

European Society of Toxicologic Pathology

Minutes of the Annual General Assembly Held on Thursday 30th September 2004, 1600 h
Inselhalle, Lindau, Germany

45 members attended

1. **Welcome** The meeting was opened by the President, Hans Harleman. He welcomed members to the meeting.
2. **Agenda/ Minutes** The previously circulated agenda was accepted. The minutes of the Annual Meeting held in Hamburg, Germany were accepted as a true record with two minor corrections:
 1. The dates stated for forthcoming issues of the Journal in Item 17 were at variance with what actually happened.
 2. STP had not left the IFSTP as stated in Item 10. Rather they had ceased to contribute financially.

3. **Annual Report** The report of activities of the last year had been previously circulated: In summary Hans Harleman stated that the current meeting in Lindau showed that one of the aims of the ESTP, namely to have attractive well attended annual meetings of high scientific value has been achieved. He thanked the organising committee, sponsors, exhibitors and attendees (over 200). He looked forward to a similar success in Copenhagen in 2005.

Membership had increased from 163 to 250 since the transformation of GTP to ESTP. Most of the new members were from countries outside the original sphere of the GTP and many were younger members. We are now the largest truly European Society with members from 17 countries.

The work of the Society's committees was highlighted and he urged members to support their work by contributing to the Guideline committee in particular. He thanked committee members for their work.

On education Dr. Harleman alluded to the successful Classic examples series in February and also to the Zbinden CD Rom.

Finally, Hans Harleman stated that it had been an honour to serve the Society as its first President and looked forward to continuing on the board as Past President. He thanked his dedicated and enthusiastic colleagues on the board, meeting organising committees and the membership for their support.

There was one comment from the Assembly:

Should the board's minutes be put on the member's section of the web site? This was agreed as a good idea for when the members' area is ready.

There were no further questions.

4. **Report of the local organising** Ulrich Deschl presented a report on the organisation of the Congress. He emphasised the success of having a meeting co-hosted by two societies and said that SOT was keen to do this again – perhaps in 2010. The Society of

committee

Toxicologic Pathology (U.S.) is also interested in joint activities. The President, Hans Harleman, responded by thanking the committee for its work and praising the Congress. This was greeted by enthusiastic applause.

There were some comments/suggestions for future meetings from the Assembly:

1. It was suggested that the meeting was too long especially when travel was added onto events on the first Sunday and the conference dinner on Friday. This required members to be away from their office and families for two weekends and a full working week. This was accepted and it was agreed that future joint meetings would be shorter – perhaps three and a half days.
2. There was an official photographer, but delegates should be reminded not to take photographs during talks as many found this distracting.

5. Other committee reports

Awards Committee The report of activities of the last year had been previously circulated: In summary Thomas Nolte, on behalf of his colleagues on the committee (Virgilio Pace, Matthias Rinke and Christine Ruehl-Fehlert) stated that:

As in the years before, the ESTP has offered its publication award for an outstanding scientific publication by a younger society member, again sponsored by Novartis Pharma AG which we cordially wish to thank. Although only a limited number of proposals were submitted, committee has identified an excellent article.

The Boehringer-Ingelheim ESTP Award 2004 in Toxicologic Pathology recognizes doctoral theses on any aspect of toxicological pathology, laboratory animal pathology or experimental pathology. The winner will be given €5000, the second placed with €3000 and the third with €2000. This aims to promote co-operation between Universities and industry and to provoke interest in young scientists in toxicological pathology and related fields.

The award was announced on our homepage, in a number of relevant international journals and by poster at medical and veterinary faculties of European universities. Three theses of outstanding quality have been chosen.

The awards will be presented to the winner at the gala dinner on Friday, October 1st.

The award committee thanks all who have supported us especially the companies who generously supported these awards.

He announced that the committee wished to resign and suggested that past and current awardees should be included on the committee.

There were no questions.

Guess What Committee The report of activities of the last year had been previously circulated: In summary Matthias Rinke on behalf of his colleagues on the committee (Susanne Rittinghausen, Heinrich Ernst and Matthias Rinke) stated that:

After the provocative statements during our last membership assembly, astonishing activity came up on the “**Guess What**” page. Thus, case 3 led to the record of 20 diagnoses. However, with Case No. 4 the number of contributions decreased to 9 diagnoses, the majority of which came from non-members of the ESTP located all over the world. The committee acknowledged the great support of Gerd Morawietz.

It is still the wish of the committee members to present at least three cases per year from the field of toxicologic pathology in this interactive ESTP section. Support therefore is urgently needed in terms of providing the team with interesting cases, and be sure everyone is welcome !

It was commented from the Assembly that Departments could arrange to meet and contribute and respond to cases collectively and that if Heads of department organized this, then the whole Department would receive the educational benefit and the reputation of this section of the web site would grow.

There were no further comments.

Guideline Committee The report of activities of the last year had been previously circulated: In summary Paul-Georg Germann on behalf of his colleagues on the committee (Gerd Bode (Chair), Christine Ruehl-Fehlert, Agnes Schulte, Catherine George, Anne Provencher) stated that:

Three teleconferences were organized/are scheduled and a personal meeting is planned at the ESTP-congress. The Home page was updated including documents (average age 6 months) and links and a **feed-back discussion area** with special emphasis on developments in the Immunotox-Guideline area. Guideline-Area contains now 30 documents and about 27 links towards specific documents or links in the field of Regulatory purposes.

Current goals are to produce a draft a proactive commentary paper to the ICH Immunotox Guideline process with special emphasis on pathology endpoints; increase the number of members up to 8 or 9 and to achieve an international European composition; make the GC more widely known to increase the basis for discussions; liaise electronically with the STP Guideline committees for information exchange.

Hans Harleman emphasized that a major incentive for the formation of a European Society was to have credibility with European regulators in terms of input on draft guidelines and urged members to participate fully in feedback requests.

There were no further comments.

Membership Committee The report of activities of the last year had been previously circulated: In summary Matthias Rinke on behalf of his colleague on the committee (Annette Romeike) stated that:

Further recruiting of new members seems difficult and several attempts were made to convince colleagues from the benefit of an ESTP Membership. Especially colleagues from the French society were contacted to join.

The idea of an ESTP discussion forum on our homepage has been raised already a year ago. This forum is planned to make an on-line discussion possible among ESTP members, in which they actively can influence our society with new ideas, proposals, constructive critique and more. Recently also the STP has introduced an online forum in which mainly scientific questions are discussed. The technical aspects of such a forum can be realised, and Gerd Morawietz has indicated to support the committee work. Thus, we hope to present more information with the beginning of next year.

The Assembly endorsed the idea of a membership forum.

There were no further comments.

- 6. Journal Report** The report of activities of the last year had been previously circulated by Peter Wadsworth: In summary John Finch in Peter Wadsworth's absence stated that:

The aims for the Journal in the past year were: To ensure that all members receive their copies of the Journal and that publication deadlines are met; to allow electronic submissions; to increase the citation index of the Journal by including review articles; to encourage members to make the Journal their first choice for their publications; to redesign the front cover of the Journal; to make the Journal accessible as an e-journal.

Gerd Morawietz commented that the citation index had improved from 0.6 to 1.06 and that electronic submissions were now available. Issue 56 is now underway. Ulrich Deschl stated that too many of the publications had been of marginal interest in the past and that was no longer the case. Wolfgang Kaufmann pointed out that financial restraints prevented us from improving the journal cover.

- 7. IFSTP Report** Catherine George reported on IFSTP matters. R.A. Ettlín resigned as President according to the statutes after 3 years and was succeeded by Y. Konishi. J. Harleman was confirmed as President-Elect upon proposal by ESTP. E. Debruyne, after having completed 2 terms as IFSTP Treasurer, was replaced by F. Schorsch.

A joint IFSTP/ESTP symposium in central Europe (probably Basel) in 2007 is confirmed. J Harleman is the local organizer. We must now start working on the scientific program in collaboration with the Scientific Committee and taking into account further proposals by IFSTP Member Societies.

A professional accountant will be used to examine the accounts in future. Current assets are € 32500.18. The preliminary accounts for the Kobe meeting look fine.

IATP currently has 33 Fellows and 2 honorary members. There is a wish by IATP to have mid-career colleagues and in particular also female colleagues as Fellows.

IATP Sponsored sessions at the Kobe symposium in 2004 and at the NY Medical College in 2003 were very successful. It is intended to have a satellite symposium in conjunction with ESTP in Copenhagen 2005.

There have been sessions sponsored by IFSTP at international meetings on Immunotoxicology and immunopathology at the 2003 EUROTOX congress in Florence and at the 2004 congress of IUTOX (ICT X) in Finland. Both sessions were successful and well received

IFSTP has a strategic plan covering Liaison & Communication; Finance; Education and Science.

There were no questions.

8. ***IFSTP/ESTP Conference in Europe, 2007*** Hans Harleman confirmed that he will organise the next IFSTP conference in Central Europe. He asked members for suggestions for the location, suggestion for topics and offers of help.
9. ***Report on next year's Congress in Copenhagen*** Ingrid Sjögren reported that arrangements were progressing well. She has the support of a large and active committee. A flyer had been circulated to members.
10. ***Financial Report*** The financial report was presented by Barbara Lenz (attached) There was a question about the Hamburg conference. There were expenses of €60k and donations of €17k. How was this expenditure justified? It was mentioned that big meetings carry a high risk and costs such as advertising are high.
11. ***Report of the Auditors*** K. Küttler and J-C. Schaffner reported that the accounts were in good order. They thanked B. Lenz for making their task easy as the accounts were easy to review. They checked the balance sheets, receipts and the bank and post office accounts. They recommended acceptance of the accounts. Members accepted the accounts without objection.
12. ***Changes to the Constitution*** The following proposed changes to the constitution had been circulated to members. J Finch asked for a vote on the following proposal:

Current wording

§ 5 Membership

6. Membership dues are waived for retired members, unless they wish to subscribe to the society's journal.
8. Membership is terminated
 - a. when a member dies
 - b. by a written note of resignation, addressed to a member of the executive committee; this is only possible at the end of the calendar year with 3 months notice.
 - c. by expulsion from the society.

Proposed wording

§ 5 Membership

Delete paragraph 6 and paragraph 8 becomes paragraph 7

7. Membership is terminated

- a. when a member dies
- b. by a written note of resignation, addressed to a member of the executive committee; this is only possible at the end of the calendar year with 3 months notice.
- c. by expulsion from the society.
- d. after three years non-payment of membership fees.

This proposal was passed unanimously by those members present.

In addition, the Executive Committee proposed the following change in order to simplify the administration of the Society:

Current wording

§ 8 Committees

One or more committees are elected by the annual general assembly to prepare training seminars. Other committees may be elected as needed. If a committee member does not complete the term of office, the committee chooses a substitute member with the approval of the executive committee.

Proposed wording

§ 8 Committees

One or more committees are appointed by the Executive Committee to prepare training seminars. Other committees may be appointed as needed. If a committee member does not complete the term of office, the committee chooses a substitute member with the approval of the executive committee.

When this was put to the vote there was one vote against the proposal and all remaining members present supported it.

The resulting constitution is given as an Appendix.

13. New Members

Hans Harleman presented the list of new applicants. They were accepted into the Society without objection.

14. Election of Officers and Executive Committee

Robert Ettlin proposed that Eberhard Karbe took the meeting through the elections. This was agreed without objection. Each of the following recommendations of the Board were proposed one by one and approved unanimously:

Chairman	Wolfgang Kaufmann
Designated Chairman	John Finch
Past Chairman	Hans Harleman
Vice Chairman	Ursula Junker-Walker
Secretary	Annette Romeike
Treasurer	Barbara Lenz
IFSTP Councillor	Catherine George
Board member for our Journal	Jan Klapwijk
University Professor	Wolfgang Drommer
Councillor for Younger Generation	Jenny Mackay

The following nominations for regional councillors from sister societies were accepted by the meeting:

France	Dominique Cahard
Italy	Alberta Argentino-Storino
Netherlands	Robert Thoolen
Britain	Ian Pyrah (who will be replaced after the BSTP annual meeting)
Nordic	Ingrid Sjögren

Finally the following retiring board members were thanked for their contributions:

Ulrich Deschl, Paul German, Peter Wadsworth, Piet Wester.

15. Election of Committees

Hans Harleman urged committees to continue their work. Because of the change in the constitution there was no election.

16. Election of Auditors

Karin Küttler and Jean-Claude Schaffner were proposed and accepted without objection.

17. Any Other Business

Hans Harleman reported that there had been an inadequate response to the membership questionnaire so there was no report.

He also proposed that Eberhard Karbe be given Honorary membership. One member commented that founder members of the society should be honoured. However, the proposal to give Eberhard Karbe Honorary membership was agreed by the overwhelming majority of members present.

John M. Finch,
Secretary, ESTP

Hans H. Harleman,
President, ESTP

Appendix: Constitution as amended at this meeting.

Constitution of the European Society of Toxicologic Pathology e.V. Version resulting from decisions made during membership meeting on September 30, 2004 in Lindau, Germany

§ 1 Name and Location

1. The name of the society is the "European Society of Toxicologic Pathology" and it is recorded in the register of societies.
2. The society is located in Wuppertal, Germany.

§ 2 Purpose

1. The main goal of the society is to protect man against harmful effects that may result from the intended use of active ingredients or additives, or which may be due to toxins at the workplace or in the environment.
2. The society aims at supporting the scientific interests of toxicologic pathology, to aid in the research of spontaneous and toxic changes which manifest themselves morphologically, and to further promote the importance of toxicologic pathology as an independent, specialized area. Correspondingly, the following tasks are envisioned:
 - a. Providing an organization for persons working in this field especially in Europe and include them in the society.
 - b. Supporting toxicologic pathology, i.e. that branch of pathology that is involved with morphologically determinable changes, especially those caused to the organism by chemical substances.
 - c. Compiling and organizing elaborated principles and methods for detecting changes due to toxic substances, as well as determining suitable evaluation criteria and obtaining their general recognition.
 - d. Supporting young scientists in the field of toxicological pathology, particularly by holding training courses and seminars, as well as achieving recognition of toxicologic pathologists as representatives of an independent, specialized area.
 - e. Encouraging an exchange of ideas and experience by setting up working groups and holding annual conferences and slide seminars.
 - f. Establishing relationships with similar organizations, exchanging experiences with them, as well as maintaining relationships with associated disciplines.
 - g. Having English as the usual language for the Society's meetings.

§ 3 Non-profit Status

The goals of the society are solely and directly non-profit, as described in the section Tax-Privileged Purposes ("Steuerbegünstigte Zwecke") in the German tax code. The society acts altruistically; it is not primarily geared to making a profit. The society's funds may only be used for purposes permitted

under its constitution and members may not receive any payments from them. No one may be favoured by payments that are foreign to the goals of the society or by unusually high remunerations. Scientific results obtained by the society are to be made available to the public.

§ 4 Fiscal Year

The fiscal year of the society is the calendar year.

§ 5 Membership

1. Any individual or corporate body under private or public law may become a member who is a university graduate and works, or has worked, full-time in the field of toxicologic pathology. An individual or corporate body under private or public law may also become a member who is a university graduate and does not work full-time in the field of toxicologic pathology, but cooperates intensively with it.
2. The written membership application addressed to the chairman is to be accompanied by letters of reference from 2 members.
3. New members are approved by the annual general assembly on the recommendation of the executive committee.
4. Applications for membership from persons who are already member of a sister society in Europe do not need to be accompanied by letters of recommendation for a transitional period until December 31, 2006. These applications will be decided by the executive committee and the new members will be introduced to the membership in the following general assembly.
5. Sponsoring members can be accepted by the executive committee.
6. Honorary membership may be bestowed upon individuals who have rendered outstanding services to the society by the annual general assembly on the recommendation of the executive committee.
7. Membership is terminated
 - d. when a member dies
 - e. by a written note of resignation, addressed to a member of the executive committee; this is only possible at the end of the calendar year with 3 months notice.
 - f. by expulsion from the society.
 - g. after three years non-payment of membership fees.
8. A member who has committed a serious offence against the interests of the society can be expelled from the society by a resolution of the executive committee. Before expulsion, the relevant member should have a personal or written hearing. The decision for expulsion is to be justified in writing and mailed to the member by registered mail with recorded delivery slip. The expelled member may address a written appeal to the executive committee within the period of one month after receiving the registered mail. The appeal will be decided upon by the annual general assembly. If the right of appeal is not exercised within the given deadline, the expulsion is binding.

§ 6 Organs

The society has the following organs:

- a. the executive committee,
- b. one or more committees,
- c. the general assembly.

§ 7 Executive Committee

1. The society's executive committee is comprised of a chairman, designated chairman, past chairman, vice chairman, secretary, treasurer, and up to 4 councillors. In the sense of § 26 BGB, the executive committee is represented by the chairman, vice chairman, and secretary. They represent the society in and out of court, whereby two of these three entitled representatives must act jointly. Note: Councillors should be
 - a. an IFSTP councillor,
 - b. a board member of our journal,
 - c. a university professor.
2. The executive committee is elected by the general assembly for a period of two years. Re-election is possible, except for the position of chairman. A mail ballot can be organised by the executive committee, if there is more than one candidate for a position on the executive committee. If a member of the executive committee does not complete the term of office, the executive committee chooses a substitute member for the remainder of the term.
3. Members who have not worked full-time in the field of toxicologic pathology for at least 5 years cannot be elected to the executive committee (exception: up to 2 councillors).
4. For a transitional phase of 4 years, beginning in October 2002 for 2 election periods, an additional councillor is to be elected to the executive committee for each of the following 5 countries/regions:
 - a. Great Britain
 - b. France
 - c. The Netherlands
 - d. Sweden, Finland, Denmark, Norway
 - e. Italy

§ 8 Committees

One or more committees are appointed by the Executive Committee to prepare training seminars. Other committees may be appointed as needed. If a committee member does not complete the term of office, the committee chooses a substitute member with the approval of the executive committee.

§ 9 General Assembly

1. An ordinary general assembly should be convened annually by the chairman, with written personal invitations going out 2 months in advance. The agenda determined by the executive committee is to be made known at this time.
2. The annual general assembly has the following tasks:
 - a. Hearing of reports by the executive committee and other committees and granting approval for the work of the executive committee

- b. Election of the executive committee and other committees
 - c. Passing of the budget for the coming fiscal year
 - d. Setting the amount of membership dues
 - e. Decisions on constitutional amendments or dissolution of the society
 - f. Acceptance of new members
 - g. Decisions on a member's appeal against expulsion by the executive committee
3. An extraordinary general assembly must be convened without delay by the executive committee if required for the society's operations or if at least 20% of the members request such a meeting in writing, giving the purpose and reasons.
 4. Minutes are to be kept of the resolutions made by the general assembly, which are to be signed by the assembly leader and the person taking the minutes.

§ 10 Membership Fees

Membership fees are due annually on January 1st for the coming year. The amount due is decided by the general assembly.

§ 11 The society is a member of the "International Federation of Societies of Toxicologic Pathologists".

§ 12 Constitutional Amendments, Dissolution of the Society, and Accrual of Society Property

1. Constitutional amendments require a two-thirds majority of members present.
2. A decision to dissolve the society requires a three-fourths majority of members present, with a number of votes in excess of half of the number of all registered members.
3. Requests for constitutional amendments must be made early enough to be included in the agenda sent out in due time with the invitation. In the case of the society's dissolution, the executive committee can call for a written ballot, which will be decided by a simple majority.
4. If the society is dissolved or the original purpose ceases to apply, its property is to be given to the European Society of Veterinary Pathology, which must use it exclusively and directly for non-profit purposes.

Hamburg, 25.9.2003

In comparison to the constitution of the inaugural assembly in Frankfurt on November 28, 1986, this version of the constitution contains amendments passed by the ordinary general assemblies in Hannover on December 10, 1988, in Berlin on October 31, 1992 and in Munich on September 8, 2001.

The resolutions of the general assembly of September 8, 2001, to introduce English as the language of the society, to expand its activities Europe-wide, and to change the name of the society to the "European Society of Toxicologic Pathology", have not yet been incorporated into the constitution at that time for

juridical reasons; they were not expressly mentioned in the official invitation-agenda. These constitutional amendments were approved at the annual membership meeting in Giessen on October 11, 2002.

Additional constitutional amendments were approved on September 25, 2003 in Hamburg with regard to the Europeanisation of the society.

Changes to Sections 5 and 8 regarding retired members, expulsion of members from the Society and appointment of committees were approved on September 30, 2004 in Lindau, Germany.