ESPD events and other meetings – Executive Board physical meetings, Board Meetings, General Assembly, *ad hoc* meetings and other official ESPD functions.
- Administrative support for the internal ESPD events and other meetings:
 - Invitations for Board Meetings and General Assembly
 - Election management
 - Presentations' preparation
 - Information processing including keeping protocols and minutes
 - Distribution of protocols and minutes
 - Travel reimbursements and travel-related arrangements

- Support to the Executive Board and its individual members in terms of *ad hoc* tasks and ESPD-related actions and initiatives.
- Regular and ongoing bookkeeping, ESPD bank account management, financial management, financial reporting, invoicing process.
- Promotion of ESPD through cross-promotion with various scientific events, official websites, national PD societies and affiliated organisations, preparation of ESPD own graphic materials, administration of ESPD membership within other organisations.
- Contact point for suppliers and third-party contacts, contact for industry.
- Ensuring that the functioning of the ESPD is in accordance with its Statutes and Internal rules. Ensuring correct presentation and representation of the ESPD (in terms of the usage of the logo, denomination and all official communication) including for the ESPD Annual Meetings.

e) Amendments to the Internal rules

- Amendments to the Internal rules have to be voted on and ratified at a Board Meeting, provided that each proposal is placed into the hands of the President not less than 3 months prior to the Board Meeting, and into the hands of the Board members at least 1 month prior to the Board Meeting.
- A majority of 2/3rds of the voting Board members participating in voting is required to adopt the changes.
- Such changes must be subsequently presented at the ESPD General Assembly.