



INTERNAL REGULATIONS

SLOVAK SOCIETY OF ANGIOLOGY

ORGANIZATIONAL UNIT OF THE SLOVAK MEDICAL ASSOCIATION

Art. I. Legal status and scope of powers

- (1) The Slovak Society of Angiology is an organizational unit of the Slovak Medical Association. It does not have its own legal personality.
- (2) The Slovak Society of Angiology uses the abbreviation S.S.A. It has its own logo. The abbreviation and the logo are registered in the register of the Slovak Medical Association (hereinafter referred to as "SkMA"). The use of the logo is subject to the approval of the Committee or the President of the S.S.A.
- (3) The Slovak Society of Angiology does not have its own statutes. It uses the Statutes of SkMA and its own internal regulations. The internal regulations of the Slovak Society of Angiology (hereinafter referred to as "S.S.A." or "Society") must be in accordance with the Statutes of SkMA. Internal regulations of S.S.A. are approved by the Assembly of Members of S.S.A. and by the Presidium of SkMA.
- (4) S.S.A. can become a member of national and international organizations (associations, societies) with a similar focus of activity. It is a member of the European Society for Vascular Medicine and the Central European Vascular Forum. Its most important partner is the Czech Society of Angiology. It cooperates closely with professional societies of SkMA (e.g. the Slovak Society of Vascular Surgery, the Slovak Society of General Medicine), associations of doctors and sections of professional societies of SkMA.
- (5) S.S.A. operates in the territory of the Slovak Republic.
- (6) S.S.A.'s head office is located on Cukrová 3, 813 22 Bratislava, delivery address is S.S.A.'s President's workplace.

Art. II. The mission, objectives and activities of S.S.A.

- (1) The mission, objectives and activities of S.S.A. are generally regulated by Art. III. and Art. IV. of the SkMA Statutes.
- (2) S.S.A. represents its members externally in order to protect and promote their legitimate requirements and interests.
In order to do so the society:
 - ensures the promotion of medical, scientific, diagnostic and therapeutic knowledge from current domestic and world medical science,
 - facilitates the transfer of the latest scientific, professional, medical, diagnostic and curative-preventive knowledge into practice through further systematic education in particular in the field of angiology,
 - focuses on the work and the spread of outpatient angiological care, on the creation and work of specialized angiological departments, departments of intensive and interventional angiology and angiological dispensaries.
- (3) Through the Committee, S.S.A. submits, reviews, publishes and promotes proposals and opinions on:
 - a) issues related to expertise and scientism in the field of angiology,
 - b) issues regarding the options for applying the best scientific procedures in medical practice,
 - c) issues concerning the ethics of doctors and medical professionals (as citizens and the implementors of scientific medical procedures),
 - d) issues regarding the existing and forthcoming legislative standards in the health care sector,
 - e) issues of the specialized content in the postgraduate education in the field of angiology,
 - f) directly or through SkMA, submits nominations for the main expert, nominations for expert commissions, expert councils and expert working groups of the Ministry of Health in the field of angiology.



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- (4) It facilitates the presentation of scientific, preventive and therapeutic knowledge from the practice of its members at home and abroad.
- (5) It encourages the participation of its members at educational and scientific events at home and abroad.
- (6) Through SkMA it can publish, participate in or support the publication of scientific medical journals, almanacs, bulletins, publications and other informational material.
- (7) It provides its members with methodological advice and other services related to the fulfilment of the mission, objectives and the subject of activity of S.S.A.
- (8) It grants its members honours and awards within the meaning of the Statute of Honours and Awards of SkMA and the Statute of Honours and Awards of S.S.A.
- (9) It establishes contacts and cooperates with international non-governmental, scientific and professional organizations active in the field of health care at home and abroad.
- (10) It annually organizes the Slovak Angiological Congress with international participation.
- (11) It participates in the implementation of preventive programs in the field of vascular diseases.
- (12) It also fulfils other tasks upon the request of the member base of S.S.A., SkMA, the Ministry of Health of the Slovak Republic, and possibly other institutions operating in the health care (e.g. NHIC, HCSA).

Art. III. Membership in S.S.A.

- (1) A full member of S.S.A. can become a natural person (physician or other health care worker who carries out scientific, professional or otherwise qualified health care activity in the field of angiology or a related field, or who is interested in the issue of vascular diseases), who agrees with the mission, objectives and Statutes of SkMA and agrees to participate in their fulfilment, and who pays the enrolment fee and the annually set membership fee.
- (2) The general obligations and the forms of membership are regulated by Art. V of the SkMA Statutes.
- (3) The rate of the enrolment fee and the annual membership fee as well as their due date are regulated by the Contribution Rules of SkMA. S.S.A. Committee annually sets the rate of the membership fee for S.S.A. members, announcing it in time to its members and to the Secretariat of SkMA.
- (4) The termination of membership is regulated by Art. VI of the SkMA Statutes.

Art. IV. Rights and Obligations of S.S.A. Members

- (1) The rights and the obligations of SkMA members are generally regulated by Art. VII of the SkMA Statutes.
- (2) In addition to the rights and obligations stated in the SkMA Statutes, the members of S.S.A. are
 - a) **obliged:**
 - to recognize and adhere to the internal regulations of S.S.A.,
 - to pay the membership fees and any additional membership contributions set by the Committee of S.S.A.,
 - b) **authorized:**
 - to submit initiatives, comments and suggestions regarding S.S.A.'s issues, to S.S.A.'s organs,
 - in accordance with the SkMA guidelines organize and attend scientific educational events,
 - to participate in the publishing activities of S.S.A., publish studies in magazines and to present expert knowledge in media,
 - to apply for honours and awards in accordance with the S.S.A.'s statute,
 - to apply for contributions from the S.S.A.'s resources, for domestic and foreign business trips,
 - to become a member of other professional societies and their sections.
- (3) S.S.A.'s members, in particular persons performing a function in S.S.A. bodies, shall not act in contrary to the interests of S.S.A. or SkMA. Should the conflict of interest occur while performing a function, the person performing the function shall not be entitled to negotiate on behalf of S.S.A. In case of violation of this principle, the S.S.A. Committee is entitled to file a motion for dismissal to



the competent body and, in serious cases, to propose revocation of membership (e.g. if a member causes greater economic damage or significantly damages S.S.A.'s or SkMA's reputation). In case of violation of this principle by an S.S.A. Committee member, the S.S.A. Supervisory Board is authorized to make such a decision.

Art. V. S.S.A. Bodies

- (1) The bodies of the Slovak Society of Angiology are:
 - a) The Assembly of Members,
 - b) The Committee,
 - c) The Supervisory Board.
- (2) The Committee and the Supervisory Board are elected bodies. The term of office of the Committee and the Supervisory Board is four years.

Art. VI. The Assembly of Members of S.S.A.

- (1) The Assembly of Members of S.S.A. (hereinafter referred to as "the Assembly of Members") is the supreme body of S.S.A.
- (2) The Assembly of Members is convened by the Committee as necessary, but at least every four years. As a rule, it is convened during the Slovak Angiological Congress. It must be convened at the request of at least one third of all S.S.A.'s members or, if the Supervisory Board requests so, within three months following the receipt of the request. The S.S.A. Committee is obliged to announce the date, place of convocation of the Assembly of Members and the program no later than 20 days before it takes place.
- (3) The Assembly of Members can declare elections void or can revoke:
 - a) members of the Committee and alternate members of the Committee,
 - b) members of the Supervisory Board and alternate members of the Supervisory Board.
- (4) The Assembly of Members decides on the term of office of the S.S.A. Committee and S.S.A. Supervisory Board, which is generally 4 years.
- (5) The Assembly of Members:
 - a) **approves:**
 - the program of the Assembly of Members,
 - the budget and the activity and management report for the previous period submitted by the S.S.A.'s Committee,
 - the plan and the main scope of activities of S.S.A.,
 - the report of S.S.A. Supervisory Board,
 - the internal regulations and internal rules of S.S.A., their amendments and additions,
 - proposals for the establishment and disestablishment of sections,
 - proposals for a further internal division of S.S.A.,
 - other proposals submitted by the S.S.A. Committee.
 - b) **decides on:**
 - a change in the legal form and the related property consequences,
 - withdrawal of the collective membership in other domestic and foreign organizations,
 - the dissolution of S.S.A. and the associated property consequences,
 - those matters of S.S.A. which it reserves the right to decide on.
- (6) The Assembly of Members has quorum if an absolute majority of members is present, with the exception of serious decisions referred to in Art. XI., paragraph 4, lit. f) of Statutes of SkMA, where the presence of two thirds of members is necessary. If an absolute majority of members or a two-third majority of members of the society is not present by the commencement of the Assembly of Members, a substitute Assembly of Members will be held 30 minutes later with the same program.



The substitute Assembly of Members has quorum if any number of members is present. Decisions shall be taken by an absolute majority of the votes in the form of resolutions.

S.S.A. members confirm their presence at the assembly by signing the attendance list. The Assembly of Members follows the Rules of Procedure of SkMA.

Art. VII. S.S.A. Committee

- (1)** The S.S.A. Committee (hereinafter referred to as “the Committee”) is the managing and executive body of S.S.A.
- (2)** The Committee has 9 members and 2 alternate members. The number of the Committee members for the forthcoming term is determined by the outgoing Committee. The Committee is convened by the President and, in his absence, by the Vice-President or an authorized member of the Committee. The elected candidate must submit a “Declaration of Conflict of Interest” concerning the field of angiology.
- (3)** The members of the Committee with advisory votes are the presidents of the sections, unless they are duly elected members.
- (4)** Members of the Committee may only be supplemented by alternate members who have been elected.
- (5)** The Committee elects a President, Scientific Secretary, Vice-President, or other officials (e.g. treasurer) from among its members. The function of the President can be carried out by the same elected member of the S.S.A. Committee only in two consecutive terms. When electing the President, candidate’s expertise in the field of angiology and his or her ethical profile are taken into consideration.
- (6)** The Committee has quorum if an absolute majority of the elected members is present. Decisions are taken by an absolute majority of the votes of the Committee members present.
- (7)** In particular, the Committee:
 - a)** prepares and convenes the Assembly of Members, implements its resolutions, solves current problems and common issues,
 - b)** decides on all important issues, which cannot be deferred, in the period between the sessions of the Assembly of Members, with the exception of those issues which are within the exclusive competence of the Assembly of Members,
 - c)** regularly informs its members about its activities,
 - d)** decides on the management and activities,
 - e)** duly maintains documentation of its activities,
 - f)** prepares a budget, a plan of activities, a plan of professional events, and a management and activity report,
 - g)** properly manages S.S.A.’s property and property rights and protects them,
 - h)** protects the membership data and uses it only in the manner stated in the Personal Data Protection Act and exclusively for activities arising from the subject of S.S.A.’s activity,
 - i)** submits to the Assembly of Members for approval all proposals that are approved and decided on by the Assembly of Members, in particular, the activity and management report, the plan of activities, the budget and the proposals for establishment and disestablishment of sections, etc.,
 - j)** establishes commissions and working groups and appoints members to commissions and working groups,
 - k)** grants honours and awards of S.S.A. and the corresponding financial rewards according to the Statute of Honours and Awards of S.S.A. and submits to the Presidium of SkMA proposals for granting honours and awards and the report on the result of the elections to S.S.A. bodies and elections of officials,
 - l)** establishes contacts with partner organizations at home and abroad,
 - m)** approves contributions for foreign and domestic business trips of its members,
 - n)** approves proposals for the invitation of foreign honorary guests and speakers for professional events and decides on the amount of contribution for their travel expenses and accommodation costs,



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- o)** proposes delegates for the convention of SkMA delegates and candidates for the SkMA Presidium and the SkMA Supervisory Board,
- p)** in S.S.A. bodies and when nominating a candidate for an office within the Ministry of Health of the Slovak Republic, the rule of maximum 2 (two) functions applies to S.S.A. members (such functions include: S.S.A. Committee Member, Section Chairman, Main and Regional Expert of the Ministry of Health of the Slovak Republic),
- r)** the S.S.A. Committee submits proposals for nomination to various professional bodies, expert working groups, categorisation councils and commissions, cataloguing councils and commissions of the Ministry of Health of the Slovak Republic,
- s)** sends S.S.A. representatives to advisory bodies, commissions and other bodies, as well as to various forms of management, regarding issues related to S.S.A. activities,
- t)** decides on postal voting for S.S.A. bodies and ensures its conduct,
- u)** consistently ensures observance of the statutes, by-laws and internal regulations of S.S.A. and SkMA,
- v)** discusses all proposals and measures of the Supervisory Board of the SkMA and S.S.A. at its very next meeting,
- z)** in case of invited foreign guests to S.S.A. events, the Committee approves the reimbursement of costs associated with their participation (accommodation, catering) in the spirit of reciprocity.

The work of the S.S.A. Committee is based on collective decision making.

The President participates in expert meetings within the EU, ensures contact with foreign professional societies and with SkMA, and focuses mainly on conceptual issues of angiology.

The Vice-President focuses mainly on the issues of health insurance companies, chain of outpatient clinics, inpatient departments and day care centres, and maintains contact with SkMA.

The Scientific Secretary is responsible for routine activities, publishing and participation in professional events of other SkMA professional societies.

The Treasurer is responsible for funds, payment of the membership fees to S.S.A. and SkMA, travel reimbursement, remuneration and other activities entrusted to him by the S.S.A.

Other members of the Committee focus, in particular:

- on the issue of angiological outpatient clinics, departments and wards,
- on postgraduate education, cooperation with the Slovak Academy of Sciences and specialized institutes,
- on the work of the S.S.A. sections and on maintaining contact with other SkMA professional societies,
- on the issues of medicamentous, interventional, conservative treatment and rehabilitation in angiology.

Art. VIII. S.S.A. Supervisory Board

- (1)** The S.S.A. Supervisory Board (hereinafter referred to as “the Supervisory Board”) is an independent supervisory body of S.S.A. The Supervisory Board has three members. From amongst its members, it elects a Chairman who convenes the Supervisory Board meetings and directs its activities. The Supervisory Board shall meet as necessary but at least twice a year. It is quorate if at least two members are present. Members of the Supervisory Board can not perform any other function at the same time. The elected candidate must submit a “Declaration of Conflict of Interest” concerning the field of angiology.
- (2)** The Supervisory Board monitors compliance with the statutes, by-laws, internal regulations and generally applicable legislation, controls the financial management of S.S.A., adherence to the approved budget and management principles, and implementation of resolutions of the Assembly of Members and the S.S.A. Committee.
- (3)** The Supervisory Board:
 - attends meetings of the S.S.A. Committee,
 - at least once a year prepares a report on the control activity and submits it to the Assembly of Members, which it answers to,



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- resolves the complaints of members, in particular, complaints related to the work of the S.S.A. Committee,
 - participates in the meetings of SkMA bodies through its Chairman or an authorized member,
 - suspends S.S.A. Committee's decisions should they be contrary to the generally applicable legislation, law and internal regulations of S.S.A. and SkMA. The suspended decisions are submitted to the Committee for a new decision, which will be the final decision on the matter.
 - is entitled to request a meeting of the Assembly of Members according to Art. XIII, point 2, lit. e) of SkMA Statutes.
- (4) When carrying out its activities, the Supervisory Board is entitled to require the submission of all written documents necessary to carry out a regular or an instant control of the society's operations and management. It is authorized to request the help and assistance of the Committee. The Committee is obliged to provide the Supervisory Board with help and assistance to the extent necessary.

Art. IX. S.S.A. Sections

- (1) S.S.A. sections are established when it is necessary to address expert issues related to narrow specialization and if it is in the interest of the society. The proposal for the establishment of a section together with its justification is submitted by the Preparatory Committee. The proposal is submitted together with a list of members of the society who have expressed interest in the membership of a section. A section must have at least 20 members. The proposal should be submitted to the S.S.A. Committee for approval. If the S.S.A. Committee agrees with the establishment of a section the proposal is then submitted to the SkMA Presidium for approval.
- (2) The section's Committee has at least 5 members. The members of the section's Committee are elected by an Assembly of Section Members. The elected candidate must submit a "Declaration of Conflict of Interest" concerning the field of angiology.
- (3) The members of the section's Committee elect a Chairman, a Scientific Secretary, or other function (e.g. treasurer) from among themselves.
- (4) The section's Committee is guided by the SkMA Statutes, internal regulations of S.S.A. and generally applicable legislation.
- (5) The section in particular:
- a) addresses professional and organizational issues related to their specialization,
 - b) adopts proposals and opinions which are submitted to the S.S.A. Committee for approval,
 - c) manages its own financial funds and uses them for its activities in accordance with the SkMA Statutes and the internal regulations of S.S.A.,
 - d) decides on an additional membership fee for the section,
 - e) carries out other tasks assigned to it by the S.S.A. Committee.
- (6) The S.S.A. President is a member of the section and has an advisory vote.
- (7) The Section has a 3-member Supervisory Board. The Supervisory Board is elected by the Assembly of Section Members. The members of the Supervisory Board of the Section can not hold any other function and the elected candidate must submit a "Declaration of Conflict of Interest" concerning the field of angiology.
- (8) The section's Supervisory Board controls, in particular:
- compliance with the statutes, by-laws, internal regulations and generally applicable legislation,
 - the section's management, compliance with the approved budget and the section's management principles,
 - the implementation of resolutions of the Assembly of Section Members and the section's Committee,
 - at least once a year prepares a report on the control of the section's activity and submits it to the Assembly of Section Members, which it answers to,
 - resolves complaints of section members concerning the activities of the section's Committee,
 - participates in the negotiations of the S.S.A. bodies through its chairman or a designated member,



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- suspends the section's Committee's decisions should they be contrary to the generally applicable legislation, law and internal regulations of S.S.A. and SkMA. The suspended decision is submitted to the section's Committee for a new decision, which will be the final decision on the matter.
 - is entitled to request a meeting of the members of the Section.
- (9) The section's Supervisory Board annually submits a report to the S.S.A. Supervisory Board.
- (10) In particular, a section may be cancelled if the section's Committee or Supervisory Board is inoperative or its merits have ceased to exist. The proposal for cancellation of the S.S.A. section is submitted to the S.S.A. Committee by the section's President or a designated member of the section's Committee. Should the section's Committee become inoperative, it is submitted by the section's Supervisory Board. Should the section's bodies become non-functional, any member of the S.S.A. Committee or the S.S.A. Supervisory Board may submit the proposal to cancel the section.

Art. X. S.S.A. Elections

- (1) Elections to the S.S.A. bodies conform to valid SkMA Statutes and S.S.A. Electoral regulations.
- (2) Elections are by correspondence and are one round.
- (3) Elections shall be carried out by secret ballot only.
- (4) There are two separate lists of candidates, one for the elections to the Committee and one for the elections to the Supervisory Board. One candidate can not be on both the list for the Committee and the list for the Supervisory Board at the same time. The order of candidates is compiled in an alphabetical order (surname, first name). Titles are listed after the name. The place of work of the candidate is also included on the list.
- (5) The candidates must have their membership fees in S.S.A. and in SkMA settled. Candidates for the Committee and for the Supervisory Board of S.S.A. must have a specialization in the field of angiology.
- (6) The candidature shall be submitted in writing or by e-mail and must include the candidate's consent.
- (7) The deadline for the final list of candidates is at least 6 weeks before the election date.
- (8) There are two alternate members elected for the S.S.A. Committee and one alternate member for the Supervisory Board.
- (9) Should the S.S.A. Committee become inoperative, the Assembly of Members will decide on the date of the elections. If the Assembly of Members is not convened, the S.S.A. Supervisory Board will decide. The elections are conducted and organized by an electoral commission consisting of 3 S.S.A. members. The electoral commission is also responsible for a proper conduct of elections and for handling any complaints. The elections are monitored by one SkMA delegate.
- (10) The electoral commission is elected by the Committee. If the Committee is inoperative, the electoral commission is elected by the Assembly of Members, if convened. If it is not convened, the Supervisory Board elects the electoral commission. Members of the electoral commission can not be on the list of candidates for the Committee or the Supervisory Board.
- (11) The results of the elections must be publicly announced (on the S.S.A.'s website) by the electoral commission without delay.
- (12) The electoral commission prepares a report on the conduct and the result of the elections, which has to be signed by all its members and the SkMA delegate.



Art. XI. Property and management

- (1) S.S.A. has a sub-account created within the SkMA. SkMA manages the property used by S.S.A. in accordance with the SkMA Economic Order. S.S.A. and its sections are required to protect the property of S.S.A., entrusted to them for use, against damage or loss and to ensure that it is used only in accordance with the mission, objectives and subject of activity of SkMA and S.S.A.
- (2) S.S.A.'s property consists of:
 - tangible and intangible assets,
 - movable property,
 - financial assets,
 - stocks,
 - claims and other property rights.
- (3) S.S.A.'s revenue is formed by:
 - membership fees,
 - grants, donations, educational grants, sponsorship contributions,
 - one-time special purpose contributions and collections,
 - other income resulting from its subject of activity (advertising income, etc.).
- (4) The property is intended to be used for the fulfilment of tasks resulting from the SkMA Statutes, and the internal regulations of the SkMA and S.S.A.
- (5) The President, Vice President, Scientific Secretary, and other authorized members of the S.S.A. Committee are responsible for the protection and management of S.S.A.'s property entrusted to S.S.A. and its sections for use. The S.S.A. Committee is also responsible for the protection of S.S.A.'s property. The Committee manages the property in such a way, that there is no loss. The property must be managed efficiently with maximum economic efficiency. The management of the sections is subordinated to the S.S.A. Committee. Should a member of the Committee cease to perform his / her function, which is associated with the right to manage the assets of S.S.A., he or she is obliged to hand over the economic agenda as well as any other agenda to the authorized member of the S.S.A. Committee, by protocol no later than on the date on which his / her office is terminated.
- (6) Management of S.S.A. property is governed by generally applicable legislation and internal regulations.
- (7) S.S.A.'s property can only be used for the mission, objectives and subject of activity of S.S.A. and in accordance with the applicable internal regulations of SkMA and S.S.A.
- (8) The S.S.A. Supervisory Board is obliged to carry out a control of S.S.A.'s management at least once a year. It is obliged to submit a written report on the result of the control to the S.S.A. and to the SkMA Supervisory Board within 30 days of the control.

Art. XII. S.S.A. Representation

- (1) S.S.A. is externally represented by its President, the Scientific Secretary, the Vice-President or, as the case may be, by another member of the Committee appointed by the President. All of them also have the signatory right.
- (2) On behalf of S.S.A. the President signs the documents by appending "President of S.S.A." to his name. The other officials sign the documents by adding their function to their name. An authorized member of the S.S.A. Committee signs the documents by appending the "authorized member of the S.S.A. Committee" to his or her name.
- (3) In economic and financial matters above € 1 000, the signatures of at least two representatives of the S.S.A. Committee are required, within the meaning of point 1 of this Article.



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Art. XIII. Awards and honours of S.S.A. and SkMA

- (1) The S.S.A. Committee annually grants its members the award for the best publication in the field of angiology, published during the previous year. Proposals for the award are delivered to the Scientific Secretary by the 1st of September.
- (2) The S.S.A. Committee annually grants an award to an author under the age of 35, a member of S.S.A., for the best presentation in the field of angiology presented at the Slovak Angiological Congress (hereinafter referred to as the "Congress").
- (3) Both awards together with the diplomas are awarded during the Congress. The amount of the prizes is approved by the S.S.A. Committee. The awards granted are published on the S.S.A.'s website.
- (4) All honours and awards which can be awarded to S.S.A. members are regulated by the Statute of Honours and Awards of S.S.A. and by the Statute of Honours and Awards of SkMA.

Art. XIV. Dissolution of S.S.A.

- (1) S.S.A. ceases to exist by voluntary dissolution or by merging with another scientific society.
- (2) The dissolution and property settlement are decided on by the Assembly of Members of S.S.A.
- (3) Upon the dissolution, Assembly of Members of S.S.A. shall appoint a liquidation group that will conduct the property settlement in cooperation with SkMA.

Art. XV. Transitional and final provisions

- (1) S.S.A. bodies are obliged to revise the previously issued internal regulations and instructions within three months of their approval, so that they do not contradict these internal regulations.
- (2) The internal regulations enter into force on the day of their approval by the SkMA Presidium.
- (3) The internal regulations were approved by the Assembly of Members of S.S.A. on September 20th 2019 and by the SkMA Presidium on December 12th 2019. They shall enter into force on January 1st 2020

In Bratislava, on
11 2020

.....
doc. MUDr. **Juraj Madarič**, PhD., MPH

S.S.A. President

SLOVENSKÁ ANGIOLOGICKÁ
SPOLOČNOSŤ

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