Pursuant to article 35 of the Statute of the Croatian Medical Association adopted on 23 February 2013 and the Regulations of Procedures of the Professional Society of the Croatian Medical Association from June 2004, the Assembly of the Croatian Society of Perinatal Medicine of the Croatian Medical Association, at its meeting on 20 October 2004 accepted the following Regulations of the Society:

I. GENERAL PROVISIONS

Article 1

The Croatian Society of Perinatal Medicine of the Croatian Medical Association (Croatian abrv: HDMP HLZ, further on as Society) is the professional and academic body of the Croatian Medical Association (HLZ) that gathers physicians and other high skilled professionals from the field of mother and child care and who work in the Republic of Croatia.

Activities of the Society are in accordance with objectives and tasks of the HLZ.

Article 2

The name of the society is: Hrvatski liječnički zbor, Hrvatsko društvo za perinatalnu medicinu

The name in English is: Croatian Medical Association, Croatian Society of Perinatal Medicine

Article 3

Headquarters is in Zagreb.

Article 4

The professional society has a square shape company stamp. The stamp reads:

The top line: HRVATSKI LIJEČNIČKI ZBOR

Second line: HRVATSKO DRUŠTVO ZA PERINATALNU MEDICINU

Third line: CROATIAN MEDICAL ASSOCIATION

Fourth line: CROATIAN SOCIETY OF PERINATAL MEDICINE

Fifth line in small letters address: Tajništvo – Secretariat:.........

Article 5

The professional society is established in Article 18 of the Statute of the HLZ under number 75.

The Society is a member of the European Association of Perinatal Medicine.

II. TASKS OF THE SOCIETY
Article 6

The work of the Society is determined by provisions of the Statute and other general acts of the HLZ, the rules of the European Association of Perinatal Medicine and by these Regulations.
Article 7

The fundamental tasks of this Society are:

1. Work on continuous professional and academic training of its members through organising professional and academic meetings, congresses, seminars, lectures and training courses.

2. Cooperation with academic, teaching and health organisations with the aim of achieving effective work and cooperation in the professional and academic fields.

3. Representing the field of perinatal medicine in the professional and academic bodies of the Croatian Medical Association.

4. Development of ongoing cooperation with other societies and sections of the Croatian Medical Association in areas of mutual interest.

5. Recommending measures for advancing and improving organisation of work professionally and academically in the field of mother and child care.

6. Cooperation with perinatal medical associations from other countries.

7. Representing the national interests of the profession in international associations.

8. Monitoring the organisation and work of the health sector in the area of mother care and suggesting to oversight authorities and other relevant organisations measures for advancing and improving the organisation of work in the professional and academic activities.

9. Establishing criteria regarding professional qualifications of physicians and standards in the health sector, and according to need, provide opinion on the academic and professional qualifications of physicians working in the area relating to the Society’s activities.

10. Raising awareness of health related issues amongst the general population by using, inter alia, public relations tools.

11. Cultivating and developing principles of medical ethics with its members and developing interconnectedness amongst members as a whole.

12. Providing professional opinion and expert advice.

13. Recommending academic projects.

14. Oversight of professional work of its members and other specialist in the field of mother and child care including taking measures for patients or protecting its members.

III. MEMBERSHIP

Article 8

1. Membership in the Society can be regular, associate or honorary.

2. Members can become regular if they are members of the HL and a physician specialising in gynaecology and obstetrics and a specialist in paediatrics or related fields who lives and works overseas.

3. Members can become associate if they are highly qualified experts from other fields and academics who work in the area of mother and child care. Associate members have all the same rights and obligations, but cannot be appointed president or vice-president of the Society.

4. Honorary members of Society can become health or academic professionals, a citizen of Republic of Croatia or a foreigner who is credited for academically and professionally advancing the field of mother and child care.
5. Regular and associate members are confirmed by the Executive committee based on their application, whereas the honorary members are confirmed by the Assembly of the Society.

6. The Management committee of the HLZ is informed of the selection of honorary members, which also confirms them.

**Article 9**

Membership in the Society ceases if:
1. Exiting the Society of free will or in case of death.
2. Termination of membership in the HLZ.
3. Failure to pay the Society membership fee for at least a year and after a written warning.

**Article 10**

Rights and obligations of members are:
1. Abiding by the principles of medical ethics including not jeopardising, through own actions and work, the reputation of the Society, the HLZ or the medical profession.
2. Advancing and furthering skills and competence.
3. Publishing of academic and professional works in the publication of the Society and the HLZ.
4. The right to vote and be voted into the Society’s bodies pursuant to provisions of article 8 of these Regulations.
5. Providing advice and objections to the work of the Society and its bodies.
6. Submitting complaints and objections in cases as stipulated by these Regulations and the Statute of the HLZ.
7. The right for members to protect the moral reputation and material status of the Society.
8. The obligation to pay membership fees.
9. The right to benefits at events organised by the Society and the HLZ.
10. The right to join international and foreign perinatal medicine associations and enjoy all the rights and obligations that come with it.

**IV. SOCIETY BODIES**

**Article 11**

The Society’s bodies are:
1. Assembly
2. Executive committee
3. President
4. Secretary and Treasurer
5. Branches
6. Sections
7. Committees or Working Groups

**Article 12**

1. The Assembly is the highest body of the Society
2. The Assembly meets according to need and at least once a year.
3. The election of the Assembly takes place every 4 years during the election of the Assembly of the HLZ.
4. The president calls the Assembly based on the Executive Committee’s decision.
5. The Executive committee, at its own initiative, makes a decision on calling the Assembly, or if so requests at least 20 members or at least two branches of the Society or the HLZ.
6. The decision on calling the Assembly must be made by the Executive committee no later than 1 month after receiving the request.
7. The president of the Society must send invitations to the Assembly no later than 15 days prior to the Assembly.

**Article 13**

1. The Assembly is made up of members. The number of delegates is determined on the basis that there is a ratio of 1 delegate to 10 obstetrician – members of the Society and 1 delegate to 5 neonatologists – members of the Society.
2. Functional members of the Assembly are as follows: president, former president, vice presidents, secretary and treasurer of the Society and other members of the Executive committee.
3. The Executive committee makes a decision on electoral units and the number of delegates from each electoral unit. In doing so, it pays attention to the adequate representation of gynaecologist – obstetricians and paediatricians- neonatologists members of the Society.

4. The Assembly passes valid decisions if there are more than half of delegates present at the Assembly.

5. The mandate for delegates is 4 years.

6. The Assembly can also be made up of all members of the Society. Such an Assembly can pass valid decisions if there are more than half of members present at the time. The decision to call the General Assembly is made by the Executive Committee.

**Article 14**

The Assembly is called and led according to the Regulations for running an Assembly of the HLZ. The work of the Assembly is lead by the working presidency, which is elected by the Assembly members based on the recommendation of one or more members of the Assembly. The presiding of the working presidency is an agreed member or one who has received the most votes.

The Assembly also appoints the records keeper and the verifier. The agenda is set by the Executive committee based on the call from the Assembly. The agenda is confirmed by the Assembly. Inclusion of items on the agenda can be made by any Branch of Society or at least 5 members of the Society.

The Assembly passes decisions based on a majority vote of the present members. Each Assembly session is recorded, which is then signed by the presiding of the working presidency, the records keeper and the verifier.

The president, the vice president and members of the Executive Committee are elected by way of secret ballot. Electing the president and vice president requires more than half majority of the vote of the present members. If more than two candidates are nominated and neither gets the majority half he needs, the election is then repeated with only a majority vote required to be elected.

The working presidency of the Assembly, members of committees or working groups, delegates for the HLZ Assembly and members of other bodies are elected through a public vote. If one third of the present delegates decide on a secret vote, then all subsequent matters will require a decision through a secret vote.

Members of the Executive committee are elected based on a majority vote from the electoral list. If there is only one candidate, then they must receive more than half of the votes present.

**Article 15**

The Assembly of the Society perform the following functions:

1. Delivers the Regulations covering the functioning of the Society.
2. Appoints and dismisses members of the Executive committee.
3. Appoints the president and the vice-president.
4. Decides on establishment of branches and sections of the Society.
5. Appoints and dismisses members of the committees or working groups of the Society.
6. Delivers plans and working programs of the Society.
7. Delivers financial plans of the Society.
8. Decides on reports from the Executive committee and other bodies of the Society.
9. Provides suggestions and advice on membership in the Academy of Medical Sciences of Croatia.
10. Appoints honorary members of Society.
11. Deliberates and decides on all other matters, which are put forth on the agenda as part of their jurisdiction and according to the Statute of the HLZ.

**Executive Committee**

The Executive committee performs the following functions:

1. Implements the decisions of the Assembly
2. Organises the overall work required for performing the tasks of the Society from article 7 of these Regulations.
3. Decides on accepting associate and honorary members of the Society and of cancellation of membership of the same in the Society.
4. Establishes its own committees or working groups and appoints its members.
5. Appoints delegates to bodies of other professional associations within the HLZ with a mandate to their first upcoming assembly.
6. Appoints a delegate to the Expert Council of the HLZ pursuant to article 30 of the Statute of the HLZ.
7. Nominates candidates for receiving awards, diplomas, commendations and letters of thanks of the Society and elaborates on the recommendations.
8. Proposes and elaborates to the Assembly of the Society membership into the Croatian Academy of Medical Sciences.
9. Provides recommendation and elaboration to the Management committee and the Assembly of the H LZ for bestowing awards and diplomas of the H LZ and the selection of honorary members of the H LZ.
10. Runs the administrative and financial part of the Society.
11. Delivers working reports to the Assembly of the Society and to bodies of the H LZ.
13. Functions and acts in other matters in its area of jurisdiction within the assigned parameters of the Assembly of the Society, the rules of these Regulations and the Statute of the H LZ.

Article 17

1. The Executive Committee has, as a rule, 21 members: presidents, vice-president, secretary and treasurer and 17 Assembly elected members. The Executive committee appoints amongst its members the treasurer and amongst its other Society members the secretary.
2. Together with members from line 1 from this article, the Executive committee also includes the previous president of the Society, presidents of Branches and Sections, delegate from the Expert Council of the H LZ and finally the presidents of the permanent committees and working groups.
3. The Executive Committee meets in sessions. The president of the Society calls and chairs the sessions.
4. Candidates for the members of the Executive committee, for the president and the vice-president of the Society are recommended at the Assembly, with an explanation, any member of the Assembly of the Society and the whole candidate list group of at least 10 members.
5. When recommending and selecting candidates it is important to pay attention to representation of candidates in branches and regions of Croatia and give regard to appropriate representation of gynaecologists - obstetricians and paediatricians – neonatologists.
6. The mandate of the president, vice-president, secretary and other members of the Executive Committee is 4 years or until the election of the electoral Assembly of the Society.
7. For the above mentioned functions one can be elected to no more than 2 successive terms.

President

Article 18

1. The president represents and acts on behalf of the Society.
2. The president is responsible for the legal operations of the Society and for his work is responsible to the Assembly of the Society and the president of the H LZ.
3. The president of the Society performs the following functions:
   a. Calls the Executive committee sessions
   b. Organises and runs the expert and academic work of the Society
   c. Takes care to implement the decisions of the Assembly
   d. Together with the secretary signs the Society documentation
   e. Is required to at least once a year submit a written report pertaining to the entire activity and functioning to the Assembly of the Society and the president of the H LZ
4. In case the president is prevented from performing his function, the vice-president takes over, and in case he is prevented, then the vice-president takes over.
5. The president of the Society rotates from one mandate to the next from the ranks of the specialist gynaecologist-obstetrician and from the ranks of specialist paediatrician. When the president is a gynaecologist-obstetrician then the vice-president is a paediatrician and vice-versa.

Secretary

Article 19

1. The secretary of the Society leads the secretariat. The secretary is responsible to the president. The secretary is appointed by the Executive committee from the members of the Society at the
recommendation of the president. In case the secretary is prevented from performing his function, he is replaced by the member of the Executive committee, confirmed by the president of the Society.

2. The secretary performs the following functions:
   a. Takes care of proper running of the administration
   b. Manages the archive
   c. Prepares the secretary’s report for the Assembly of the Society
   d. Co-signs the administration with the president
   e. Takes care of the running of sessions of the Executive committee
   f. Gathers and collates reports from branches

3. Performs other functions entrusted by the president and the Executive committee.

4. Upon mandate expiry, the secretary must handover to the new secretary written documentation and all correspondence and if a secretary is not elected, then to the president.

Treasurer

Article 20

The treasurer performs the following functions:

1. Manages financial transactions.
2. Takes are that membership fees are paid.
3. Manages financial documentation.
4. Prepares reports for the Assembly in relation to financial transactions.
5. Prepares a draft financial plan.

Branches

Article 21

1. A branch is an expert body, which is established by the Society or one or more subsidiaries of the HLZ based on mutual agreement.
2. Condition for establishing a branch requires a minimum of 10 members.
3. A Branch is established by the Executive committee of the Society.
4. A Branch carries the name of the Society including the branch name and the place where the branch is located.
5. The work of the Branch is lead by the Executive committee of the Branch, which is made up of three members, which are appointed by the members of the Branch. Members of the Executive committee of the Branch appoint the president, secretary and treasurer amongst themselves.
6. The mandate of the Executive committee of the Branch lasts for 4 years, the same duration as the mandate of the Executive committee of the Society.
7. The work of the Branch is regulated by these Regulations, the Regulations on work of Subsidiaries, which recommends its establishment and by the Statute of the HLZ. A Branch can adopt its own Regulations on work of Subsidiaries, which is co-established together with the Statute of the HLZ.
8. The Branch ceases to operate if it ceases to perform its work or if it is disbanded by the Executive committee of the Assembly off the Society.

Sections

Article 22

1. Sections of the Society can be established for specific areas of academic or professional work from the field of mother and child care.
2. Sections can be formed based on the recommendation of at least 10 members of the Society and must at least gather 20 members.
3. The Assembly of the Society decides on establishing a Section.
4. The Section must carry the name: Croatian Medical Association, Croatian Society for Perinatal Medicine, Section for...
5. The work of the Section is managed by the Executive committee of three or more members, appointed by its members.
6. Members of the Executive committee appoint the president, secretary and treasurer of the Section amongst themselves.
7. The mandate of the Executive committee of the Section lasts for four 4 years and is tied to the mandate of the Assembly of the Society and Executive committee of the Society.

8. The work of the Sections is regulated by these Regulations and the Statute of the HLZ.

Committees and Working Groups

**Article 23**

1. In order to ensure timely and successful resolution of matters regarding functioning of the Society, Assembly, and the Executive committee, committees and working groups can be established.
2. Committees and working groups are made up of three or more members.
3. The president and members of the committees and working groups are appointed by the Executive committee.
4. Permanent committees and working groups have a mandate of 4 years, tied to the mandate of the Executive committee and the Assembly of the Society. The presidents of the committees and working groups are by function members of the Executive committee of the Society.
5. Committees deal with questions of general interest such as medical ethics, deontology, strategic questions, etc and present their opinion and recommendations to the Executive committee and the Assembly of the Society.
6. Working groups deal with questions from specific areas and organisation matters and present their opinion and recommendations to the Executive committee and the Assembly and if required to international bodies where the Society is a member.

V. AWARDS OF THE SOCIETY

**Article 24**

The Society can independently give its awards in the field of its jurisdiction for which it informs the Management committee of the HLZ.

Awards of the Society are:
1. Honorary membership
2. Charter with a plaque
3. Commendations
   - Honorary membership and Charter with a plaque are awarded by the Assembly of the Society based on recommendation and explanation of the person recommending it or the Executive committee. Commendations are awarded by the Executive committee based on the person recommending it.

Honorary membership, Charter with a plaque and Commendations are awarded to members of the Society and other professionals who have contributed to academic thought and expert work in the field of health care for mothers in the Republic of Croatia.

Honorary membership is the highest recognition of the Society and is awarded for exceptional contribution at the national and world medicine level. Honorary membership is as a rule awarded once every two years.

Charter with a plaque is awarded for less pronounced contributions at the national and special contributions at the regional level. It is awarded as a rule once a year.

Commendations are awarded for contributions made at the regional level.

Awards are given to international health workers who have contributed to world medicine and to cooperation with the Society.

VI. SOURCES OF REVENUE

**Article 25**

Sources of revenue for the Society are:
1. Membership fees.
2. Fees from professional and academic events.
3. Grants from health and other funds and communities, pharmaceutical and other companies.
4. Revenue from advertising in occasional and periodical publications and other published material from the Society.
5. Revenue from completed assignments based on contracts.
6. Donations and others.  
The Society, in conjunction with a positive legal framework independently manages its own financial assets, which are based on membership fees and other sources of revenue.  
Other questions regarding financing are regulated by the Regulations for the financial and material management of the HLZ.

VII. FINAL PROVISIONS

Article 26

The society ceases to exist by a two third majority vote of all delegates of the Assembly or through cessation of work and activities and after the decision of the Management committee of the HLZ.

If the Society ceases to exist, all assets are taken over by HLZ.

Article 27

The Society can merge with other professional societies or professional societies of the HLZ by a two third voting majority of all delegates of the Assembly based on previous agreement from the Management committee of the HLZ.

In case from line 1 of these Regulations, assets of the professional societies that merge become assets of the newly formed Professional society.

Article 28

These Regulations are published in the Society’s publication “Gynaecologia et Perinatologia” and is in force on the day that is confirmed by the Management committee of the HLZ.

Article 29

All matters that are not regulated by these Regulations are regulated by the respective provisions of the Statute of the HLZ.

Article 30

These Regulations are an updated version of the previous Regulations adopted at the Assembly of the Society held on 23 January 1999 and amended at the Assembly of the Society on 13 November 1999.

Article 31

These Regulations have been adopted at the Assembly of the Society in Osijek-Bizovac on 20 October 2004 and has been confirmed by the Management committee of the HLZ at its session on 14.12.2004.

In Zagreb, 25 October 2004

Assembly recording secretary  
President of the Croatian Society of Perinatal Medicine of the HLZ

Dr. Sc. Boris Flipović-Grgić PhD  
Dr. Zlata Beer, Chief Physician