

# Constitution of the Living Donor Liver Transplantation Study Group

This constitution was approved at the 3rd Council Meeting on November 6, 2015.

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## **1. NAME**

This organization shall be known as the “Living Donor Liver Transplantation (LDLT) Study Group,” hereinafter referred to as the “LDLT Study Group.”

## **2. PLACE OF BUSINESS OFFICE**

Place of Business Office shall be at:

InSession International Convention Services, Inc.

4Fl., 10, Yeoksam-ro 7-gil, Gangnam-gu, Seoul 06244, Korea

or such other address as may subsequently be decided upon by Council.

## **3. MISSION**

The LDLT Study Group was set up as a non-profit organization with the following mission:

- a. To provide continuing education and to disseminate knowledge on living donor liver transplantation through various channels;
- b. To bring together surgeons and medical experts in related fields to improve the understanding and research of living donor liver transplantation;
- c. To provide a forum for finding the highest ethical standards and setting the best possible standard of practice for those working in the field;
- d. To encourage friendship among clinicians, coordinators, social workers and scientists involved in the field;
- e. To encourage scientific researches of members with financial support.

## **4. MEMBERSHIP CATEGORIES AND BENEFITS**

### **a. REGULAR MEMBER**

Regular Membership is reserved for surgeons, physicians, scientists or anyone who has completed the doctoral level training program or the equivalent. Benefits of Regular Membership include (1) access to web-based contents including member directory and lectures from past meetings (including VODs); (2) voting rights and the opportunity to hold office; and (3) discounted rates to the biennial Congress of Living Donor Liver Transplantation (LDLT) Study Group and other related meetings.

### **b. HONORARY MEMBER**

Honorary Members shall be persons who, regardless of where they are practicing in the world, have made outstanding contributions to living donor liver transplantation and related fields or to the LDLT Study Group for a long periods, and accumulated remarkable achievements in this medical science. Honorary Members shall be elected by Council upon application, and shall be excluded from payment of all dues. They have no voting rights, and shall not be eligible to hold office in Council. Further, they will be invited as potential guest speakers at any congress in the future.

c. **TRAINEE MEMBER**

Junior Members (including Fellow) shall be either in a recognized resident training program for living donor liver transplantation or in a related field. Benefits of Trainee Membership include (1) access to web-based contents including member directory and lectures from past meetings (including VODs); and (2) discounted rates to the biennial Congress of Living Donor Liver Transplantation (LDLT) Study Group and other related meetings.

d. **ASSOCIATE MEMBER (Allied Health Member)**

Associate Members shall be nurses, nurse practitioners, physician's assistants, and transplant coordinators who have completed at least three years of practice in living donor liver transplantation or who are actively engaged in the science or clinical practice of living donor liver transplantation. Benefits of Associate Membership include (1) access to web-based contents including member directory and lectures from past meetings (including VODs); and (2) discounted rates to the biennial Congress of Living Donor Liver Transplantation (LDLT) Study Group and other related meetings.

**5. JOINING AND RENEWAL OF MEMBERSHIP**

- 5.1 A person wishing to join the LDLT Study Group should visit the official website at [www.ildlt.org](http://www.ildlt.org) and complete the online process and appropriate payment.
- 5.2 A copy of the Constitution of the LDLT Study Group shall be furnished to every approved member upon payment of the membership fee.

**6. MEMBERSHIP FEE AND OTHER DUES**

- 6.1 **Membership Fee:** A person wishing to maintain his/her membership shall pay the membership fee annually. A member who has paid the membership fee can maintain full privileges and rights as a member, and shall pay a reduced congress fee.
- 6.2 **Congress Fee:** A non-member who wishes to participate in only the Scientific Congress of LDLT Study Group shall pay the full congress fee.
- 6.3 Membership fee and all other dues will be decided by Council each year and announced to all members via the official website and/or individual mail.
- 6.4 For Honorary Members, all dues are waived.

## **7. SUPREME AUTHORITY AND GENERAL ASSEMBLY**

- 7.1 The supreme authority of the LDLT Study Group is vested in the General Assembly of the members presided over by the President of the LDLT Study Group (hereinafter referred to as the “President”).
- 7.2 The General Assembly shall be held in conjunction with the biennial Congress.
- 7.3 At least 4 weeks’ advance notice shall be given for a biennial General Assembly. Notice of meeting starting the date, time, and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be sent by the Secretary via e-mail together with the notice of the biennial General Assembly.
- 7.4 The following points will be considered at the biennial General Assembly:
- a. Previous financial two year’s accounts and biennial report of the Council;
  - b. Approval of the nomination of the President, President-elect, Congress President, and Congress Vice-President elected by Council;
  - c. Approval of Auditors;
  - d. Approval of amendment of the constitution made by Council;
  - e. Council meeting findings.
- 7.5 Any member who wishes to place an item on the agenda of a General Assembly may do so provided the member gives notice to the Secretary at least 30 days before the meeting is due to be held.
- 7.6 At least 10% of the total voting membership or 20 voting members, whichever is the lesser, present at a General Assembly shall form a quorum.
- 7.7 In the event of there being no quorum at the commencement of a General Assembly, the meeting shall be adjourned for half an hour; should the number then present be insufficient to form a quorum, those present shall be considered to be a quorum, but they shall have no power to amend any of the existing constitution.
- 7.8 Unless explicitly stated in the agenda, the procedure of General Assembly shall follow this Order of Business:
1. Call to order
  2. Reading of minutes
  3. President’s report
  4. Secretary’s report
  5. Other reports
  6. Confirmation of officers
  7. Activities Report

7.9 The LDLT Study Group does not accept financial responsibility for the biennial General Assembly and Congress (hereinafter referred to as the "Congress"). The Congress President and the local organizers, in accepting to host a biennial LDLT Study Group Meeting, must accept full responsibility for all costs arising from the Congress. In the event of a biennial Congress of LDLT Study Group generating a surplus, a 50/50 split will be made between the local organizers and the LDLT Study Group.

## **8. COUNCIL**

8.1 The administration of the LDLT Study Group shall be entrusted to Council, consisting of the following Officers and Regular Members to be approved at the General Assembly:

- a. President
- b. President-elect
- c. Congress President
- d. Congress Vice-President
- e. Advisory Council
- f. Executive Council
- g. Secretary

President-elect shall be elected at Council meeting. President-elect will be automatically elected as the next President. The term of the President is 2 years. The President can serve for only a single term, and has a right to nominate other Officers of the Council. The term of the Officers of the Council is 2 years.

All members of the Council may be re-elected to the same or related post for a consecutive term of office under the decision of the President. Council members can serve for a maximum of 2 consecutive terms in the same post, but may be re-elected to the same post after at least 1 term out of that post.

8.2 A Council meeting shall be held at least once a year, and the President may call a Council meeting at any time by giving at least 5 days' notice. At least 1/3 of the Council members must be present for its proceedings to be valid.

8.3 Any member of the Council absenting him/herself from 3 meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Council, and a successor may be co-opted by the Council to serve until the next biennial Council meeting.

8.4 The duty of the Council is to organize and supervise the activities of the LDLT Study Group.

8.5 The office of Council will be the same as the Place of Business of the LDLT Study Group.

- 8.6 The following points will be considered at the Council Meeting:
- a. Previous financial two year's accounts and biennial report of the Council;
  - b. Election of the President-elect of the following term;
  - c. Election of the Congress President of the following term;
  - d. Election of the Auditors for the following term;
  - e. Approval of the other Officers nominated by the President.

## **9. DUTIES OF THE MEMBERS OF COUNCIL**

- 9.1 The President shall chair all Council Meetings. He/she shall also represent the LDLT Study Group in its dealings with outside persons.
- 9.2 The President-elect shall assist the President, and deputize for the President in the case of the President's absence.
- 9.3 The Congress President has all responsibilities for the biennial Scientific Congress. The Congress President shall have a local office and organizing committee. Local Organizing Committee of the forthcoming Congress shall cooperate closely with Council concerning the format and scientific program of the Congress.
- 9.4 The Congress Vice-President shall assist the Congress President, and deputize for the Congress President in the case of the Congress President's absence
- 9.5 Advisory Council consists of senior members who are recommended by the President. The Advisory Council can accommodate up to 10 members only.
- 9.6 Executive Council is appointed by the President, and each Executive Council member has the duty to participate in the process of organizing the biennial Congress.
- 9.7 The Secretary shall keep all records of the LDLT Study Group, and shall be responsible for their correctness. The Secretary will keep minutes of all Council Meetings. The Secretary shall maintain an up-to-date Register of Members at all times. The Secretary has the duty to keep all funds, collect and disburse all money on behalf of the LDLT Study Group, keep an account of all monetary transactions, and be responsible for their correctness.

## **10. AUDIT AND FINANCIAL YEAR**

- 10.1 2 voting members shall be elected as Auditors at the Council Meeting, and shall hold office for a term of 2 years. They shall not be re-elected for a consecutive term.

10.2 They:

- a. Shall be required to audit two year's accounts and present a report to the Council Meeting;
- b. May be requested by the President to audit the LDLT Study Group's accounts for any period within their tenure of office at any date and make a report to the Council.

10.3 The financial year shall be from January 1 to December 31 of each calendar year.

## **11. AMENDMENTS TO CONSTITUTION**

No alteration or addition/deletion to this constitution shall be made except at the Council meeting and with the consent of 1/2 of the Council members present.

## **12. INTERPRETATION**

In the event of any questions or matters arising out of any point that is not expressly provided for in this constitution, the Council shall have the power to use their own discretion.

## **13. DISSOLUTION**

13.1 The LDLT Study Group shall not be dissolved, except with the consent of not less than 3/5 of the total voting membership of the Council expressed, either in person or by proxy.

13.2 In the event of the LDLT Study Group being dissolved as provided above, all debts and liabilities legally incurred on behalf of the LDLT Study Group shall be fully discharged, and the remaining funds will be disposed of in a manner as the Council may determine or donated to an approved charity or charities.

**- END-**