



Asia-Pacific Chapter of the Extracorporeal Life Support
Organization

(APELSO)

BYLAWS

1. APELSO Membership

APELSO is an international consortium of active clinical Extracorporeal Life Support (ECLS) programs from the Asia-Pacific region. Each program that contributes cases to the ELSO Registry is considered to be an active member of the organisation. The purpose of the Registry is to collect a “Limited Data Set” from participating centers for quality assurance. Aggregate and de-identified data may also be used for specific research protocols. In any action of the organisation, which is determined by vote, each member program has one vote. Each program may designate individual representatives to the various activities of the organisation. Active status is maintained by the regular contribution of cases to the Registry and payment of dues. A centre is designated inactive if it has not contributed any cases to the Registry for twelve months, or if the dues are in arrears by twelve months. Active member status is required to participate in the activities of APELSO. Membership of APELSO automatically confers membership of the parent organisation (ELSO) with the associated rights and responsibilities.

Corporate membership may be held by corporations or organisations (such as healthcare providers, commissioners or national health services) who are active either in research and development of extracorporeal devices and techniques, or who fund/purchase extracorporeal life support on behalf of the patient populations served by APELSO member centres. Each corporation may designate individual representatives to the various activities of the organisation. Corporate members do not vote.

Individuals who are not affiliated with an active ECLS program or a corporation eligible for corporate membership, may hold individual membership as clinicians, research scientists, and members of regulatory and public health institutions. Individual members may participate in all the activities of the organisation, but do not vote. Application for individual membership must be sponsored by a member centre and be reviewed and approved by the Steering Committee of APELSO.

2. APELSO Steering Committee Membership

The Steering Committee is comprised of between 12 to 15 members, including the Chairman, the chairmen of any Standing Committees, and the remainder as members at-large. In addition to the above, there will be one (voting) representative from the parent organisation (Current Chair or deputy). Non-voting members will include two officers (Secretary and Treasurer).

Each country in the region participating in APELSO activities and actively conducting ECLS will have mandatory representation (at least one member per country) on the Steering Committee. At the time the Chapter was formed, these countries were (in alphabetical order) Australia, China, Hong Kong, Indonesia, Japan, Malaysia, New Zealand, Singapore, South Korea, Taiwan, and Thailand. More countries may be added to this list in the future and the Steering Committee expanded accordingly.

The members of the Steering Committee may be ECLS clinicians (doctors, nurses, respiratory therapists, perfusionists) or scientists. In addition to representing their respective countries, members of the APELSO Steering Committee may also

officially represent related professional or scientific societies or organizations, providing that this is agreed upon by both groups. All members of the Steering Committee must be from a dues paying member APELSO Centre. If this status lapses, the member may face suspension or expulsion from the Steering Committee.

The term of membership will be three years. This term may be extended one additional year to individuals from countries with limited ECMO centres, at the discretion of the Steering Committee. The term of consecutive membership is otherwise renewable once. Each year, an election will be held to replace any members leaving the committee. At the discretion of the Steering Committee, a member position may be shared by two persons whose combined voting represents one member.

The Chairman of the Steering Committee will be elected every two years. The four-year term will be served as chairman-elect (1 year), chairman (2 years), and past chairman (1 year). The Treasurer and Secretary of APELSO will serve for 5 years (and 1 year as past Treasurer / Secretary, during which time they can hold another Steering Committee post, if so elected). These terms are renewable. Their tenure must be confirmed by a vote of the Steering Committee annually. The Treasurer will be elected by the Steering Committee from the directors and associate directors of the member centers.

Half the members of the Charter Committee will serve a three year membership, while the other half will serve a four year membership. Any members from the Charter Committee who are subsequently re-elected will hold a three year membership. The Chair of the Charter Committee will serve a four term as chairman. The term of the Charter Committee began with their first meeting in Beijing, China, October, 2013.

All votes of the Steering Committee require a simple majority. A quorum on the Steering Committee is 5 members.

Each year, the Steering Committee will nominate one or more candidates for each open position. Member centres will vote with one vote per active centre. The candidates with the most votes of member centres will be elected.

3. Steering Committee Responsibilities

Activities of APELSO will be directed by the Steering Committee. The responsibilities of the Steering Committee are:

- To serve as the committee to define the details and functions of the Organisation.
- To administer finances including dues and institutional, foundation, and industrial grants.
- To appoint the chairman and liaison members to the Standing Committees, charge each committee, and coordinate committee activities.
- To determine the priorities of the Organisation, and implement programs.
- To communicate the activities of the Organisation both inside and outside the group.

- Act as nominating committee for new Steering Committee members.

4. Finances

The Treasurer will supervise the financial operations of APELSO and report to the Steering Committee and parent organisation annually.

APELSO is a not-for-profit, public company registered in Australia (ACN 162552052).

Center dues, individual member dues, and corporate member dues will be set annually by the parent Steering Committee at the time of the annual meeting and ratified by APELSO. APELSO shall establish appropriate means for maintaining and accounting for funds received and distributed. APELSO (similar to other chapters) shall be financed through the following:

- a. Twenty-five percent (25%) of the dues of the chapter's member centers shall be distributed to APELSO.
- b. Proceeds from locally organised APELSO activities, such as educational activities and the annual congress and grant awards shall remain with the chapter.
- c. Additional *ad hoc* allocations from the parent organisation as authorised by the parent Steering Committee.

Authority to pay from the APELSO fund will be as follows:

- The Treasurer would be able to sign off on amounts <AUD\$5000.
- Amounts between AUD\$5000-\$30,000 would need to be ratified and countersigned by the Chairman of the Steering Committee.
- Amounts of AUD\$30,000 and above would need to be ratified by the Steering Committee.

5. Conduct of business meeting and activities

a. Biennial Directors Meeting

The APELSO biennial meeting will be chaired by the Chairman of the Steering Committee, or his designate. Robert's Rules of Order (Appendix 1) will be followed. The Program Director of each active member centre may personally represent each center, or designate in writing an individual to represent the centre. The Program Director or the official designate representing each centre must be present at the meeting in order to vote.

b. Steering Committee Activity

Under the overall direction of the Steering Committee, the business and activities of APELSO will be conducted by the Standing Committees. The responsibility of these committees will be defined individually by the Steering Committee. The Standing Committee structure used by the parent organization or by other Chapters need not be used by APELSO, but will be defined by the APELSO Steering Committee. Each member centre has the opportunity for representation on each standing committee; hence direct access into the functional component of

APELSO. Standing Committee chairmen may proceed with committee business independently. They may circulate drafts of protocols, Registry forms for reports, newsletter, conference information, etc. as necessary and appropriate. If these activities result in an official policy recommendation then the guidelines outlined below will apply.

Each Standing Committee chairman will report on the activities of the committee to the Steering Committee at regular intervals and will report to the membership at the biennial meeting. Standing Committee reports at the biennial meeting are intended to be a summary of work completed and an outline of work in progress. More extensive discussion of committee activities will take place at open committee meetings at the time of the biennial meeting. Each standing committee has an executive group, which will assist the committee chairman in guiding and implementing the APELSO Biennial Meeting agenda.

c. Official statements and publications of APELSO

All internal and external official policy statements require an approval process outlined below. This applies to APELSO centre guidelines, referral guidelines, statements regarding the clinical specialist roles, standardised APELSO manuals and training courses, Registry access policies, etc.

The sequence for distribution and review of official policy statements is as follows:

- Draft preparation in Standing Committee and approval by majority of the APELSO Steering Committee.
- After Steering Committee approval, draft for review and comment is sent from the ELSO office to all APELSO member centres, individual members and corporate members.
- Responses from interested parties should be returned to the ELSO office within one month.
- The final draft considering all the comments will be revised and approved by the APELSO Steering Committee, then sent to all APELSO member centers for vote. Each APELSO member Centre has two weeks from the time of receiving the final draft to vote.
- Centres not responding within that time frame will be polled by the ELSO office on behalf of APELSO. A majority of active centres responding is required for approval of an official policy.
- The APELSO approved policy can be vetoed by the parent organisation by a simple majority vote of the ELSO steering committee.

6. Rights and Responsibilities of APELSO under the ELSO charter

ELSO may authorise the formation of affiliate chapters that represent ELSO centres within a geographical location by majority vote of the Steering Committee. A chapter shall have a Chapter Steering Committee with the same organisation as the parent organisation but with membership limited to centres in the given geographic location.

APELSO Authority

The APELSO 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. The administration and maintenance of membership, establishment and receipt of dues, and administration and operation of the Registry shall remain the responsibility of the parent Steering Committee.

APELSO shall establish bylaws that are consistent with the goals of the parent organisation and subject to the approval of the parent Steering Committee. A chapter not conforming to its established bylaws may be dissolved by the parent organisation.

Corporate and individual memberships shall be at the discretion of the individual or organisation to pay either ELSO or APELSO.

Drafted October 2014

Ratified by APELSO Steering Committee, November 1, 2014