



Extracorporeal Life Support Organization (ELSO)

BYLAWS

1. Membership

ELSO is an international consortium of active clinical programs. Each ECLS program that contributes cases to the Registry is considered to be an active member of the organization. **The purpose of the Registry is to collect a “Limited Data Set” from participating centers for quality assurance purposes. Aggregate and de-identified data may also be used for specific research protocols.** In any action of the organization, which is determined by vote, each member program has one vote. Each program may designate as many individual representatives as it wishes to the various activities of the organization. Active status is maintained by the regular contributions of cases to the Registry and payment of dues. A center is designated inactive if it has not contributed any cases to the Registry for six months, or if the dues are in arrears by six months. Active member status is required to participate in the activities of ELSO.

Interested individuals who are not affiliated with an active ECLS program may hold individual membership (clinicians, research scientists, members of industry and members of regulatory and public health institutions). Individual members may participate in all the activities of the organization, but do not vote. Application for individual membership must be sponsored by a member center and be reviewed and approved by the Steering Committee.

Corporate membership may be held by corporations who are active in research and development of extracorporeal devices, drugs, and techniques. Each corporation may designate as many individual representatives as it wishes to the various activities of the organization. Corporate members do not vote.

2. **Steering Committee Responsibilities**

Activities of ELSO will be directed by a Steering Committee comprised of a chairman, the chairmen of the six standing committees, and one to six members at large. During the organizational phase of ELSO, Dr. Bartlett and the other members of the Steering Committee will propose guidelines for appointment, nomination, election, and tenure on the Steering Committee and Standing Committees. The responsibilities of the Steering Committee are:

- A) To serve as the initial organization committee to define the details and functions of the Organization.
- B) To administer finances including dues and institutional, foundation, and industrial grants.
- C) To appoint the initial members to the Standing Committees, charge each committee, and coordinate committee activities.
- D) To determine the priorities of the Organization, and implement programs.
- E) To communicate the activities of the Organization both inside and outside the group.
- F) Act as Nominating Committee for new Steering Committee members.

3. **Steering Committee Membership**

The Steering Committee is comprised of up to 13 members: the Chairman, the chairmen of the six standing committees and up to six members at large. One of the at-large members will be a clinical coordinator. In addition, liaisons representing nurses, respiratory care practitioners, and perfusionists will be appointed to the committee. Liaisons do not vote. Recommendations for Steering Committee liaison positions will be made by the vacating liaison and approved by the Steering Committee. The new member must be a clinical coordinator or co-coordinator working in an active member center. The other members of the Steering Committee must be a physician from a dues paying member ELSO Center. A Coordinator (in a leadership position) from a dues paying member ELSO Center can be elected to chair or co-chair the Logistics & Education Committee or Conference Committee. The term of membership will be three years, renewable once. Each year an election will be held to replace any members leaving the committee.

The Chairman of the Steering Committee will be elected every three years. The four-year term will be served as chairman-elect (1 year), chairman (2 years), and past chairman (1 year). This term is not renewable. The treasurer of ELSO will be elected annually by the Steering Committee from the other members-at-large.

All votes of the Steering Committee require simple majority (7 or more for approval). A quorum on the Steering Committee is 8 members. If all members are not present at a meeting, seven votes are still required and sufficient to pass an issue.

Each year, the Steering Committee will nominate one or more candidates for each open position. At the annual business meeting, the floor will be open for other nominations. Member

centers will vote with one vote per active center. The candidates with the most votes of member centers will be elected.

4. Finances

The Treasurer will supervise the financial operations of ELSO and report to the Steering Committee quarterly and to the membership annually. The accounts will be maintained in the ELSO office and the office personnel will be responsible for the day-to-day financial operations of the Organization.

Each year, the Chairman of the Steering Committee will submit a calendar-year budget for the forthcoming year at the time of the annual meeting. This budget will be reviewed and approved by the Steering Committee before the annual meeting. At the time of the annual meeting, the budget for that calendar year and the expenses for that year and the prior calendar year will be presented to the membership. The goal of financial management will be to hold at least one year's operating expenses in reserve and conduct the business of the Organization to bring the final balance to this amount each year.

ELSO itself is a non-profit organization. As an academic program of the University of Michigan, non-profit status is further assured. The financial operations will be reviewed by the University of Michigan accountants in the Office of Financial Operations. The University of Michigan report will be presented annually along with the Treasurer's report. The University of Michigan reports are based on fiscal year rather than calendar year.

Center dues, individual member dues, and corporate member dues will be set annually by the Steering Committee at the time of the annual meeting.

5. Conduct of business meeting and activities

A) Annual Meeting

The annual meeting will be chaired by the Chairman of the Steering Committee or his designate. Robert's Rules of Order will be followed. The program director of each active member center will personally represent each center, or designate in writing an individual to represent the center. The program director or the official designate representing each center must be present at the meeting in order to vote.

B) Committee Activity

Under the overall direction of the Steering Committee, the business and activities will be conducted by the six standing committees. The charge to these committees is defined in the ELSO Charter. The agenda within this charge is reviewed and defined annually by the Steering Committee. Each member center has the opportunity for representation on each standing committee hence direct access into the functional component of ELSO. Committee chairmen may proceed with committee business independently. They may circulate drafts of protocols, Registry forms for intra and internal reports, newsletter, conference information, etc. as necessary and appropriate. If these activities result in an official policy recommendation then the guidelines outlined below will apply.

Each committee chairman will report on the activities of the committee to the Steering Committee at regular intervals and will report to the membership at the annual meeting. Committee reports at the annual meeting are intended to be a summary of work completed and

an outline of work in progress. More extensive discussion of committee activities will take place at open committee meetings at the time of the annual meeting. However, lengthy presentation, proposals for new committee business, controversial committee topics, etc. should be conducted in writing during the course of the year, rather than at the plenary sessions. Each standing committee has an executive sub-committee, which will assist the committee chairman in guiding and implementing the annual agenda.

C) Official statements and publications of ELSO

All internal and external official policy statements require an approval process outlined below. This applies to center guidelines, referral guidelines, statements regarding the clinical specialist roles, standardized ELSO manuals and training courses, Registry access policies, etc.

The sequence for distribution and review of official policy statements is as follows:

1. Draft preparation in committee and approval by majority of the Steering Committee.
2. After Steering Committee approval, draft for review and comment is sent from the ELSO office to all member centers, individual members and corporate members.
3. Responses from interested parties should be returned to the ELSO office within one month.
4. The final draft considering all the comments will be revised and approved by the Steering Committee, then sent to all member centers for vote. Each member Center has two weeks from the time of receiving the final draft to vote.
5. All centers, which have not responded, will be polled by the ELSO office. A majority of active member centers responding is required for approval of an official policy.

Finalized 5/90

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