

Statutes of the Swiss Working Group for Cystic Fibrosis (SWGCF)

Revision November 2014

Art. 1 Name and location

The Swiss Working Group for Cystic Fibrosis (SWGCF) is an association of physicians and researchers in Switzerland dealing with children and adults with cystic fibrosis (CF).

The domicile of the SWGCF is located at the working address of one of its Co-Presidents.

Art. 2 Intent and aims

The SWGCF aims to promote treatment, research and teaching in the field of CF by intra- and interdisciplinary knowledge exchange, and to ensure that the best international standard cares are applied to CF patients in Switzerland.

Art. 3 Duties

The duties of the SWGCF are as follows:

- The SWGCF is the contact for national and international committees and institutions for medical issues in diagnosis, management and treatment of CF.
- The updating of physicians on new diagnostic procedures and treatments of the disease.
- The continuous guidance and scientific support of the neonatal screening program for CF in Switzerland
- The initiation, support and coordination of research activities in the whole field of CF
- The evaluation of scientific projects in the field of CF within the research commission of the SWGCF and the Swiss Society for Cystic Fibrosis (CFCH)

Art. 4 Members

The SWGCF consists of ordinary, extraordinary members and institutional members

Every academic professional actively engaged in CF research, education or treatment of patients may become an ordinary member of SWGCF.

Non-academic professionals working in the field of CF can become extraordinary members of the SWGCF.

Institutional members are corporate bodies.

Both the extraordinary and the institutional members do not have voting rights and cannot be elected in the Executive Committee or the Research Commission.

Art. 5 **Affiliation, membership and resignation**

Applications for membership as ordinary, extraordinary or institutional members to the SWGCF must be sent to one of the two co-presidents.

Membership applications are presented on the occasion of the SWGCF meeting in spring or autumn, and approved according to the principle of simple majority.

Upon written request, a member may resign his membership and therefore loses its status at the end of the calendar year.

Upon written request, the Executive Committee may propose to the General Assembly the exclusion of a member, after evaluation of the record and hearing the concerned member. The two-thirds majority of members being present at the meeting is required for the exclusion of a member.

Art. 6 **Organisation**

The organs of SWGCF are:

- The General Assembly, forming the SWGCF
- The Executive Committee
- The Research Commission

The Executive Committee comprises the following members:

- Two co-presidents. The co-chairs are one pediatrician and one adult physician both working in a CF center in Switzerland. At least one of the co-presidents has to be a pulmonologist by training.
- The secretary of the SWGCF
- The president of the Research Commission

The 2 co-presidents share the tasks of the presidency, in particular those related to the more specific aspects regarding children and adults with CF.

The Executive Committee manages the administrative affairs of the SWGCF and defends the interest of its members. The Executive Committee operates a secretary office at the working address of the current secretary.

The Research Commission is composed by a non limited number of ordinary members of the SWGCF. It enacts its own rules, which are periodically adjusted by the SWGCF. At least one of the co-presidents is member of the Research Commission

The SWGCF shall meet at least twice a year for a General Assembly meeting. The meeting includes an administrative part and a medical and/or scientific part. It contributes to the improvement of the professional training. The co-presidents are responsible for the preparation and the organization of the meeting.

The SWGCF may set up expert groups dealing with specific areas of CF.

The competence of SWGCF are the following:

- Election of ordinary, extraordinary and institutional members of the SWGCF
- Election of the Executive Committee
- Election of the members of the Research Commission
- Acceptance and the changes in the rules of the Research Committee.
- Designation of representatives of the SWGCF to national and international commissions and working groups to establish connections and collaborations
- Designation by the General Assembly of one of its members as a representative to the Swiss CF Society
- Call for commissions and working groups within the SWGCF and designate chairs for these groups. These commissions and working groups shall report on their activities at the general assembly meetings.

Each member of the Executive Committee is elected for four years by the General Assembly by an open election according to the principle of simple majority. Only one reelection is possible.

Art. 8 **Acceptation of the statutes**

These Statutes shall enter into force on the date of acceptance by the General Assembly of the SWGCF.

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Dr. Dominik Müller-Suter
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