

# ADMIT CONSTITUTION

The constitution of ADMIT was discussed at its 17<sup>th</sup> meeting on the 6<sup>th</sup> of March 2010 in Bad Homburg. It was decided that an Executive Group should be established to manage topics listed below. At the following meeting on June 19<sup>th</sup>, 2010, the Executive group was elected. The constitution was finalised at the meeting on November 6<sup>th</sup>, 2010, in Bad Homburg.

## Preamble:

ADMIT and its sponsor have agreed to cooperate in forming a working group promoting optimal use of inhalation therapy and increasing awareness of the importance of this optimal delivery in obstructive airways diseases.

All business discussions at meetings are confidential.

Intellectual Property belongs to ADMIT

- 1. Sponsorship** It was agreed that the sole sponsor of ADMIT will continue to be Meda, named hereafter as sponsor.  
A maximum of 3 sponsor representatives may attend meetings as non-voting observers.
  
- 2. Contract** All members have signed a contract with the sponsor agreeing to:
  - participate actively in the performance of tasks agreed on and allocated to them in ADMIT meetings
  - attend at least one ADMIT meeting each year
  - actively contribute to new publications and suggest new ones
  - actively contribute to the development of educational material
  - actively support the recommendation and implementation of educational materials
  - publicise ADMIT and its products at national and international meetings and on other appropriate platforms
  - facilitate recognition of ADMIT as an academic body that may contribute to major guidelines and teaching initiatives

By mutual written agreement, the parties may change the scope of the Agreement.

## **3. Membership**

a) Number of members should not exceed 18. The members should come from as many different European countries as possible.

Visitors are allowed at meetings providing the total number of members and visitors present at any meeting does not exceed 19, excluding sponsor's representatives.

Visitors may attend a maximum of three consecutive meetings. Thereafter, application for full membership of ADMIT can be made in the manner outlined in the constitution.

b) Selection of new members.

Proposals for new members can be made by any ADMIT member or the sponsor.

Nominations from all sources have to be channelled through the Executive Group (EG: see below).

Desirable (but not indispensable) qualifications for new members include:

- Recognised clinical expert, nationally or internationally
- Particular expertise in inhalation therapy
- Good communicator and ambassador for the group
- Sufficient time and commitment to make a valid contribution
- Good command of spoken and written English with experience of writing and submitting research and/or review articles
- Agrees to participate in, and abide by the ADMIT activities scoring system.

The final decision to appoint a new member will be made by EG and the sponsor (for contractual reasons).

c) Duration of membership is not fixed and is renewable **subject to adequate assessment** as detailed in section (e) below.

d) Retirement of members.

The future success of ADMIT depends upon the activities of all its individual members. All members are therefore contractually obligated to the sponsor and ADMIT actively to participate in the workings of the group. The relevant “activities” of individual members will be assessed by the EG and sponsor in order to identify, in a democratic and objective fashion, poorly active members who might be asked to stand down.

Each member is of course free to step down at any time at his/her own request.

e) Assessment of all ADMIT members (including the EG members) will be undertaken annually (6 members at each of the 3 ADMIT annual meetings) by the EG in the presence of the sponsor according to objective criteria to be publicised and refined from time to time. The results will inform requests to individual members to increase their activities if considered insufficient, or to resign from the group if activities are considered consistently poor. Individual performance marks will be confidential but categories of performance will be publicised to all group members and the sponsor.

f) Current objective criteria for assessment (some scores may be allocated subjectively within the stated limits):

<u>Activity</u>	<u>Score range</u>
• Attendance at meetings	0 - 6
• Valuable contribution to discussion at meetings	0 - 6
• Authorship of papers (per paper)	0 or 12
• Co-authorship of papers (per paper)	0 or 8
• International ADMIT Presentation*	0 or 10
• Response to correspondence	0 - 6
• New ADMIT activities/initiatives e.g. Flash	0 - 12
• National (local) ADMIT activities	0 - 8
• Newsletter/webpage contributions	0 or 8
• Raising awareness of ADMIT (slides, citing, press conf. etc.)	0 – 6

Members of the group having fewer than 30 points will be apprised by a member of the EG.

\* Members of the group asked to give presentations on behalf of ADMIT should inform the EG of the request before making any commitment for information and advice.

**4. Executive Group (EG)** An organ for external communication on behalf of the whole ADMIT group as well as a group to conduct the process of assessment of standing members and the election of new members. Further details are listed below:

- The EG will comprise of 4 ADMIT members elected by all ADMIT members (election period: 3 years + 2).
- EG will have responsibility
  - for external communications with all other bodies about ADMIT activities (conference presentations etc.)
  - for interaction with sponsors and all processes relevant to the business of ADMIT
  - to ensure quality of content and a core theme of extracurricular activities
  - for notifications of EG decisions to ADMIT members
  - for yearly assessment of “activities” of all ADMIT members (including EG members)
- The EG will generally meet prior to each ADMIT meeting (usually the previous day).
- All EG members, the chairman and the sponsor’s representative will take part in each EG meeting.
- All decisions of the EG will be made by a simple majority vote (Chairman + four).
- The sponsor has the right of veto of EG decisions relating to non-academic matters.
- Members of ADMIT agree to accept, and act on where appropriate, decisions made by the EG.

#### **5. ADMIT Chairman**

- The chairman will be member of the EG.
- The chairman will be elected for 3 years with the possibility of re-election for a further 3 years.
- Any ADMIT member may stand for election as chairman, or decline to do so.
- Candidates for replacement of the chairman must be approved by the EG based on the ratings of all ADMIT members provided to the retiring chairman.
- The appointment of a new Chairman by the EG must be approved by the entire ADMIT group and the sponsor (for contractual reasons).
- If the existing chairman is unable for any reason to collect the votes of ADMIT members for the election of a successor, this function may be subsumed by any other member of the EG or the sponsor.
- The terms and conditions of office are the same for the chairman as for all other ADMIT members.