



## European Society of Toxicologic Pathology e.V.

Minutes of the Annual General Assembly held on 30<sup>th</sup> August 2017, 5.15-7.00 pm  
Lyon, France

58 members attended (plus 12 executive committee members)

- 1. Welcome and Introduction**

The meeting was opened timely by the chairman, Sibylle Gröters, who welcomed the members to the meeting. The members agreed to the audio-recording of the meeting for preparation of the meeting minutes. Sibylle stated that the invitation was conforming to the constitution and had been sent out to membership timely, and thus the assembly had a quorum.
- 2. Approval of Agenda**

The agenda was approved by the membership and the Executive Committee (EC) without any changes.
- 3. Approval of Minutes of Annual General Assembly, 2016, Barcelona**

The minutes from the Annual General Assembly (AGA) in Barcelona 2016 had been pre-circulated by email and were approved by the membership and the EC.
- 4. ESTP Highlights and Achievements of Past Year (Report of Executive Committee)**

The chairman Sibylle Gröters presented the ESTP highlights and achievements of the past year to the membership and, firstly, thanked all of the EC members for their excellent work.

In her speech she mentioned many committees, EC members and working groups and outlined their hard work and achievements for the society.

Important activities were the international collaboration which has been redesigned, the establishment of the journal "Toxicologic Pathology" (*Tox Path*) as society journal and the adversity workshops.

In December 2016, upon decision of the EC, ESTP resigned from the IFSTP. Nevertheless, ESTP maintains a strong focus on international collaboration. The EC has been intensively involved in discussions with the other regional and national societies and bodies in the field, with the aim to create an international body which can collaborate and support young societies regarding congress organization, technical help or student awards.

Sibylle thanked Gabriele Pohlmeier-Esch, Wolfgang Kaufmann, Xavier Palazzi and Barbara Lenz for the organization of the recent (5th) ESTP International Expert Workshop ("adversity of lysosomal accumulation"). The face-to-face meeting of this workshop took place in Barcelona as a satellite event to the 2016 ESTP congress. Workshop results have now been summarized and are ready to be submitted to *Tox Path* for publication.

In the meantime, the next workshop “adversity of thyroid follicular epithelial hypertrophy/hyperplasia” has started, with a planned face-to-face meeting in Berlin, in May 2018.

Since the beginning of 2016, *Tox Path* is the official society journal of ESTP, and our society is represented in the editorial board by Susanne Rittinghausen. Members have been asked to choose whether they wish to receive the journal (printed and/or online). Annabelle Heier, who has served as a journal liaison during the difficult starting period, was thanked for her work “behind the scenes”, as interface between members and the publisher.

In the following, Sibylle mentioned the great work done within committees and various initiatives.

- Susanne Rittinghausen and Thomas Nolte are our representatives in the GESC-committee. Our longstanding representative Wolfgang Kaufmann is now stepping down from this role and will be followed by Christine Rühl-Fehlert. Sibylle took the opportunity to thank Wolfgang for all his valuable contributions to our society through many years.
- INHAND publications are making good progress and will probably all be published within the next two years.
- ESTP continued to support ECVF summer school, via sponsoring the speaker of a topic relevant for toxicologic pathology, and by a short presentation of our society and profession (given by Anna-Lena Frisk).
- The seminar “Classic Examples” took again place in February this year. Sibylle thanked the organizing team Thomas Nolte, Florian Colbatzky, Ulrich Deschl and Wolfgang Baumgärtner, including all helping hands in Hannover, for their efforts. The seminar had 118 participants and included, for the first time, an informal get-together on Friday evening, which was very much appreciated by the participants.
- Our quarterly newsletter is published under the responsibility of Zuhai Dincer. It is an important tool for information and therefore regularly announced to all members by email. Sibylle invited the members to read this document as well as the minutes of executive committee meetings in order to stay informed about activities.
- The interest of digital pathology (councillor: Thierry Flandre) for our profession was proven by a recent survey.
- Annabelle Heier and Rupert Kellner took care to continuously update the event calendar on our website.
- Some important improvements were made to our website by Rupert Kellner, regarding membership administration, fee collection and central repository of executive committee documents.
- Sibylle thanked the “Guess What” team (Susanne Rittinghausen, Christine Rühl-Fehlert and Heinrich Ernst) for their continuous work. As Heinrich will leave the team due to retirement, a new member of the team will soon be needed.
- She thanked Heike Marxfeld as chair of the Awards Committee, and Annette Romeike as chair of the Committee for Scientific Standards. The latter was recently involved in international

discussions about the peer review process.

- The Clinical Pathology and Biomarkers Committee (chair Aida Diaz-Bayon) was reactivated after a dormant in 2016 and now plans to propose webinars in the field of clinical pathology.
- The Pathology 2.0 Committee (chair Thomas Lemarchand) was actively involved in setting up the IATP seminar preceding this congress.
- The results of the professional survey conducted under responsibility of Lars Mecklenburg and Erio Barale-Thomas are now published on our website. Sibylle thanked both for their contribution and endurance and emphasized the importance of this survey.

Sibylle thanked this year's SOC/LOC as well as Solution Office for the excellent preparation of this Cutting Edge Meeting. She informed the members about the progress in planning the ESTP congress 2018 (see agenda point 18).

After this annual report, the assembly respected a minute of silence in remembrance of our colleague and ESTP member An Vynckier as well as of other colleagues who passed away during this year.

**5. Report of Scientific Organizing Committee and Local Representatives**

This year's Scientific Organizing Committee consisted of 19 members and the Local Representatives were 7 persons. The group was co-chaired by Catherine Botteron, Frank Chanut and Pierluigi Fant. Catherine thanked the team for their excellent work.

The topic of this Cutting Edge Congress is "Translational Sciences". The program comprises an IATP Satellite Symposium in collaboration with Pathology 2.0 and altogether 9 scientific sessions. There are 5 joint plenary lectures, 21 ESTP speakers, 7 interactive talks, 4 case presentations and 38 posters. Sessions are deliberately kept shorter this year compared to previous meetings, as members wish to have more time for informal discussions.

Based on preliminary numbers, 480 participants from 42 different countries are attending, among which 120 registered as ESTP members. The congress is sponsored by 17 companies, and the exhibition comprises 13 exhibitors' booths.

The preliminary budget of this year's congress appears to be well-balanced with an approximate income and expense of 250,000.00 € each.

**6. Questions & Answers: Pre-Circulated Reports of Committees and Councillors**

Previous to the meeting the membership had received the reports of the committees and councillors. No questions were asked during the AGA.

The members approved the reports of committees and councillors unanimously (votes: (for/against/abstentions) 58/0/0).

**7. Financial Report**

The financial report was presented by our treasurer Kuno Würsch.

Some major changes and activities have been conducted this year:

- The addition of a journal option to membership fee,
- The notice of tax exemption was received,
- The ESTP financial year will be adapted to the calendar year,
- Allocation of revenues and expenses will now be according to the

- fiscal period,
- The financial report of 2016 has been sent to a tax advisor.

ESTP is currently seeking professional advice concerning tax aspects of certain types of society revenues.

**2016** the society comprised 305 members (from 23 countries), including 5 honorary members and 20 members paying a reduced fee (student and retired members). The majority of members paid by bank transfer, but a large proportion also by credit card.

The income statement and balance sheet on the 31<sup>st</sup> December 2016 stated a surplus of €3,726.00.

**2017** the society had 308 members (from 23 countries), including 4 honorary members and 21 members paying a reduced fee (student and retired members). The annual membership fee had not been paid by 33 members until the date of the AGA 2017.

The income statement and balance sheet on the 29<sup>th</sup> August 2017 stated a surplus of €29,536.00.

The current estimated budget of 2018 provides a preliminary net loss of €2,177.00.

The year 2018 will bring along some changes, including the instalment of "STRIPE" as online payment tool. With this, sensitive credit card details need no longer to be disclosed by email, and credit card transaction fees will drop significantly.

- 8. Report of the Auditors**

Wolfgang Kaufmann and Pierre Maliver confirmed that they had checked all balance sheets and confirmed the adequacy of the financial presentation, which they consider a true view of the society's treasury. They had found the accounts in excellent order and recommended them for acceptance by the members.
- 9. Vote: Exoneration of Executive Committee**

The members accepted the accounts unanimously and approved the activities of the board (votes: 58/0/0). The EC has herewith been exonerated. Therefore the Executive Committee was exonerated by the members.
- 10. Confirmation of Auditors**

Sibylle thanked the auditors for their work.

The assembly approved unanimously the continuation of Wolfgang Kaufmann and Pierre Maliver as auditors during the next year (votes: 58/0/0).
- 11. New Members**

The secretary Gabi Pohlmeier-Esch presented the list membership applications received this year. Based on a review of their application documents, the EC confirmed that all 9 applicants fulfilled constitutional criteria for membership.

Membership of all of these new members was confirmed unanimously by the assembly (votes: 58/0/0).

The new members are (in the order of entry date):

  - Jana Keller
  - Sylvie Sauzat
  - Angele Breithaupt
  - Anna Domenech Fontanals
  - Brad Bolon

- Marine Carlus
- Ankie Lambregts
- Alexandre Bidaut
- Luc Chouinard

**12. Proposal/  
Nomination of  
Representatives  
for Sister  
Societies/Other  
Bodies**

Prior to the AGA, the secretary had asked sister societies to (re-)nominate their representatives within the ESTP EC. The following societies are represented, and the following representatives were re-nominated:

Erio Barale-Thomas (SFPT)  
Peter Hall (BSTP)  
Eveline de Rijk (Dutch society)  
György Selenyi (Hungarian society)

**13. Election/  
Ratification of  
Representatives**

According to the constitution the members ratified these sister society representatives (unanimous vote: 58/0/0).

**14. Presentation and  
Vote:  
Amendments to  
ESTP  
Constitution**

Gabi presented the suggested constitutional changes, which had been circulated to the membership prior to the AGM. She explained that these changes were mainly consequences of the counseling by a specialized lawyer and also concerned the termination of IFSTP membership, as well as some minor administrative points.

The proposed changes concerning the **membership (§5)** were:

- direct approval of new members by the EC;
- clarification of the procedure to terminate membership and of the expulsion procedure.

The proposed changes concerning the **Executive Committee (§7)** were:

- to add the treasurer as 4th EC member in the sense of German legislation;
- to rename a councillor (councillor for international collaboration);
- to clarify the election procedure for EC

The proposed change concerning **Committees (§8)** was:

- to clarify the procedure for appointment and replacement of committee chairs.

The proposed changes concerning the **General Assembly (§9)** were:

- to clarify the procedure of electronic elections to EC;
- to clarify the role of the General Assembly with regard to new members.

It was also proposed to delete the former §11 (Membership in the IFSTP) as a consequence of the decision to terminate this membership.

There were no questions. The membership voted unanimously in favour of all proposed constitutional changes (votes: 58/0/0).

**15. International  
Collaboration  
- Resignation  
from IFSTP  
- Future  
International  
Collaboration**

Sibylle informed the board that the international collaboration will be discussed at the presidents' meeting the day after the general assembly. During the last three presidents' meetings this question had already been discussed intensively, focussing especially on the organization of a group which specializes on international collaboration. Such a group shall ensure direct communication between all national societies.

The ESTP suggested having one person, whose responsibility it is to take part in the meetings regarding international collaboration, in addition to the president in order to share the workload. The EC is currently

looking for a volunteer for this position.

Sibylle thanked Hans who worked as IFSTP representative for many years.

**16. ESTP  
International  
Expert  
Workshops:**

Barbara Lenz informed the assembly about the 5th workshop “Adversity of Lysosomal Accumulation” (face-to-face meeting after the ESTP congress in Barcelona).

Monthly preparatory teleconferences were held before and after the workshop and 23 international experts and members of the ESTP participated. Posters were presented at the STP and ESTP congresses 2017. A scientific paper with workshop results is ready to be submitted to *Tox Path*, and the society will seek endorsement of this publication by major national and international societies.

Xavier Palazzi informed the assembly about the new (6th) workshop “Adversity of Thyroid Follicular Epithelial Hypertrophy/Hyperplasia”.

27 international experts and members of the ESTP will participate, and monthly preparatory teleconferences have already started. For the face-to-face discussion (May 16-17<sup>th</sup> 2018 in Berlin), a limited number of ESTP members and other interested toxicologic pathologists/toxicologists can assist as an audience. Again, the work should lead to posters and a publication.

**17. Presentation of  
2018 ESTP  
Meeting in  
Copenhagen,  
Denmark**

Ingrid Sjögren presented the plans for the ESTP congress 2018 which will take place from 11<sup>th</sup> to 14<sup>th</sup> September 2018 close to Copenhagen (Denmark), on the campus of NovoNordisk. Hotels and the welcome reception are in the city center, and public transport to the congress venue is convenient.

The topic of the congress will be “The pathobiology of adipose and CNS tissues in metabolic and neurodegenerative diseases and the toxicologic pathology induced by drugs targeting these disorders”. In addition there will be an INHAND update, some case presentations and an IATP satellite meeting.

**18. Any other  
business**

Thomas Nolte announced that the seminar “Classic Examples in Toxicologic Pathology XXV” will take place on 23rd to 24th February, 2018. As usual, the seminar offered by the Hannover Graduate School for Veterinary Pathobiology, Neuroinfectiology and Translational Medicine, the Department of Pathology at the University of Veterinary Medicine in Hannover and the ESTP will take place in Hannover, Germany.

He informed the membership that it will be the 25<sup>th</sup> anniversary of this seminar and that this will be celebrated in some kind.

The Chairman closed the meeting in time and wished the members a happy evening.

Gabriele Pohlmeier-Esch  
Secretary, ESTP

Sibylle Gröters  
Chair, ESTP

*appended: suggested changes to the constitution*

# Constitution of the European Society of Toxicologic Pathology e.V.

## Suggested changes, AGA, Lyon (France)

Changes recommended after review of our constitution by a specialized lawyer are marked with \*

### Reasons for proposed changes concerning membership:

- \* empower executive committee to approve membership applications, in order to create more clarity about the date of membership of new members (especially in view of the date full access to the “members only” part of our website and right to participate in electronic elections or votings);
- clarify procedure of termination of membership;
- \* clarify procedure to expel a member.

### Original text with proposals highlighted:

#### § 5 Membership

1. Memberships are
  - a. Full member  
Any individual may become a member who is a university graduate and works, or has worked, full-time in the field of toxicologic pathology. An individual 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.
  - b. Student member  
Individuals in education may apply for a student member status at a reduced membership fee. For justification of the student member status, individuals must be enrolled full- or part-time in a professional veterinary or medical training program, or a graduate degree, residency or postdoctoral training program. This must be confirmed by an official document of the respective institution. Completion of the training period has to be announced to the ESTP Secretary. Student members then may apply for full membership.
  - c. Retired member  
Members who have fully retired from the field of toxicologic pathology may apply for a retiree member status at a reduced membership fee. A personal statement about full retirement has to be sent to the ESTP Secretary.
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. 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.
5. Membership is terminated
  - a. when a member dies,
  - b. by a written note of resignation, addressed to ~~a member of the executive committee~~ the chairman or secretary; ~~this is only possible at the end of the calendar year with 3 months' notice,~~
  - c. by expulsion from the society,
  - d. after one year of non-payment of membership fees.
6. A member who has committed a serious offence against the ~~interests purpose~~ of the society or its constitution can be expelled from the society by a resolution of the executive committee. The relevant member will be notified of the expulsion in writing and will have the opportunity for a personal or written hearing. 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 The relevant member may address a written appeal to the executive committee within the period of one month after receiving the registered mail notification. 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.

### **Reasons for proposed changes concerning executive committee:**

- enlarge the number of executive committee members in the sense of § 26 BGB, to better reflect their responsibility and give us more flexibility to sign official documents;
- rename IFSTP councillor to “councillor for international collaboration” as a consequence of not being a member of the IFSTP;
- \* clarify “majority” for election of executive committee members.

### **Original text with proposals highlighted:**

#### § 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 12 councillors. In the sense of § 26 BGB, the executive committee is represented by the chairman, vice chairman, ~~and~~ secretary and treasurer. They represent the society in and out of court, whereby two of these ~~four~~ three entitled representatives must act jointly.  
Note: Councillors should be
  - a. ~~an IFSTP~~ a councillor for international collaboration,
  - b. a councillor for digital pathology,
  - c. a university professor,
  - d. a councillor for the younger generation,
  - e. a councillor for electronic communication,
  - f. ~~a~~ councillor for classic examples,
  - g. other councillor(s) (specific tasks to be defined by the executive committee)
  - h. sister society representatives as detailed in § 7.5.
2. The executive committee may coopt up to four (4) persons to attend committee meetings. These will not generally have a vote unless directed by the chairman.
3. Members of the executive committee are elected individually for a period of two years by the membership. A member is elected by majority vote of the valid votes. The person elected as designated chairman becomes chairman after two years without election, and after a further two years past chairman without election.  
In case a designated chairman is not available to become chairman, the chairman is elected directly. If the chairman is not available to become past chairman, that position is not filled.  
No person can be elected to become chairman for a second term.  
An electronic or mail vote may be organised by the executive committee. If a member of the executive committee does not complete the term of office, the executive committee may choose a substitute member for the remainder of the term, however, the position of the chairman should be substituted by the designated chairman.
4. 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).
5. Up to five (5) societies (or other established bodies) based in Europe that have similar objectives to those of the ESTP (“sister societies”) may be invited to nominate a representative to act as a full ESTP executive committee member provided that:
  - a. The sister societies (or other established bodies) that are to be invited to be represented on the ESTP executive committee must be agreed by ESTP members at the Annual General Assembly every two years.
  - b. The approved sister societies (or other established bodies) will be invited to nominate their representative who must be an ESTP member.
  - c. The annual general assembly will vote to accept or reject the nominee.
  - d. The responsibilities of the sister organisation representative is identical to other executive committee members and is therefore to assist the ESTP in the pursuance of its aims and objects.  
If there is no acceptable candidate from a sister society (or other established body) then a representative may be elected from the ESTP membership in order to liaise with that sister society (or other established body).  
This is to ensure that the decisions of the ESTP executive committee are made with knowledge of the views, aims and activities of other societies.
6. There is no barrier to appointment to the executive committee in terms of race, religion, place of residence/work in Europe, gender or age.



### **Reasons for proposed changes concerning committees:**

- \* clarify appointment of committees and committee chairs.

### **Original text with proposals highlighted:**

#### § 8 Committees

One or more committees and their committee chairs 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~~chair resigns, the committee ~~chooses a substitute member with the approval of~~suggests a new committee chair for approval by the executive committee.

### **Reasons for proposed changes concerning General Assembly:**

- \* clarify tasks of General Assembly in case of preceding electronic or mail votes and as a consequence of amended § 5.3;
- delete § 11 as a consequence of amended § 7.1.

### **Original text with proposals highlighted:**

#### § 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, in particular, 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. Agreeing on which sister societies (or other established bodies) can nominate representatives to the executive committee.
  - c. Election of the members of the executive committee, ~~respecting the results of their~~no electronic or mail vote has been conducted in advance and considering the nominations by sister societies (or other established bodies).
  - d. Passing of the budget for the coming fiscal year.
  - e. Setting the amount of membership dues.
  - f. Decisions on constitutional amendments or dissolution of the society.
  - g. ~~Acceptance-Presentation~~ of new members.
  - h. 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.

### **Reasons for proposed changes concerning Membership in the IFSTP:**

- delete § 11 as a consequence of amended § 7.1.

### **Original text with proposals highlighted:**

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

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, in Munich on September 8, 2001, and in Guildford (Surrey) on September 23, 2015.

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 Europeanization 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.

Changes to Sections 7 and 9 regarding the executive committee and the general assembly were approved on September 27, 2006 in La Grande Motte, France.

Changes to Section 5 regarding the termination of membership were approved on September 29, 2010 in Budapest, Hungary.

Changes to Section 5 regarding types of membership and deleting transitional conditions for sister society members, as well as changes to Section 7 regarding the number of councillors and elections were approved on September 23, 2015 in Guildford/Surrey, England.

Changes to Section 5 regarding the approval of new members and membership terminations, to Section 7 regarding representation of the Society in and out of court, executive committee members and the election procedure, to Section 8 regarding committee chairs, and Section 9 regarding the tasks of the General Assembly, as well as the deletion of the former Section 11 concerning membership in the “International Federation of Societies of Toxicologic Pathologists” were approved on August 30, 2017, in Lyon (France).