

## **Nordiskt center för patientgruppering rf. (Nordic Casemix Centre)**

### *Association's rules*

#### **1. Name and location**

The name of the Association is Nordiskt center för patientgruppering rf. (Nordic Casemix Centre), and it is located in Helsinki

#### **2. Language**

The official language of the Association is Swedish (governmental and financial documents). The language in the meetings, agreements, rules and other documents is English.

#### **3. Purpose and forms of activity**

The purpose of the Association is to promote Nordic co-operation on patient grouping in health care. The Association fulfills its purpose by:

- maintaining co-operation between the authorities responsible for this work in the Nordic countries.
- participating in international co-operation to promote common Nordic interests in the classification and terminology of health care.
- Arranging meetings in different Nordic countries with support from the member organizations.

The association's activities are supported through funding and maintenance fees from the member organisations and by sharing the funding of the cooperation.

#### **4. Fundraising**

The funds of the Association consist of two components: membership fees and maintenance fees.

- Membership fee is solely paid by ordinary members.
- Maintenance fee is paid by both ordinary members and collaborative partners (affiliated countries or organizations), which use the NordDRG based on the mutual agreement.

The maintenance fee and the membership fee for the upcoming year are decided during the Autumn meeting.

The specific principles of the maintenance fees are agreed within the agreement between the Association and its counterparts (Nordic countries and affiliated countries or organizations).

#### **5. Members**

Public organizations from Nordic countries may become ordinary members-of the Association.

Only one organization per Nordic country can hold the status of an ordinary member within the Association.

Ordinary members align with the purpose of the Association.

The acceptance of a new ordinary member is accepted by the Official Meetings of the Association based upon receipt and review of a written application.

## **6. Resignation from the Association**

An ordinary member has the right to resign from the Association at any time by notifying the Association's Board or its chairman in writing. A member can also resign by notifying the Association at the meeting of the Association for a note in the minutes. The resignation becomes effective one year after the notification.

The Official Meeting holds the authority to dismiss a member under the following circumstances:

- Non-payment of membership fee.
- Significant detriment to the Association through its behavior.
- Non-compliance with membership requirements as stipulated by law or the Association's rules.

## **7. Official meetings**

The Association has two Official Meetings annually: one in Spring and the other in Autumn.

The Spring meeting is arranged between January and June, while the Autumn meeting is arranged between September and December with dates decided by the Board.

During the Official Meetings, each ordinary member is entitled to one vote. Invited guests and the Association personnel have the right to attend and speak at the meetings but are entitled to vote.

The Board is required to notify members of the Association of the meeting at least seven days before the meeting either through physical letter or by e-mail.

The Association may arrange additional meetings under the following circumstances:

- When decided during the Official Meeting (either in Spring or Autumn).
- When deemed necessary by the Board.
- When at least 1/10 of the voting members of the Association submit a written request to the Board related to a specific matter.

The additional meeting has to be scheduled within 30 working days following the identification of the need for such a meeting.

Unless otherwise stipulated in the rules, a decision of the Official and the additional meetings shall be based on the opinion supported by more than half of the votes.

If the votes are tied, the chair's vote decides, however, in the case of elections the lot decides.

The Spring meeting of the Association considers following matters:

1. Opening of the meeting,
2. Election of chair, secretary and two protocol inspectors and, if necessary, teller of the meeting
3. Legality and competence of the meeting is ascertained,
4. Agenda for the meeting is accepted,
5. Balancing accounts, annual report and the report of the auditors is presented,
6. A decision is made on the adoption of the financial statements and discharge from liability for the Board and other liable persons.
7. Other matters listed in the call for the meeting.

The Autumn meeting of the Association considers following matters:

1. Opening of the meeting,
2. Election of chair, secretary and two protocol inspectors and, if necessary, teller of the meeting

3. Legality and competence of the meeting is ascertained,
4. Agenda for the meeting is accepted,
5. Operating plan, budget and affiliation and membership fees are affirmed for the next fiscal period,
6. Chair of the Board and other members of the Board are elected,
7. One or two auditors and their deputies are elected,
8. Other matters listed in the call for the meeting.

If a member intends to have a matter considered during the Spring or Autumn meeting, they must submit this request in writing to the Board in advance to ensure its inclusion in the meeting's agenda.

By decision of the Board, the meetings of the Association are arranged either as face-to-face meetings, hybrid meetings or only by means of a telecommunications connection or other technical means.

## **8. Fiscal period and revision**

The fiscal period of the Association is a calendar year.

The balancing accounts along with necessary documents and the annual report from the Board must be submitted for review no later than three weeks prior to the Spring meeting.

The financial statements and the annual report are submitted to the auditor no later than one month before the Spring meeting.

## **9. Board**

The Association is governed by its Board, which is elected during the Autumn meeting. The Board has a Chair and four members. The Board elects a Vice-Chair.

The Board appoints the Chief Executive Officer (CEO) who is responsible for overseeing the day-to-day operations at the Association.

The CEO or another staff member appointed by the Board acts as the secretary during the meetings.

The Board meets by call of the chair or vice-chair when deemed necessary, or upon demand by at least one Board member or the CEO.

The Board is competent when at least half of the members (chair and vice-chair included) are present. Decisions are made by a simple majority. In the event of a tie, the chair of the meeting shall have the casting vote.

The Board holds a minimum of four meetings a year. By decision of the Board, the meetings of the Board are arranged either as face-to-face meetings, hybrid meetings or only by means of a telecommunications connection or other technical means.

The term of office of the Board is 2 years.

## **10. Power of attorney**

The chairman or vice chairman has the right to sign the association's name together with the CEO.

## **11. Changing the rules and dissolvent of the Association**

A decision to change the rules or dissolvent of the Association has to be taken at the meeting of the Association with at least three quarters (3/4) majority of the votes given. The change of the rules or the dissolvent of the Association has to be listed in the call for the meeting.

When the Association is dissolved, the assets of the Association are used to promote the purpose of the Association in a way which is accepted by the meeting deciding upon the dismemberment of the Association. If the Association becomes abolished, the assets are used for the same purpose.