

**Special Interest Group on Pain in Childhood
International Association for the Study of Pain®**

Bylaws

**Article I
Name and Office**

Section 1. Name. The name of the organization is Special Interest Group on Pain in Childhood, International Association for the Study of Pain (the "SIG").

Section 2. Office.

Usual communication with the SIG is through the office of the SIG President, as shown on the SIG website, www.childpain.org.

The official office of the SIG is at the Secretariat of the International Association for the Study of Pain, hereinafter referred to as "IASP":

IASP Secretariat
1510 H Street NW, Suite 600
Washington, DC 20005-1020 USA
IASPdesk@iasp-pain.org
www.iasp-pain.org
By Telephone: +1-202-524-5300
By Fax: +1-202-524-5301

**Article II
Purpose**

The purpose of the SIG is to complement the work of the IASP as stated in Article II (Purposes) and in Article IX (Special Interest Groups) of the Bylaws of the IASP.

Specifically, the SIG's objectives are:

- to foster communication and knowledge exchange among researchers, clinicians, and educators in the field of pediatric pain worldwide
- to influence policy to promote improved management of children's pain through public advocacy from an international and interdisciplinary perspective
- to promote education about pain in children for patients, their families, and healthcare providers
- to encourage research, particularly multicenter studies, and studies which focus on unique problems of pediatrics, including newborns
- to support the development of centers for research and treatment of pain in children
- to encourage and nurture the next generation of researchers and clinicians in the field of pediatric pain.
- to hold a biennial conference, the International Symposium on Pediatric Pain (ISPP), which will be the premier interdisciplinary conference in this field
- to provide advice to IASP about the pediatric aspects of the IASP World Congress on Pain, and about pediatric publications in the journal, PAIN, and other publications of IASP.

Article III Organization and Status

The SIG operates as a special interest group under Article IX of the Bylaws of the IASP, which governs limitations, meetings, finances, and termination of all special interest groups.

Article IV Membership and Voting Privileges

Section 1. Membership. Membership in the SIG is open to all members of the IASP who on an annual basis (a) indicate their interest in joining the SIG, and (b) pay the additional nominal fee charged by IASP for membership in this SIG.

Section 2. Voting privileges. Members' voting privileges include:

- Electing the Council of the SIG
- Voting on any proposal which the Council specifically indicates will be voted on by the membership. Unless otherwise indicated by the Council, all matters of the SIG will be decided by vote of the Council only.

Article V Council

Section 1. Makeup and number. Members of the SIG Council comprise Officers and Directors. A member of IASP Council serving as liaison between the SIG and IASP shall be an ex officio member of Council. The Council shall manage the affairs of the SIG. The number of Council Members shall be no less than 8 and no more than 11.

Section 2. Election. Council Members will be elected via online elections to be called by Council and managed by the IASP secretariat as needed to fill Council positions. Elections will be called if the number of sitting Council members drops to less than 8.

The Nominations Committee shall select a slate of candidates based on qualifications and present those candidates for election as needed to fill vacancies. Candidates for Council shall be nominated by at least two Members of the SIG, with the consent of the nominee.

In case an election is uncontested, or there are fewer candidates than vacancies, any position may be filled on the decision of Council without an election.

Section 3. Vacancy. Any vacancy or unfilled position on the Council shall be filled for the unexpired term by appointment by Council. The Nominations Committee will recommend an appointee who must be ratified by a majority of the Council members. On completion of such an appointment for an unexpired term, a candidate remains eligible for election to Council.

Section 4. Resignation and Forfeiture. Any Council member may resign at any time by giving written notice to the President. Any director may be removed from the Council for any reason by a recorded affirmative vote of 2/3 of the total number of Council Members.

Section 3. Term of Office. The term of office for Council members is normally 6 years. Terms of office begin on January 1st following election. Terms of office end on December 31st.

Article VI OFFICERS

Section 1. Officers. The Officers of the SIG shall be a President, President-Elect, Past-President, Secretary and Treasurer. Officers are elected by Council from among members of Council, and may not be related by blood or marriage or reside in the same household as other members of Council.

Section 2. Election and Transition. The Officers of the SIG shall be elected as needed to fill open positions by the current elected Council. The outgoing Treasurer will maintain the books of the SIG until an annual report is completed after the end of his/her term.

Section 3. Term of Office. Each Officer shall hold the office for three years or until his/her successor shall have been duly elected and qualified. An Officer shall not hold the same position for more than two consecutive terms. An Officer may be re-elected to a third or subsequent term after being off Council for one year or more. Upon completing a 3-year term as Officer, if the member's original term as Council member is not yet expired, she or he shall return to the position of Council member to complete that term.

Section 4. Removal. An Officer may be removed when:

- a) An officer is not fulfilling the responsibilities of the office as prescribed in the Bylaws; and/or
- b) An officer engages in conduct which the Council determines to be injurious to the organization or its purposes.

The Council, at a duly noticed meeting (online, telephone, or face-to-face), may by a vote of two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include: (1) requesting the resignation of the officer; (2) making a formal recommendation that the officer be removed from office.

Section 5. Vacancy. A vacancy in any office may be filled through appointment by the President and ratified by the Council.

Section 6. Elected Officer Roles

A. President. The President shall be the chief executive officer of the SIG. The President shall preside over all meetings and the annual meeting of the SIG, shall, in general, supervise and control all of the business and affairs of the SIG, and shall be responsible for reporting to the SIG, as required, on the activities and operation of the SIG. He/She shall be an ex-officio member of all committees except the Nomination Committee. The President, with the assistance of the Secretary and Treasurer, shall be responsible for complying with all reporting requirements of the SIG and of the IASP.

B. President-Elect. The President-Elect shall have served for at least two years on Council before being elected President-Elect.

C. In the absence of the President, or in event of his/her inability or refusal to act, the Past-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions of the President.

D. Treasurer. The Treasurer shall:

- a) assist the IASP Secretariat in maintaining financial and accounting records for the SIG;
- b) provide Council at least once a year with a budget for the subsequent year and a report on the current and past year's financial transactions, assets, and liabilities;
- c) assist the President and Local Arrangements Chair in developing and approving any financial agreements for the ISPP and any other conferences organized or sponsored by the SIG;
- d) assess and approve any claims for payment or reimbursement to be paid on the SIG's behalf by the IASP Secretariat.

E. Secretary. The Secretary shall keep the minutes of the annual meeting and meetings of the Council, see that all notices are duly given in accordance with the provisions of these Bylaws, and be custodian of the SIG's records. The Secretary shall create or arrange for the creation of a newsletter for SIG Members.

Article VII Directors

Section 1. Term of Office. Each Director shall hold office for 6 years. Directors may not be re-elected to an immediately consecutive term but may be re-elected after an interval of at least one year off Council.

Article VIII IASP liaison

Section 1. The IASP Liaison is appointed by IASP Council to advise and assist in coordination of activities and policies of the SIG with those of IASP. The term of office of the IASP Liaison is established by IASP Council independently from the terms of office for other members of SIG Council.

Article IX Committees

Section 1. Committees. There shall be such committees created by the Council as may be required to carry on the work of the SIG. The quorum for a committee meeting shall be a majority of its members.

Required committee: Nominating Committee.

Section 2. Appointment. The President, subject to the ratification of the Council, shall appoint the chairperson(s) of committees, and approve the membership of the committees. At least one (1) committee member must be a member of the Council. A majority of other committee members must be members of the SIG; other members must be IASP members but not necessarily SIG members. Non-

members of IASP (e.g., patient or parent representatives) may serve as non-member consultants to SIG committees.

Section 3. Term. The chairperson and members of special committees shall serve for one year, or until their assignments have been completed, whichever comes first.

Article X Meetings

Section 1. General Meeting. A General Meeting of the SIG shall be held in conjunction with each ISPP and each IASP World Congress. Notice of the general meeting shall be given to SIG members no less than 60 days before the meeting. General Meetings are open to anyone attending ISPP or IASP World Congress, but only members of the SIG may vote. The quorum for voting on any decision at a General Meeting is one-tenth (1/10th) of SIG members or 25 members, whichever is smaller, represented in person or by proxy.

Section 2. Notice of General Meetings shall be delivered in accordance with IASP Bylaws, Article XIV, Electronic Transmissions.

Section 3. Council Meetings. Regular meetings of the Council shall be held in conjunction with each ISPP and IASP World Congress, not at the same time as the General Meeting. The President or any 2 Council members can call special meetings of the Council which will normally be conducted online or by teleconference.

Section 4. Notice of Meetings. Notice of a time and place for any meeting of the Council shall be delivered by e-mail to each Member of Council at least 30 days prior to the meeting.

Section 5. Quorum. A majority of the Council shall constitute a quorum for the transaction of business at any meeting of the Council, whether online or face-to-face. Unless otherwise specified, a majority vote of the Council Members present shall determine the outcome of issues brought before the Council.

Section 6. Action without Meeting. Any action of the Council may be taken without a meeting if the majority of members of the Council individually consent to this action. The President shall determine the method of voting on the action and be responsible to provide written results of the action to the Secretary. Results of consent and the action shall be filed with the minutes of the proceedings of the Council.

Article XI General

Section 1 Compensation. Council Members shall not receive any reimbursement of expenses related to travel, accommodation or other expenses to attend any meeting unless it is required outside the schedule of ISPP or IASP World Congress and approved by a 2/3 majority of the total number of Council Members.

Section 2. Contracts. Special Interest Groups may not enter into a contract or agreement binding IASP. However, the SIG Council may authorize any officer or officers, agent or agents of the SIG, to

enter into any contract or execute and deliver any instrument in the name of and on behalf of the SIG and such authority may be general or confined to specific instances. Such contracts are limited by IASP bylaws and decisions of IASP Council.

Section 3 . Conflict of Interest. Each member of SIG Council shall be responsible for identifying and stating any conflicts of interest when pertinent issues are discussed and voted on by the Council. The conflict of interest shall be noted in Council’s minutes and if a vote on the matter is taken the results will note the outcome and that the member with a conflict has not cast a vote. “Conflict of Interest” shall be defined as a member who has an interest (personal, fiscal or academic) in the outcome of a Council action.

Section 4. Indemnification. The Council Members shall be indemnified and held harmless to the extent and in the manner permitted by IASP.

Article XI Financial Administration

IASP exercises control over the financial administration of its Special Interest Groups: see Article XI of the IASP Bylaws. Official financial records of the SIG are kept by the IASP Secretariat, based on information provided by the SIG Treasurer and President.

All payments issued by the IASP Secretariat in the name of the SIG will require prior approval by the Treasurer and the President.

The fiscal year of the SIG shall begin on the first day of January and end on the last day of December. (See IASP Bylaws, Article XI).

Article XII Dissolution

Upon dissolution or final liquidation of the SIG, any remaining assets shall be, after payment or the making of provision for payment of all the lawful debts and liabilities of the SIG, returned to general funds of the IASP.

ARTICLE XIII Amendment to Bylaws

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by an affirmative vote of two-thirds of all members of Council. Such changes are subject to ratification by Members of the SIG at the next General Meeting, and approval by the IASP Secretariat.

Adopted by Council on: 24 March 2015

Ratified by SIG General Meeting on: 3 June 2015, Seattle, USA