

INTERNAL RULES

WORKING GROUP ON INHERITED KIDNEY DISORDERS

Working group of the Swiss Society of Nephrology
(Unanimously approved at the GA of 8.12.2017 / Freiburg)

Description of the Working group

Working group on inherited kidney disorders - WGIKD

Preamble

Each working group prepares internal rules, which must be submitted to the SSN Board for approval.

Each working group is under the responsibility of the SSN

Aim / mission of the working group

The **Working Group on Inherited Kidney Disorders of the Swiss Society of Nephrology** aims:

- to **encourage communication and disseminate knowledge**, in whole Switzerland, on the clinical, genetic, mechanistic and social aspects of inherited diseases affecting the kidney;
- to **foster exchange** between adult and pediatric nephrologists, geneticists and researchers, actors involved in ethics, health economics, etc...;
- to **address the need for epidemiology data and registries**, the necessity for earlier and more efficient **diagnosis**, as well as **improved and affordable care**;
- to **share experience** with health care providers, patients and their families;
- to **organize specific meetings**, with priority for **case discussion** and organization in the various regions of Switzerland.

Definition of the interaction

The working group reports to the SSN Board;

The working group has at least one SSN Representative in its Executive Office

Structure of the working group (chair, vice-chair, number of members)

The Working Group consists of an Executive Office and members.

The Executive Office is led by the Chairman, assisted by a Vice-Chairman, a Secretary, and an SSN Liaison member.

Together, they are responsible for preparing the annual working plan, which must be approved by the WG.

CHAIR

The Working Group is directed by the Chairman, assisted by a Vice-Chairman.

SECRETARY

The Chairman proposes the name of the Secretary, who is elected by the WG members. The Secretary will be in charge of the organizational affairs of the Working Group. In particular, he organizes meetings of the WG in close collaboration with the other Executive Officers. He must inform all members about the venue and time of the meeting at least one month before.

The Secretary will prepare Minutes of the meetings, which must be approved by the Executive office and sent to members and to the SSN office.

The Secretary is the person responsible for ensuring that these regulations are followed by the WG.

MEMBERS

WG members are persons interested in inherited kidney disorders at large. Submission for WG membership should be addressed to the Secretary of the WG. WGIKD members should be members of the SSN, but exception may apply to representatives of the geneticists community and basic researchers.

List members (Date: 07.11.17)

Olivier Devuyst, Zürich / President
Paloma Parvex, Genève / Vice-President
Daniel Fuster, Bern / Secretary
Olivier Bonny, Lausanne / Member, representative SSN/SGN
Sophie de Seigneux, Genève / Member
Florence Fellmann, Lausanne / Member, representative of the geneticists
Guido Laube, Zürich / Member, representing Pediatric nephrology
Thomas Neuhaus, Zürich / Member, representing Pediatric nephrology
Bruno Vogt, Bern / Member

Election mode of the working group members

The Chairman is proposed by the WG Executive Office to the SSN General Assembly. The Vice-Chairman represents the adult/pediatric nephrology counterpart of the Chairman, to ensure optimal representativity. Members of the WG are elected by the Executive Office and members.
Candidates for membership must send their application to the WG Secretary, at least 3 months before the General Assembly of the SSN. The Secretary will be in charge of verifying the eligibility of the candidates and informing the Executive Office and the members. Internal vote might be conducted by email and is organized by the Secretary. Notice of any Board vacancy must be sent to all WG members, at least 6 months prior to the General Assembly of SSN, by the WG Secretary.

Length of mandate

Mandates are 2 year term, renewable twice.
After the end of their terms, Executive Officers become ordinary member of the Working Group.

Number of working group members

No limitation

Internal vote modalities

During elections/voting, in case of an equal number of votes, the Chairman has the casting vote.

Number of meetings per year

At least one meeting is organized (spring) for case discussions, plus one during the SSN Annual meeting.

Minutes of meetings

14 days for writing and 14 days for approval.
Should reach the SSN Board within max. 30 days after meeting.

Diffusion of information of the working group publications by the working groups

All publications and notifications are to be submitted to the SSN Board.

Commission decisions and recommendations are open to all SSN members (website or mailings)

Mandatory yearly report to GA

Each working group will submit an annual report at the ordinary SSN general meeting of members.
To be submitted to the SSN Office in writing by each end of October

Admission as working group or dissolution

The General Assembly of the SSN decides about admission or dissolution of the working group

Distribution of communications

All SSN communications are after consultation with the SSN president or secretary, exclusively sent via the Administration

Financial aspects

None