

INTERNAL RULES

Working Group on Diabetic Nephropathy

Working group of the Swiss Society of Nephrology
(unanimously approved at the SGN Board meeting of 16.12.2020)

Description of the Working group

Working group on diabetic nephropathy

Preamble

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

Aim / mission of the working group

1. Pave the way for a better collaboration and networking between Swiss diabetologists and nephrologists, and
2. Set up common Swiss recommendations for diagnosis and management of diabetic nephropathy

Definition of the interaction

The working group reports to the SSN Board;
At least one member of the WG is a representative of SSN

Structure of the working group

Co-Presidents
Members

Current member list - see www.swissnephrology.ch

Election mode of the working group members

- The President is proposed by the WG Executive Office to the SSN General Assembly for a 2 year office term and can be re-elected twice. The proposition has to arrive until latest end of April in the election year at the SSN office.
 - The board can inform SSN members about a vacancy of Presidency until 1 of June in the election year. SSN members can apply for the vacant post until latest 30th of Sept in the election year. Qualified candidates can then be submitted for election to the General Assembly of SSN.
- The other members of the WG are elected by the WG.

Length of mandate

President: 2 years. Re-electable twice.
Members: not limited

Number of working group members

No limitation

Internal vote modalities

During voting, in case of an equal number of votes, the President has the casting vote.
For a valid decision, 50% of the members have to present.

Number of meetings per year

At least one meeting is organized per year.

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 before publication.

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 September

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

The WG has no financial interests. The president and its members have to declare possible personal financial interests and dependencies before taking office and anytime such interests appear. Declaration in a written form to the SSN office. Projects and Coworking with companies (Pharmaceutical, Med-Tech) have to be adherent to the specific rules of FMH.