

**The International Society for Nomenclature of
Paediatric and Congenital Heart Disease**

(ISNPCHD)



**Société internationale de nomenclature des maladies
pédiatriques et congénitales du cœur**

(SINMPCC)

***RULES AND REGULATIONS
(CONSTITUTION)***

Preamble

The International Society for Nomenclature of Paediatric and Congenital Heart Disease shall be established as a not-for-profit organization, incorporated in Canada, to standardize and maintain an international nomenclature system to enhance global communication and facilitate patient care, teaching, and research into paediatric and congenital heart disease across disciplines.

The International Society for Nomenclature of Paediatric and Congenital Heart Disease shall achieve these objectives through the International Working Group for Mapping and Coding of Nomenclatures for Paediatric and Congenital Heart Disease, a body constituted to work as a committee within the framework of the Society.

Article I – Names

Section A:

The name of this not-for-profit corporation shall be The International Society for Nomenclature of Paediatric and Congenital Heart Disease (ISNPCHD), Société internationale de nomenclature des maladies pédiatriques et congénitales du cœur (SINMPCC), hereafter known as the Cardiac Nomenclature Society.

Section B:

The property and business of the Cardiac Nomenclature Society shall be managed by the Board of Directors, hereafter known as the Board.

Section C:

The committee delegated to work within the framework of the Cardiac Nomenclature Society shall be named the International Working Group for Mapping and Coding of Nomenclatures for Paediatric and Congenital Heart Disease, hereafter known as the Nomenclature Working Group.

Section D:

The international nomenclature system developed by the Nomenclature Working Group shall be known as the International Paediatric and Congenital Cardiac Code (IPCCC).

Article II – Objectives

Section A:

The Cardiac Nomenclature Society is a not-for-profit organization whose objectives are:

1) To create and standardize a comprehensive and all-inclusive international nomenclature system for paediatric and congenital heart disease (the IPCCC) through the work of the Nomenclature Working Group, using the processes of de novo coding, as well as crossmapping existing nomenclature lists including, but not restricted to the following (alphabetically listed):

- Canadian Congenital Heart Disease Codes
- Current Procedural Terminology (CPT)
- European Paediatric Cardiac Code of the Association for European Paediatric Cardiology
- Fyler Codes, Children’s Hospital, Boston
- International Congenital Heart Surgery Nomenclature and Database Project of the European Association for Cardio-Thoracic Surgery and the Society of Thoracic Surgeons
- International Statistical Classification of Diseases and Related Health Problems of the World Health Organization (ICD-9, ICD-10)

2) Through the work of the Nomenclature Working Group, to maintain, preserve and update the IPCCC, as well as provide ready access to the IPCCC for the international paediatric and congenital cardiology and cardiac surgery communities, related disciplines, the healthcare industry, and governmental agencies, both electronically and in published form.

3) To maintain regular communication with the international paediatric and congenital cardiology and cardiac surgery communities and related disciplines, the healthcare industry, and governmental agencies, in order to disseminate information regarding the IPCCC, and encourage its universal use.

4) To provide ready access for interested parties to communicate with the Nomenclature Working Group, either directly or through its members.

5) To create additional committees or working groups consisting of its members and/or invited experts, as needed to further the objectives of the Cardiac Nomenclature Society.

Article III – Membership

Section A: Membership:

1) Founding members:

Once incorporated, the provisional directors of the corporation shall appoint the Board of Directors that shall establish a founding membership at its first meeting. The expanded membership of the Cardiac Nomenclature Society shall be composed of members of the Nomenclature Working Group and the individuals listed in Cardiology in the Young, Volume 12, table 2, p.427, October 2002 (Appendix 1)

2) Additional members:

Any international or national group, association or society with an interest in paediatric and congenital heart disease may suggest representatives for membership. Additional individuals may be invited to join the Cardiac Nomenclature Society at the discretion of the Board.

3) Acceding to a membership position:

The Board shall accept nominations for membership from appropriate bodies or from officers within the Board. All nominations for membership shall be directed to the Secretary of the Cardiac Nomenclature Society. Nominees shall accede to a membership position by obtaining a majority vote at a meeting of the Board. In approving a membership application, the Board shall strive to achieve a balance and diversity in expertise and international representation.

4) Duties of members:

Membership shall entail attendance at meetings of the Cardiac Nomenclature Society, and reporting the ongoing work of the Cardiac Nomenclature Society to the individual member's nominating Group, Association or Society, where applicable. Every member shall furnish to the Nomenclature Society an address to or at which all notices of meetings and impending resolutions or elections intended for the member shall be mailed to him/her.

Section B: Termination of membership:

1) Any member may withdraw from the Cardiac Nomenclature Society by delivering to the corporation a written resignation and lodging a copy of the same with the secretary of the Society.

2) A member may be required to resign by a three-quarters majority vote of the members present at an annual meeting.

Should a member be expelled, or choose to relinquish his/her membership, the Board shall seek a replacement from the member's nominating Group, Association or Society, as applicable. In doing so, the members of the Executive shall strive to enhance the balance of international representation and expertise within the Cardiac Nomenclature

Society. A nominee to replace the outgoing member shall accede to a membership position by obtaining a majority vote from the Board at a regular meeting of the Board.

Section C: Term of membership:

The term of membership shall be four (4) years, with the possibility of renewal. If a membership position is not renewed, and no nominating group is identified to nominate a replacement, the Board shall select a replacement member, always striving to enhance the balance of international representation and expertise within the Cardiac Nomenclature Society.

Article IV – The Board and Officers

Section A:

The Board of Directors of the Cardiac Nomenclature Society shall manage the property and business of the Society. The Board shall be composed of members of the Nomenclature Working Group. A director's term shall be for four years, said term may be renewed as often as deemed appropriate by the nominating organizations and/or members, as applicable. Directors shall be elected by the members at an annual meeting of members.

Section B:

The officers of the Cardiac Nomenclature Society shall be appointed from amongst the members of the Board. The officers shall be the President, the Vice-President and Secretary, and the Treasurer and shall be appointed by the Board for a term of 4 years, said term renewable as often as the Board of Directors deem appropriate. The President of the Cardiac Nomenclature Society shall be an ex officio member of the Nomenclature Working Group.

Section C:

The number of Directors shall not exceed thirteen (including the President). The Board shall be composed of a similar number of surgeons and non-surgeons. In recognition of the organizations that played a major role in establishing the IPCCC, the Board shall include a minimum of one surgical representative from the European Association for Cardio-thoracic Surgery, one surgical representative from the Society of Thoracic Surgeons, and two non-surgical representatives nominated from the Association for European Paediatric Cardiology. Because of the incorporation of the Cardiac Nomenclature Society in Canada, the Board shall also include a Canadian representative who may hold his position in an ex officio capacity if no Canadian holds a position in office.

For those positions used to ensure a minimum representation for certain organizations on the Board, nominations to the Board made by individual organizations need to be approved by the Board. Should the majority of the Board refuse to approve a nominee of a given Association or Society, the Board shall ask the Association or Society for an alternative candidate. If nominations made by individual organizations are twice refused by the Board, the Board shall accept a third nomination from that organization.

When electing the Directors at the annual meeting of the members, the members shall elect the nominees of individual organizations approved by the Board, unless for due cause which will be stated and approved by a majority of the voting members.

Section D:

In the event of resignation, death, or removal from office of a member of the Board by a 75% majority vote of the members, or a director's inability to perform his/her duties due to health or other reasons, the members of the Board may appoint, by majority vote, a new director and fill the vacancy with a member of the Cardiac Nomenclature Society. In doing so, the members of the Board shall strive to enhance the balance of international representation and expertise within the Board.

Section E:

Duties of officers, directors and the Nomenclature Working Group:

1) The President shall:

- Preside at all meetings of the Cardiac Nomenclature Society and have general supervisory power over the Cardiac Nomenclature Society
- In the case of an equality of votes, the President shall have a casting vote in addition to his/her ordinary vote.

2) The Vice-President and Secretary shall:

- Be responsible for communicating the activities of the Cardiac Nomenclature Society to the nominating Groups, Associations and Societies;
- Give notice of Board meetings;
- Be responsible for preparing and circulating a meeting agenda to all members;
- Prepare minutes of the Board meetings and where indicated, of the committees constituted by the Board;
- Keep a careful and authentic record of the proceedings of the Cardiac Nomenclature Society and circulate minutes of each meeting to the members of the Cardiac Nomenclature Society;
- Ensure that the appropriate documents are conserved;
- Be the custodian of the seal of the Cardiac Nomenclature Society;
- Certify any extracts of minutes and documents of the Board;
- Be responsible for keeping a record of the names and contact details of the membership of the Cardiac Nomenclature Society;
- Substitute for the President in the event of his/her absence from a meeting;
- Have signing authority for disbursements. All disbursements shall require the

- signature of the Treasurer or the Vice-President and Secretary;
- Assume all other duties assigned to him/her by the Board.

3) The Treasurer shall:

- Give a financial report at the business portion of each meeting. He/she shall have access and report on all money obtained in support of the Cardiac Nomenclature Society. He/she shall be responsible for accounting for all disbursements;
- Have signing authority for disbursements. All disbursements will require the signature of the Treasurer or the Secretary;
- Substitute for the Secretary in the event of his/her absence from a meeting.

4) Members of the Board of Directors shall:

- Attend meetings of the Cardiac Nomenclature Society;
- Fulfil their roles as members of the Nomenclature Working Group;
- Solicit nominations for membership in the Cardiac Nomenclature Society and elect new members;
- Designate an officer to oversee and maintain the web site of the Cardiac Nomenclature Society.

5) The Nomenclature Working Group shall:

- Create, standardize and maintain a comprehensive and all-inclusive international nomenclature system for paediatric and congenital heart disease through the processes of de novo coding and crossmapping existing nomenclature lists;
- Maintain regular communication with the President and members of the Cardiac Nomenclature Society regarding the IPCCC.

Article V – Meetings

Section A:

Annual meetings of the Cardiac Nomenclature Society shall be held at the time and location resolved by a majority of the members at an annual meeting. Every four years as applicable, the meeting of the Cardiac Nomenclature Society will be held near the time and at the location of the World Congress of Pediatric Cardiology and Cardiac Surgery.

Section B:

The Board shall decide the timing and site of additional meetings.

Section C:

A majority of directors in office shall constitute a quorum for meetings of the board of directors. The President, vice-president and secretary, or treasurer must be present for a meeting to be held. Any meeting of the board of directors at which this quorum is present shall be competent to exercise all or any of the authorities, powers and discretions by or

under the by-laws of the corporation.

Section D:

Guests/observers may be invited to the meetings of the Cardiac Nomenclature Society at the discretion of the Board.

Article VI - Address

The address of the secretariat of the Cardiac Nomenclature Society shall be that of the Secretary's or such other place as the Board shall from time to time determine. The Head Office of the Cardiac Nomenclature Society shall be: The Montreal Children's Hospital, Rm. C-829, 2300 Tupper Street, Montreal, Quebec, Canada H3H 1P3

Article VII – Ratification and Amendments

Section A:

These rules and regulations (constitution) shall be established by a unanimous vote of the Board of the Cardiac Nomenclature Society.

Section B:

This constitution may be amended by a vote of two-thirds majority of the Board, providing the amendment has been proposed in writing and circulated to all Board members thirty days prior to a vote. Responses to a call for a vote on an amendment must be obtained within three months.

Article VIII - Dissolution

Section A:

The Cardiac Nomenclature Society can be dissolved by a three-quarters vote of the Board.

Section B:

It is specially provided that in the event of dissolution or winding-up of the corporation, all its remaining assets after payment of its liabilities shall be distributed to other not-for-profit corporations exercising similar activities.

Dated May 8, 2005