

# PCSI Charter

## 1 Article 1: Title

- 1.1 An association named “Patient Classification Systems/Europe” and represented by the name of Patients Classification Systems International and the acronym PCSI shall be established. Its registered seat is in Saint Etienne, Faculty of Medicine – 15 rue Ambroise Paré, the Public Health Department.

## 2 Article 2: Objective

- 2.1 The association named “Patient Classification Systems/Europe” has the following objective:  
*To promote the coordination and cooperation among the different groups of professionals in the healthcare field, researchers and developers who use the patient classification systems around the world.*

## 3 Article 3: Means of Action

- 3.1 The means of action of the association are as follows:
  - Facilitate the international and multidisciplinary cooperation among the groups, by helping them establish contact with one another and by providing them technical and organisational scientific support.
  - Organise an annual international conference.
  - Organise training sessions.
  - Form committees, working groups on a subject serving the objective of the association.
  - Publish a newsletter.
  - Support the member groups in organising their activities.
  - Collaborate with the international organisations and with the international scientific associations who show interest in the same matters.

## 4 Article 4: Members

- 4.1 The association consists of the founding and the active members, who are either groups or individuals from different European, as well as non-European countries.
- 4.2 The founding members are those who, having been invited to the General Founding Assembly in Lisbon between the 13th and the 15th of June 1987, gave the interim Officers of the association their written consent regarding the charter to which they were subject and which was modified in order to follow the recommendations of the Assembly for the 15th of November 1987 no later than the 15th of June 1988.
- 4.3 The active members are those who have been recognised as such by the Executive Committee, following the proposal of the Officers of the association, to which the requests were directed.
- 4.4 The founding and the active members shall pay an annual contribution, whose amount shall be decided by the Executive Committee, following the proposal of the Officers.

- 4.5 The founding and the active members who have paid their contribution shall constitute the General Assembly.

## **5 Article 5: Loss of membership**

- 5.1 The status of member of the association shall be redeemed lost by:
- Resignation
  - Due to non-payment of the contribution
  - Cancellation by the Executive Committee due to serious reasons.
- 5.2 The member in question shall be informed about the losing of the status in advance and shall be invited to present his motivation.

## **6 Article 6: The General Assembly (GA)**

- 6.1 The General Assembly comprises all the founding and the active members who have paid their contribution.
- 6.2 It shall meet on a yearly basis, as well as every time it is summoned by the Executive Committee or as a response to the invitation of a minority of a quarter of its members.
- 6.3 The agenda of the General Assembly shall be set by the Executive Committee.
- 6.4 Its legal location is the association address.
- 6.5 The General Assembly shall hear the management reports of the association presented by the Officers and the financial management reports presented by the Treasurer.
- 6.6 The General Assembly shall approve the closed accounts from the respective financial year and it shall vote the budget for the following financial year, and discuss the agenda items being presented.
- 6.7 The General Assembly shall ratify by a simple majority any change brought to the charter brought to them by the Executive Committee.

## **7 Article 7: Organization of the Executive Committee (EC)**

- 7.1 The association shall be managed by an Executive Committee.
- 7.2 The Executive Committee shall comprise of the founding members and active members (defined as those who have paid their contribution fee) who have been elected by the General Assembly to serve the organization.
- 7.3 The General Assembly will elect Officers and Executive Committee Members. Any active member may stand for election. The aim of the organization is to have a geographically diverse and representative Executive Committee, made up of dedicated individuals committed to carrying out the vision, mission, and the activities necessary to make the organization successful for all its members.
- 7.4 Elected individuals, whether they are Officers or members to serve on the Executive Committee, will have terms spanning three years with the exception of where the executive committee has temporarily reduced the term and where the reduction is voted and accepted by the General Assembly. Every term reduction must be voted in the General Assembly
- 7.5 The Executive Committee shall meet at least once a year and the agenda for the meeting will be prepared by the Officers. The Executive Committee shall prepare the

financial management annual report and present it to the General Assembly for approval.

- 7.6 The Executive Committee shall be responsible for the distribution of resources among the members and of the supervision of their use.
- 7.7 The members of the Executive Committee may propose amendments to the Charter during their regular meetings. The members are thus invited to vote. If the proposal obtains the majority of the votes, it shall be submitted to the next general assembly for ratification.
- 7.8 The Executive Committee shall receive proposals for decisions and projects of the association received from officers and members within the context of the objective presented in Article 2.
- 7.9 The vote by proxy and the remote vote shall be accepted under the following circumstances:
  - The Officers may decide to accept a remote vote in non-essential issues.
  - The members of the Executive Committee who are absent from a meeting may choose either a remote or a proxy vote.
  - In the case of proxy votes, each member of the Executive Committee may not cast more than two votes in addition to his/hers.
  - The remote vote takes precedence over the proxy vote.

## **8 Article 8: The Officers**

- 8.1 The Officers of the association are the President, the Vice president, the Treasurer and the Secretary.
- 8.2 The officers are elected by the General Assembly and will have terms spanning three years.
- 8.2 The President shall preside over the Executive Committee, as well as over the General Assembly.
- 8.3 The Officers submit a financial management annual report to the Executive Committee, for approval and submission to the General Assembly.
- 8.4 The president or the secretary shall represent the association in legal proceedings and in all civil acts and they must enjoy the full exercise of their civil rights.
- 8.5 The officers shall be responsible for the implementing of the tasks set by the Executive Committee or considered necessary for the functioning of the association.
- 8.6 The expenses shall be set by the president.
- 8.7 If the President of the Executive Committee resigns or dies while in office, the Vice-President shall assume the remaining term until the next General Assembly, when elections will be organized for the President position.

## **9 Article 9: Working Groups**

- 9.1 A working group on a particular subject may be organised by the decision of the Officers, following the proposal of all the members of the Executive Committee and after its ratification by the Executive Committee.
- 9.2 The members of such a working group may be appointed from among the members or the non-members of the association who have the expertise in that particular field.

## **10 Article 10: Resources and Accounting**

- 10.1 Each member must pay an annual contribution.
- 10.2 The amount of the contribution shall be set by the Executive Committee.
- 10.3 The contribution is different for groups and for individual members.
- 10.4 Subsidies may be asked from the governmental, international and private organisations.
- 10.5 The keeping of the accounts shall be made on a daily basis, based on receipts and expenditures and if there have been materials accounting records.
- 10.6 The documents supporting the accounting shall be presented without delay at the request of the Prefect, to him in person or to his delegate or to any official accredited by the former.
- 10.7 The financial management annual report shall be addressed to each member.

## **11 Article 11: Statement and Register**

- 11.1 Any change in the administration or management of the association, as well as any change of the charter shall be recorded in a special register, listed and signed and available at any time at the request of the Prefect.

## **12 Article 12: Dissolution**

- 12.1 The dissolution of the association may only be pronounced by the General Assembly, summoned to this particular purpose.
- 12.2 The General Assembly shall appoint one or more commissionaires in charge with the liquidation of the assets of the association.
- 12.3 The General Assembly shall allocate the net assets in accordance with the law.
- 12.4 The dissolution shall be subject to a declaration submitted to the Prefecture.

**For the original charter registering the association in France in 1986, please consult separate documents available on the website of the association.**

### **History**

- 2016 Change to Article 7.4 covering the reduction of term voted by the AGM
- 2014 Change to Article 6.7 covering how to change this document.