



**Asia-Pacific Chapter
of the Extracorporeal Life Support Organization
(AP ELSO)**

BYLAWS

AP ELSO BYLAWS

1. AP ELSO Membership

1.1. Name and Purpose

1.1.1. The Asia-Pacific Chapter of the Extracorporeal Life Support Organization (**AP ELSO**) is established as an Affiliate Chapter of the Extracorporeal Life Support Organization (**ELSO**).

1.1.1.1. ELSO is a non-profit organization incorporated in the State of Michigan, United States of America.

1.1.1.2. AP ELSO is a nonprofit organization registered in Australia (CAN 16255205).

1.1.2. ELSO is an international consortium of active clinical Extracorporeal Life Support (ECLS) centers, dedicated to advancing research, education, and quality improvement in prolonged extracorporeal life support.

1.1.3. As an Affiliate Chapter, AP ELSO shall be governed by and abide by ELSO bylaws, particularly those articles that govern the formation and conduct of Affiliate Chapters. If there is a conflict between AP ELSO Bylaws and ELSO Bylaws, ELSO Bylaws shall control.

1.1.4. Any rules, regulations, or other matters not explicitly stated in the AP ELSO Bylaws shall be governed by ELSO Bylaws.

1.2. Center Membership

1.2.1. Centers that join ELSO and are geographically within the Asia-Pacific region are automatically granted Center Membership in AP ELSO (“Center Members”).

1.2.2. A Center Member shall be designated as an “Active Center Member” if the Center Member meets the following criteria:

1.2.2.1. Has signed ELSO’s Data Use Agreement (DUA):

1.2.2.2. Regularly contributes cases to the ELSO Registry; and

1.2.2.3. Remains current with all membership dues.

1.2.3. Each Active Member Center:

1.2.3.1. Is entitled to one (1) vote in all matters requiring a vote of the center members.

1.2.3.2. May designate individual representatives to participate in AP ELSO activities and programs.

1.2.4. A center shall be designated inactive if it:

1.2.4.1. Has not submitted any cases to the ELSO Registry for twelve (12) consecutive months; or

1.2.4.2. Is in arrears on dues for twelve (12) months.

1.2.5. Active status is a prerequisite to participate in any AP ELSO activity.

1.3. Corporate Membership

1.3.1. Corporate Membership is governed by ELSO Bylaws.

1.4. Individual Membership

1.4.1. Individual Membership is governed by ELSO Bylaws.

2. AP ELSO Steering Committee Membership

2.1. AP ELSO Steering Committee Members

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2.1.1. The AP ELSO Steering Committee shall consist of the following members:

- 2.1.1.1. President;
- 2.1.1.2. President-Elect;
- 2.1.1.3. Past President;
- 2.1.1.4. Secretary;
- 2.1.1.5. Treasurer;
- 2.1.1.6. Chairpersons of the AP ELSO Standing Committees;
- 2.1.1.7. ELSO CEO (non-voting member);
- 2.1.1.8. ELSO Executive Director (non-voting member; and
- 2.1.1.9. ELSO President or his/her representative (non-voting member).

2.1.2. The Steering Committee is composed of between 12 to 15 members, including, but not limited to, the members listed above. The members may be ECLS clinicians (doctors, nurses, respiratory therapists, perfusionists) or scientists.

2.1.3. All Steering Committee Members must be affiliated with an Active Center Member. Loss of active status may result in removal from the Committee.

2.1.4. AP ELSO values diversity and inclusion. The Steering Committee should reflect the broad regional participation of Center Members and avoid concentration of leadership from a limited number of countries within the Asia-Pacific region.

2.2. AP ELSO Steering Committee Advisory Council (“Advisory Council”)

2.2.1. The Advisory Council shall be comprised of former AP ELSO Steering Committee Members who provide non-voting guidance to current Steering Committee Members.

- 2.2.1.1. Advisory Council Members do not have voting rights.
- 2.2.1.2. Advisory Council Members must be affiliated with an Active Center Member. An Advisory Council Member shall be removed from the Advisory Council if his or her affiliated Center Member becomes an Inactive Center Member.

2.2.2. Each member shall serve a term of two (2) years, renewable once.

2.3. AP ELSO Steering Committee Responsibilities

2.3.1. The responsibilities of the Steering Committee include, but are not limited to:

- 2.3.1.1. Determining the organizational structure and functions of AP ELSO;
- 2.3.1.2. Setting AP ELSO priorities and developing programs, including selection of the AP ELSO Conference location, and communicating the same both internally and externally;
- 2.3.1.3. Overseeing AP ELSO finances and supervising the AP ELSO Finance Committee;
- 2.3.1.4. Electing Chairs of the AP ELSO Standing Committees and coordinating the activities of those Committees; and
- 2.3.1.5. Promoting professional development and ECLS standards of care.

2.4. AP ELSO Steering Committee Meetings

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- 2.4.1. The Steering Committee shall meet at least three (3) times annually, including once during the Annual AP ELSO Conference. Steering Committee Meetings may be in person or virtual, with in-person attendance encouraged at the Annual Conference Steering Committee Meeting.
 - 2.4.1.1. If the Annual Conference is canceled, an alternative meeting shall be arranged.
 - 2.4.2. Any Steering Committee Member may initiate a Steering Committee Meeting with the consent of the AP ELSO President.
 - 2.4.3. All members must attend at least fifty percent (50%) of the Steering Committee Meetings. Any Steering Committee Member who fails to attend at least fifty percent (50%) of the Steering Committee Meetings without the AP ELSO President's consent or excuse may be removed from the Steering Committee.
 - 2.4.4. The AP ELSO President shall chair all Steering Committee Meetings.
 - 2.4.5. A quorum must be present for any matter that requires a vote of the Steering Committee. A quorum is met when a majority of active Steering Committee Members are physically or virtually present. If a quorum is not met, meetings may be adjourned and reconvened at a later date where quorum can be achieved.
- 2.5. AP ELSO Steering Committee Member Terms and Requirements
- 2.5.1. President Elect, President, and Past President
 - 2.5.1.1. Terms and Voting Status
 - 2.5.1.1.1. The President Elect, President, and Past President shall each serve a term of two (2) years, for a total of six (6) years in succession.
 - 2.5.1.1.2. This term is non-renewable.
 - 2.5.1.1.3. All three roles are voting members of the AP ELSO Steering Committee.
 - 2.5.1.2. Eligibility and Election
 - 2.5.1.2.1. The President Elect shall be elected every two (2) years. President Elect shall assume the role of the President automatically upon the completion of the current President's term, even if the term duration is less than two (2) full years due to the timing of the initial election or transition.
 - 2.5.1.2.2. Eligible President Elect candidates must:
 - 2.5.1.2.2.1. Be affiliated with an Active AP ELSO Center Member; and
 - 2.5.1.2.2.2. Have served at least two (2) years as an AP ELSO Steering Committee Member within the past ten (10) years. The AP ELSO Nominations and Membership Committee, in coordination with the ELSO Officer, shall identify all eligible current and former Steering Committee Members from the Asia-Pacific region who meet these criteria.
 - 2.5.1.2.3. The official call for nominations shall be distributed by the ELSO Officer. Steering Committee Members may submit a nomination. Steering Committee Members may also self-nominate.
 - 2.5.1.2.4. If more than one eligible nominee is identified, the President Elect shall be elected by a majority vote of the AP ELSO Steering Committee Member.

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2.5.1.2.4.1. Voting shall be conducted electronically, in accordance with Section 4.4.

2.5.1.2.5. The transition from President Elect → President → Past President shall occur automatically and without further vote, provided the individual remains affiliated with an Active AP ELSO Center Member.

2.5.1.3. Duties of the President

2.5.1.3.1. The President shall serve as the Chairperson of the Steering Committee and shall preside over all meetings.

2.5.1.3.2. The President is responsible for:

2.5.1.3.2.1. Determining the order of business;

2.5.1.3.2.2. Establishing rules of conduct for the Steering Committee Meetings;

2.5.1.3.2.3. Executing, in the name of AP ELSO, contracts and official documents as authorized by the Steering Committee or required by law;

2.5.1.3.2.4. Carrying out any additional duties assigned by the Steering Committee; and

2.5.1.3.2.5. Upholding the values of AP ELSO, including diversity and inclusion.

2.5.1.3.3. In the event of a vacancy in any Standing Committee Chair position, the President shall serve as the interim Chair of that Standing Committee until a new Chair is elected or appointed. The President may delegate these duties to another Steering Committee Member, as appropriate.

2.5.1.4. President Elect and Past President Duties and Responsibilities

2.5.1.4.1. The President Elect's responsibilities include, but are not limited to:

2.5.1.4.1.1. Supporting the President in all of his or her duties and responsibilities; and

2.5.1.4.1.2. Representing the President in his or her absence.

2.5.1.4.2. The Past President's responsibilities include, but are not limited to:

2.5.1.4.2.1. Providing guidance and ensuring a smooth leadership transition; and

2.5.1.4.2.2. Representing the President if the President Elect is unable to represent during the President's absence.

2.5.2. Secretary and Treasurer

2.5.2.1. Terms and Voting Status

2.5.2.1.1. Both the Secretary and Treasurer shall serve for a two (2)-year term.

2.5.2.1.2. The term is renewable once. The Secretary and Treasurer appointed during the initial implementation period in 2025 shall serve a non-renewable term, which may be shorter than two (2) years, depending on the timing of the election.

2.5.2.1.3. Both roles are voting members of the AP ELSO Steering Committee.

2.5.2.2. Eligibility and Election of Secretary and Treasurer

2.5.2.2.1. The Secretary and Treasurer each shall be elected every two (2) years.

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2.5.2.2.2. Eligible candidates for the role of Secretary and Treasurer must meet the following requirements:

- 2.5.2.2.2.1. Be affiliated with an Active AP ELSO Member Center;
- 2.5.2.2.2.2. Have served for at least two (2) years as a member of the AP ELSO Steering Committee within the past ten (10) years;
- 2.5.2.2.2.3. Must be a current member of the Steering Committee; and
- 2.5.2.2.2.4. Must not have served more than once in each of the Secretary and Treasurer roles.

2.5.2.2.3. ELSO, in coordination with the AP ELSO Nominations and Membership Committee, shall announce the official call for nominations.

2.5.2.2.4. Steering Committee Members may submit a nomination and may self-nominate. The Nominations and Membership Committee shall review all nominations to confirm eligibility and present a list of eligible candidates to the Steering Committee.

2.5.2.2.5. If more than one eligible nominee is identified, the Secretary and Treasurer shall be elected by a majority vote of the Steering Committee.

- 2.5.2.2.5.1. Voting by the Steering Committee shall be conducted electronically, in accordance with Section 4.4.

2.5.2.3. Secretary Duties and Responsibilities

2.5.2.3.1. The Secretary's responsibilities include, but are not limited to:

- 2.5.2.3.1.1. Coordinating all general affairs of AP ELSO under the direct of the President;
- 2.5.2.3.1.2. Documenting Steering Committee Meetings, elections, standing committee operations, and official communications, including by recording minutes;
- 2.5.2.3.1.3. Ensuring accurate documentation and secure archiving of AP ELSO records, decisions, and policy documents;
- 2.5.2.3.1.4. Facilitating collaboration and information flow among Standing Committee Chairs;
- 2.5.2.3.1.5. Serving as a liaison between the President, Steering Committee Members, and Standing Committees to ensure cohesive functioning; and
- 2.5.2.3.1.6. Coordinating all general affairs of AP ELSO under the direction of the President.

2.5.2.4. Treasurer Duties and Responsibilities

2.5.2.4.1. The Treasurer's responsibilities include, but are not limited to:

- 2.5.2.4.1.1. Overseeing all AP ELSO financial matters, including income, expenditure, budgeting, and financial reporting;
- 2.5.2.4.1.2. Maintaining accurate financial records and coordinating audits as necessary;

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- 2.5.2.4.1.3. Presenting periodic financial summaries to the Steering Committee and other relevant bodies; and
- 2.5.2.4.1.4. Managing payments and reimbursements and holding signatory authority for transactions up to a defined threshold (e.g., USD \$5,000), in line with AP ELSO financial policy.

2.5.3. AP ELSO Standing Committees

2.5.3.1. Standing Committee Structure

2.5.3.1.1. The AP ELSO Chapter has the following Standing Committees, each led by a Chairperson who serves as a voting member of the AP ELSO Steering Committee:

- 2.5.3.1.1.1. Education Committee
- 2.5.3.1.1.2. Nominations and Membership Committee
- 2.5.3.1.1.3. Conference Committee
- 2.5.3.1.1.4. Publications and Communications Committee
- 2.5.3.1.1.5. Research Committee
- 2.5.3.1.1.6. Finance Committee

2.5.3.1.2. The Treasurer may serve as the Chair of the Finance Committee.

2.5.3.1.3. Additional Standing Committees may be established or dissolved with the approval of the AP ELSO Steering Committee. (See Appendix 1)

2.5.3.2. Terms and Voting Status

2.5.3.2.1. Chairpersons of Standing Committees shall serve for a two (2) year term, renewable once.

2.5.3.2.2. All Chairpersons are voting members of the AP ELSO Steering Committee.

2.5.3.3. Eligibility and Election of Standing Committee Chairs

2.5.3.3.1. Eligible candidates for Standing Committee Chairs must meet the following requirements:

2.5.3.3.1.1. Be affiliated with an Active AP ELSO Center Member, and

2.5.3.3.1.2. Have served at least one (1) year:

2.5.3.3.1.2.1. As an AP ELSO Steering Committee Member, or

2.5.3.3.1.2.2. As a member within the same AP ELSO Standing Committee for which they are nominated.

2.5.3.3.2. ELSO, in coordination with the AP ELSO Nominations and Membership Committee, shall announce the official call for nominations.

2.5.3.3.3. Steering Committee Members may submit a nomination. Steering Committee Members may also self-nominate. The Nominations and Membership Committee shall review all nominations to confirm eligibility and present a list of eligible candidates for Standing Committee Chairs to the Steering Committee.

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- 2.5.3.3.4. If more than one eligible nominee is identified, the Standing Committee Chairs shall be elected by a majority vote of the Steering Committee for each position.
 - 2.5.3.3.5. Voting by the Steering Committee shall be conducted electronically, in accordance with Section 4.4.
 - 2.5.3.3.6. AP ELSO values diversity and inclusion. The Standing Committee Chairs should reflect the broad regional participation of Center Members and avoid having leadership representation from a limited number of countries within the Asia-Pacific region.
- 2.5.3.4. Standing Committee Formation and Member Selection
- 2.5.3.4.1. Prior to forming or renewing a Standing Committee, each Standing Committee Chair, in coordination with ELSO, shall publicly announce a call for nominations for committee membership (“Standing Committee Members”) to all Active Center Members.
 - 2.5.3.4.2. Eligible candidates to be a Standing Committee Member must be affiliated with an Active Center Member. Other eligibility criteria are at the discretion of the Standing Committee Chair.
 - 2.5.3.4.3. Standing Committee Members shall be selected from among those who respond to the call and are able to contribute to the work of the committee. The selection process should promote transparency, fairness, and inclusivity, and Standing Committee Members should include representatives from various countries, where possible, to promote diverse perspectives and broad regional representation.
- 2.5.3.5. Standing Committee Chair Duties and Responsibilities
- 2.5.3.5.1. Standing Committee Chairs shall report directly to the President.
 - 2.5.3.5.2. Standing Committee Chairs’ responsibilities include, but are not limited to:
 - 2.5.3.5.2.1. Leading the Standing Committee in accordance with its defined scope and objectives;
 - 2.5.3.5.2.2. Drafting and/or revising the Standing Committee Charter, detailing responsibilities and structure;
 - 2.5.3.5.2.3. Submitting the Standing Committee Charter and Standing Committee Membership to the President for approval and record;
 - 2.5.3.5.2.4. Forming a working team to fulfill their duties, which may including other Steering Committee Member or individuals from Active Center Members, subject to the President’s approval’
 - 2.5.3.5.2.5. Operating independently within the scope of the Standing Committee Charter;
 - 2.5.3.5.2.6. Ensuring ongoing coordination with the Steering Committee by providing regular updates and seeking feedback when necessary; and
 - 2.5.3.5.2.7. Enabling participation opportunities for all interested Active Center Members in Standing Committee activities.
 - 2.5.3.5.3. ELSO CEO, ELSO Executive Director, ELSO President or his/her representative

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- 2.5.3.5.3.1. The ELSO President, CEO, and Executive Director (collectively, “ELSO Representatives”) shall hold permanent positions on the Steering Committee and are not subject to term limits.
- 2.5.3.5.3.2. The ELSO Representatives are selected pursuant to ELSO’s Bylaws and other ELSO policies and are therefore not subject to election to the AP ELSO Steering Committee.
- 2.5.3.5.3.3. The ELSO CEO and/or ELSO Executive Director shall fulfill the role of “ELSO Officer” described in the AP ELSO Bylaws.
- 2.5.3.5.3.4. The ELSO Representatives do not have voting rights.

2.6. General Term of Membership

2.6.1. Term Limitations and Reappointment Restrictions

- 2.6.1.1. Steering Committee Members shall not be eligible for reappointment to the Steering Committee for a period of two (2) years after:
 - 2.6.1.1.1. Completing an initial term without being re-elected for a second term,
 - 2.6.1.1.2. Completing two (2) successive terms; or
 - 2.6.1.1.3. Completing the non-renewable transitional term served during the 2025 implementation period.
- 2.6.1.2. This restriction does not apply to individuals who are elected as President Elect, Secretary, or Treasurer and who, pursuant to these Bylaws, may serve consecutive terms in those roles to ensure leadership continuity.
- 2.6.1.3. Former Steering Committee Members may contribute to and participate in AP ELSO activities as members of Standing Committees or as part of the Advisory Council during the reappointment restriction period. This ensures institutional memory is retained, while upholding term limits and encouraging leadership renewal.

2.6.2. Ad Hoc Committees

- 2.6.2.1. Ad Hoc Committees may be established by the Steering Committee as needed to address specific issues or tasks.
- 2.6.2.2. The Chair of an Ad Hoc Committee shall be appointed by the Steering Committee, from among its current Steering Committee Members, depending on the nature and timing of the issue.

2.6.3. Term Start and Transition Period

- 2.6.3.1. For convenience and consistency, all official Steering Committee terms shall begin in January following the election results announcement at the AP ELSO Annual Conference Steering Committee Meeting.
- 2.6.3.2. As of 2025, if the election process is delayed, the term will begin on the day of the election and conclude on December 31 of the designated term-ending year.
- 2.6.3.3. A transition period of approximately 3 to 6 months shall be observed between the Annual Conference and the official term start date. During this period, both outgoing and incoming members may participate in Steering Committee meetings to ensure continuity and a smooth handover of responsibilities.

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2.6.4. Vacancies

2.6.4.1. A vacancy of the AP ELSO Steering Committee may exist at the occurrence of the following conditions:

2.6.4.1.1. Resignation, removal, or death of a Steering Committee Member.

2.6.4.1.2. Completion of the natural term of a Steering Committee Member, without election due to a new role.

2.6.4.1.3. Loss of eligibility due to membership status, including:

2.6.4.1.3.1. The AP ELSO Center Member with which the Steering Committee Member is affiliated loses its Active status; or

2.6.4.1.3.2. The Member relocates to a non-AP ELSO country or to an institution that is not an Active Center Member and fails to reestablish affiliation with an Active AP ELSO Center Member within a one(1) year grace period granted by the Steering Committee; or

2.6.4.1.3.3. Failure to elect the full number of Steering Committee Members at an annual or special election meeting.

3. AP ELSO Finances

3.1. Treasurer Responsibilities and Limitations

3.1.1. The Treasurer is responsible for AP ELSO financial operations and shall report to the Steering Committee and ELSO annually at the Steering Committee Meeting held in January.

3.1.2. The Treasurer is responsible for keeping and maintaining adequate and accurate accounts for funds received and distributed by AP ELSO.

3.1.3. The Treasurer shall prepare and present an AP ELSO Annual Report for approval at the Annual Conference Meeting. The final financial report shall be completed within three (3) months of the Annual Conference Meeting and submitted to ELSO in January of the year following the Annual Conference Meeting

3.2. AP ELSO Accounts and Payments

3.2.1. As of 2025, the AP ELSO financial account is held in Australia and should remain there if possible.

3.2.2. If necessary, as determined by a majority vote of the Steering Committee, the account may be relocated to a stable and easily manageable location. The chosen location must allow for financial transparency and ease of management, ensuring that financial data can be readily shared as needed.

3.2.3. If, during any given year, the AP ELSO annual budget or the AP ELSO cumulated accounts exceed US \$100,000, the AP ELSO Treasurer shall provide for a financial audit of AP ELSO by a qualified third party. Below this US \$100,000 threshold, such audit shall not be mandatory, and may be conducted by the Parent ELSO organization at its discretion. ELSO audits include all affiliate chapters.

3.2.4. AP ELSO payments may be authorized and approved as follows:

3.2.4.1. The Treasurer may approve payments of the equivalent of less than USD 5,000.

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- 3.2.4.2. The President of the Steering Committee must ratify and countersign all payments of the equivalent of between USD 5,000 and USD 30,000.
- 3.2.4.3. The Steering Committee must vote on and ratify all payments that exceed the equivalent of USD 30,000.

3.3. AP ELSO Funding

- 3.3.1. Twenty-five percent (25%) of the dues of the chapter's center members shall be distributed to AP ELSO on an annual basis per ELSO's Bylaws.
- 3.3.2. Proceeds from AP ELSO activities held in the region (e.g., Annual Conference, educational events), including:
 - 3.3.2.1. Registration fees for AP-specific events;
 - 3.3.2.2. Sponsorship and exhibition revenue;
 - 3.3.2.3. Grants and other local fundraising activities.
- 3.3.3. Additional ad hoc allocations from ELSO as authorized by the ELSO Board.

4. Conduct of Business Meeting and Activities

4.1. Annual Conference

- 4.1.1. AP ELSO shall organize an Annual Conference to promote the exchange of knowledge, latest research, and advancements in Extracorporeal Life Support (ECLS).
- 4.1.2. The timing of the Annual Conference shall be determined by the AP ELSO Steering Committee, in coordination with ELSO, at least two (2) years in advance, to avoid conflicts with other major events.
- 4.1.3. The Annual Conference shall align with guidelines and priorities set by the AP ELSO Steering Committee.
- 4.1.4. The Annual Conference shall provide at least for:
 - 4.1.4.1. A progress report from the AP ELSO Steering Committee, including the announcement of Steering Committee election results;
 - 4.1.4.2. Activity updates from each Standing Committee presented to the Center Members;
 - 4.1.4.3. A designated Steering Committee meeting, preferably scheduled on Day 1 of the conference of the day before; and
 - 4.1.4.4. An announcement of the locations for the next two (2) Annual Conferences.
- 4.1.5. Selection of the Conference location and Chair
 - 4.1.5.1. The conference location and date shall be selected in advance by the Steering Committee through a formal bidding process.
 - 4.1.5.2. Interested member centers must submit a Letter of Intent (LOI) and may present a proposal if requested.
 - 4.1.5.3. The Steering Committee shall evaluate and select the host location based on predefined criteria such as feasibility, accessibility, and regional engagement.

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- 4.1.5.4. Once the host country is selected, a Steering Committee Member or a representative of an Active AP ELSO Member Center from the host country shall be elected by the Steering Committee as the Annual Conference Chair.
- 4.1.5.5. The Annual Conference Chair shall work in close coordination with the Conference Committee, overseeing logistics and collaborating with local organizers to ensure the conference reflects AP ELSO's values and mission.
- 4.1.6. Conference Committee
 - 4.1.6.1. Central Conference Committee (CCC) includes AP ELSO President, Past President, President Elect, Secretary, Annual Conference Chair, Conference Committee, Education Committee.
 - 4.1.6.1.1. Responsibilities include, but are not limited to the following:
 - 4.1.6.1.1.1. Developing the overall Congress plan;
 - 4.1.6.1.1.2. Selection of keynote speakers, organizing scientific sessions; reviewing abstracts, and ensuring the overall quality of the scientific program;
 - 4.1.6.1.1.3. Collaborating with relevant professional societies;
 - 4.1.6.1.1.4. Coordination with the Local Conference Committee; and
 - 4.1.6.1.1.5. Overseeing conference promotion and sponsorship activities.
 - 4.1.6.2. Local Conference Committee (LCC) is formed by local society members and Annual Conference Chair.
 - 4.1.6.2.1. Responsibilities include, but are not limited to the following:
 - 4.1.6.2.1.1. Arranging the venues, accommodations, and travel logistics;
 - 4.1.6.2.1.2. Developing social programs and events;
 - 4.1.6.2.1.3. Assisting with the selection and coordination of local speakers;
 - 4.1.6.2.1.4. Liaising with local authorities and tourist offices; and
 - 4.1.6.2.1.5. Coordinating with the Professional Congress Organizer (PCO) for logistical arrangements.
 - 4.1.7. Reporting and Accountability
 - 4.1.7.1. The AP ELSO Central Conference Committee, in collaboration with any joint organizing society (if applicable), should discuss the revenue distribution ratio, prioritizing AP ELSO's financial sustainability while considering the context of the host country or region.
 - 4.1.7.2. The Annual Conference Chair is responsible for:
 - 4.1.7.2.1. Providing regular updates to the Steering Committee and CCC
 - 4.1.7.2.2. Submitting a post-conference report which includes:
 - 4.1.7.2.2.1. Summary of scientific and logistical outcomes;
 - 4.1.7.2.2.2. Feedback from participants; and
 - 4.1.7.2.2.3. Final financial statement.

4.2. Annual Directors' Meeting

- 4.2.1. The AP ELSO annual Directors' meeting will be chaired by the President of AP ELSO or their designate. It will be held during the AP ELSO annual conference.
- 4.2.2. Robert's Rules of Order will be followed.
- 4.2.3. The Program Director of each Active Member Center may personally represent each Center Member, or designate in writing an individual to represent the center.
- 4.2.4. The Nomination and Membership Committee, in coordination with ELSO, will reach out to inform centers about these meetings and representation options.
- 4.2.5. The Annual Directors' Meeting shall provide at least for:
 - 4.2.5.1. A progress report from the AP ELSO Steering Committee, including:
 - 4.2.5.1.1. An overview of key activities; and
 - 4.2.5.1.2. Announcement of the results of recent Steering Committee elections.
 - 4.2.5.2. Progress reports from all AP ELSO Standing Committees, including:
 - 4.2.5.2.1. Work completed since the previous meeting, and
 - 4.2.5.2.2. Current or planned initiatives.

4.3. Standing Committee Activities

- 4.3.1. Each Standing Committee Chairperson shall report of the activities of the committee to the Steering Committee at regular intervals and will report to the membership at the Annual Conference and Annual Directors' Meeting.
- 4.3.2. In support of the above, each Chairperson will prepare reports of completed work and outline ongoing or planned activities.

4.4. Annual Elections

4.4.1. Election Requirements and Principles

- 4.4.1.1. An election shall be held annually prior to January 1 to fill open or expiring positions on the AP ELSO Steering Committee, including any vacancies.
- 4.4.1.2. Voting shall be conducted electronically (e.g., secure digital ballot) with candidates put forth by the Nominations and Membership Committee.
- 4.4.1.3. The candidate receiving the most votes for each position shall be elected to that position.
- 4.4.1.4. In the event of a tie, the AP ELSO President shall cast the deciding vote.
- 4.4.1.5. If no nominations are received for a position eligible for re-election, the current member may be automatically renewed once. This provision shall not apply to positions filled during the 2025 transitional period, which are designated as non-renewable regardless of the availability of nominations.
- 4.4.1.6. If no nominations are received for a vacant position or a term-completed position, the Steering Committee may nominate and elect a new member, provided eligibility criteria are met.

4.4.2. Nomination Process

AP ELSO BYLAWS

- 4.4.2.1. The Nomination and Membership Committee, in coordination with the ELSO Officer, shall initiate the nomination process before the end of the term starting in the first quarter of the calendar year.
- 4.4.2.2. All active member centers shall be informed of the nomination opening to ensure transparency in the election process and to encourage broad participation.
- 4.4.2.3. Nominations will be accepted over a defined two-month period.
- 4.4.2.4. Upon closure, the Nomination and Membership Committee shall review the applications and prepare a shortlist of candidates who meet the eligibility criteria as defined by these Bylaws.

4.4.3. Election Process

- 4.4.3.1. The Steering Committee shall vote on the nominees brought forward by the Nomination and Membership Committee.
- 4.4.3.2. Voting shall be confidential and conducted through a secure platform.
- 4.4.3.3. Results shall be confirmed and officially announced to all Center Members before terms begin on January 1.
- 4.4.3.4. If the Annual Conference occurs after the election results are finalized, the results may be presented again during the Conference.

4.4.4. Roles and Responsibilities

- 4.4.4.1. The Nominations and Membership Committee Chair shall lead the review and selection process for an election cycle, including identifying the need for an election.
- 4.4.4.2. The Chair is responsible for ensuring that nominees brought forward for a vote meet eligibility criteria defined in these Bylaws.
- 4.4.4.3. The ELSO Officer shall oversee the administration of the election process, including:
 - 4.4.4.3.1. Implementation of secure and confidential electronic voting;
 - 4.4.4.3.2. Coordination of election announcements and calls for nominees;
 - 4.4.4.3.3. Collection and verification of votes;
 - 4.4.4.3.4. Presentation of voting results.
- 4.4.4.4. The ELSO Officer shall serve as a neutral administrator of the election process, in collaboration with the Secretary and the Nomination and Membership Committee Chair.

4.4.5. Transition and Oversight

- 4.4.5.1. A transition period shall be provided between election and the start of a new term, allowing for the incoming member to become familiar with the practices of the Steering Committee.
- 4.4.5.2. The Nomination and Membership Committee Chair and the ELSO Officer shall ensure that all election procedures are conducted in a timely, transparent manner and that communication is maintained with Center Members.

5. Official Statements and Publications of AP ELSO

AP ELSO BYLAWS

- 5.1. All internal and external official policy statements, including amendments to Bylaws, require the following approval process:
 - 5.1.1. Development of a Draft is the responsibility of the appropriate Standing Committee Chair or Steering Committee member;
 - 5.1.2. Presentation of the Draft to the Steering Committee for review and discussion for edits to the Draft;
 - 5.1.3. Approval by the Steering Committee by a majority vote;
 - 5.1.4. Center Member Communication:
 - 5.1.4.1. Draft documents may be shared with Center Members for feedback to be incorporated into a document before a document is finalized by the Steering Committee.
 - 5.1.4.2. If a draft is sent out to Center Membership, the ELSO Officer will coordinate this with the Publications Committee Chair and/or AP ELSO President, depending on the document type.
 - 5.1.5. The person submitting the Draft will be responsible for incorporating edits to achieve a final document subject to voting for adoption by the Steering Committee and/or Center Members.
 - 5.1.6. The ELSO Officer and Publications Chair and/or AP ELSO President will coordinate for appropriate voting on an official publication:
 - 5.1.6.1. If the publication requires Center Membership approval, the ELSO Officer will release the document and voting platform that is secure and confidential to receive votes by a deadline approved by the Steering Committee.
 - 5.1.6.2. If the publication requires Steering Committee approval, the ELSO Officer will provide a secure voting platform for votes if one other than a majority vote during a meeting is requested or required.
 - 5.1.7. Any AP ELSO-approved policy may be vetoed by the ELSO Board of Directors through a simple majority vote.
6. AP ELSO Records
 - 6.1. Maintenance of Records
 - 6.1.1. The Secretary shall be responsible for maintaining records of the business and activities of AP ELSO, as described in the Secretary Duties and Responsibilities.
 - 6.1.2. The Treasurer shall be responsible for maintaining financial records of AP ELSO, as described in the Treasurer Duties and Responsibilities.
 - 6.2. Access to Records
 - 6.2.1. Records will be made available as required in these Bylaws, or as subject to law, or at the request of ELSO.
 - 6.3. Handover to Successors
 - 6.3.1. The Secretary and Treasurer are responsible for handing over their responsibilities, including all records, to their rightfully elected successors.
 - 6.3.2. Outgoing Officers shall provide access and a smooth transition to their successors, including ensuring access to AP ELSO Records.

AP ELSO BYLAWS

7. Rights and Responsibilities of AP ELSO under the ELSO Charter
 - 7.1. ELSO may authorize the formation of affiliate chapters that represent ELSO Center Members within a geographical location by a majority vote of the ELSO Board of Directors.
 - 7.2. A chapter shall have an organization that may be similar to ELSO's but limited to the Center Members within its geographically assigned boundaries.
 - 7.3. AP ELSO Authority
 - 7.3.1. The AP ELSO Steering Committee may conduct business related to chapter activities, including establishment of a name, charter and bylaws, policy statements, Steering Committee appointments, conferences and courses, recruiting efforts and grants.
 - 7.3.2. The administration and maintenance of membership, establishment and receipt of dues, and administration and operation of the Registry shall remain the responsibility of ELSO.
 - 7.3.3. AP ELSO shall establish bylaws that are consistent with the goals of the parent organization and subject to the approval of the parent Board of Directors.
 - 7.3.4. A chapter not conforming to its established bylaws may be dissolved by ELSO.
8. Amendments and Revisions
 - 8.1. Amendment Authority
 - 8.1.1. AP ELSO's Bylaws may be amended by an affirmative vote of the majority of the AP ELSO Steering Committee Members, in accordance with established voting and quorum rules as outlined in the current Bylaws.
 - 8.2. Oversight and Alignment with ELSO
 - 8.2.1. The Secretary, in coordination with the AP ELSO President, shall be responsible for maintaining and updating the AP ELSO Bylaws.
 - 8.2.2. They shall ensure that the Bylaws remain aligned with ELSO's Bylaws.
 - 8.3. Periodic Review
 - 8.3.1. The Secretary and President shall ensure that the Bylaws are reviewed at regular intervals to reflect the evolving needs of AP ELSO.
 - 8.3.2. A full reassessment shall occur at least once every five (5) years.
 - 8.3.3. An ad hoc Bylaws Affairs Committee may be appointed by the Steering Committee to support this review process when deemed necessary.
 - 8.4. Record of Amendments
 - 8.4.1. Amendment history shall be recorded and maintained within the Bylaws document.

Amendment Years:

2013

2025

Appendix 1 – Standing Committees of AP ELSO

The following Standing Committees are formally recognized by the AP ELSO Steering Committee as of 2025. Additional Standing Committees may be established or existing ones dissolved by Steering Committee approval, in accordance with Section 2.5.3.1.

For each committee, a charter shall be developed and approved by the Steering Committee.

1. Education Committee

Leads educational initiatives, training programs, and simulation-based learning activities across the region.

2. Nomination and Membership Committee

Oversees nomination, election, and membership engagement processes.

Coordinates annual election logistics in collaboration with ELSO Office.

3. Conference Committee

Supports local conference chair and organizing teams for the Annual Conference.

Collaborates with the Central Conference Committee to ensure consistency with AP ELSO bylaws.

4. Publications and Communications Committee

Develops official documents, statements, and communication strategies.

Oversees the newsletter, website, and social media activities.

5. Research Committee

Encourages and supports multicenter research initiatives.

Coordinates with the ELSO Registry and academic partners.

6. Finance Committee

Oversees budgeting, financial planning, and audits.

May be chaired by the Treasurer or a separate appointee as organizational needs evolve.