

Bylaws for the Board of the Nordic Research in Patient Safety and Quality in Healthcare (NSQH) collaboration and conference series

Preamble

These bylaws regulate the operation and management of the NSQH collaboration, which organizes the biannual Nordic Research in Patient Safety and Quality in Healthcare (NSQH) conferences. Initiated in 2010, the conferences rotate among Denmark, Norway, Sweden, and Finland. The collaboration advances research and practical applications in healthcare safety and quality, focusing on the Nordic context.

Article 1: Name and Purpose

1. Name

The governing body is the "NSQH Collaboration and Conference Series Board" ("the Board").

2. Purpose

The Board oversees the organization, planning, and continuity of the NSQH Conference Series, ensuring its consistent quality and relevance. It also manages the NSQH collaboration's official homepage (nsqh.org).

Article 2: Board Composition

1. Membership

Each of the four participating countries appoints two representatives.

2. Term of Service

Representatives serve four-year terms, renewable twice, with staggered appointments to maintain continuity.

3. Chairperson and Vice-Chairperson

The Board elects a Chairperson and Vice-Chairperson from its members for two-year terms, rotating these roles among the countries.

4. Secretary

The next host country appoints a Secretary from the Board members responsible for minutes, communication, and record-keeping for the specific conference cycle.

5. Homepage editor

The Board elects a Homepage Editor and Co-Editor, with no fixed term limits, to ensure continuity.

Article 3: Board Responsibilities

1. General Responsibilities

- a. Advise and support the host country's Local Organizing Committee (LOC) and the associated Programme Committee (PC) in conference planning and execution.
- b. Ensure academic and professional standards.
- c. Promote conferences to ensure wide participation.
- d. Oversee content and maintenance of the NSQH homepage.

2. Venue Selection

The conference venue rotates among the four countries, determined two cycles in advance.

3. Financial Oversight

The host institution manages all financial aspects of each conference.

4. NSQH Homepage Management

- a. The Board ensures the homepage (nsqh.org) reflects NSQH activities, events, goals, and history.
- b. The Danish Society for Quality in Healthcare (DSKS) provides this service until otherwise decided or terminated with 12 months' notice.

Article 4: Meetings and Decision-Making

1. Frequency of Meetings

The Board meets at least twice per conference cycle: to coordinate the upcoming conference and evaluate the previous one.

2. Quorum

The minimum number of members of the board necessary to constitute a meeting (a quorum) requires at least one representative from each country.

3. Voting

Each country has one vote. Decisions are made by a simple majority, except bylaws amendments, which require a three-quarter majority

4. Observers

Observers may attend Board meetings upon invitation by a Board member but hold no voting rights.

Article 5: Local Organizing Committee and Programme Committee

1. Role of the Local Organizing Committee

The Local Organizing Committee (LOC) develops academic and professional content, including keynotes, paper reviews, and sessions with the assistance from the Programme Committee (PC); and it manages logistics including venue, registration, event homepage, and local promotion.

2. Composition

The LOC includes individuals from the host country, both academics and clinical practitioners.

3. Programme Committee

The LOC and the Board establish a Programme Committee with at least two members per country. Members may be from the Board but are not required to be. The PC, headed by a host country individual, assists the LOC in content planning, including abstract review and management. The final programme will depend on abstract selection and is determined by the LOC and PC at least six months before the event.

4. Reporting to the Board

The LOC regularly updates the Board and seeks approval for major decisions.

Article 6: Amendments

1. Process

Amendments require a three-quarter Board majority and must be submitted in writing 30 days before the vote.

Article 7: Dissolution

1. Process

Dissolution requires unanimous consent of all participating countries. The Board ensures commitments are fulfilled and assets distributed equitably.