

INTERNAL RULES

THE WORKING GROUP ON NUTRITION, SARCOPENIA AND BONE DISEASE

Working group of the Swiss Society of Nephrology
(unanimously approved at the SGN Board meeting of 08.09.2020)

Description of the Working group

Working group on nutrition, sarcopenia & bone disease (WG-NSB)

Preamble

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

Aim / mission of the working group

The aim for this WG is to create a platform of interest focused on the management of nutrition, bone disease and sarcopenia in patients affected by chronic kidney disease (CKD). This platform is intended to follow a multidisciplinary approach involving nephrologists, renal dieticians, physiotherapists and renal nurses who all take care of renal patients under different angles. The WG will also look at recruiting young nephrologists interested in nutrition, sarcopenia and CKD-MBD

Definition of the interaction

The WG-NSB should establish internal rules and by-laws, needing approval from the SSN Board.

Structure of the working group (President, Vice-President and members)

- President and members
- the WG elects out of it's members a Vice-President and a secretary, which build, together with the president, the Executive Office of the WG.

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 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

There are maximal 10 members

Internal vote modalities

Each WG member needs the absolute majority (dependent on the number of official members) to be elected or re-elected. In the event that the absolute majority is not reached, the simple majority score may be

applicable. For a valid decision, at least 50% of the members have to be present.

Number of meetings per year

At least one scientific meeting in Bern plus 1 meeting during the SSN Congress. Extra meetings will be proposed according to opportunities/advances/ commitments to complete. Phone conferences will be planned to in order prepare these meetings, or if needed

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 and publications by the working groups

All publications and communications of the WG-NSB should be presented beforehand to the Board of the SSN.

Decisions and recommendations of the WG-NSB are accessible to all members of the SSN through the website or by post.

Mandatory yearly report to GA

The WG-NBS will submit an annual report at the ordinary SSN general meeting of members. To be submitted to the SSN Administration in writing by 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 communications of the Commissions and Working Groups of SSN are sent by the administration after discussion with the Board of SSN

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.