

South West Asia and Africa Chapter of the Extracorporeal Life Support Organization (SWAAC ELSO)

BYLAWS



1. NAME AND PURPOSE

The South West Asia and Africa Chapter of the Extracorporeal Life Support Organization (SWAAC ELSO) is established as an Affiliate Chapter of the Extracorporeal Life Support Organization (ELSO), a Non-Profit Corporation established in the State of Michigan, United States of America. As such, SWAAC ELSO shall abide by the Bylaws of ELSO, and in particular the articles pertaining to the formation of Affiliate Chapters. Any rules and regulations not written or mentioned in the SWAAC ELSO by-laws will lead to automatically abiding with the parent ELSO by-laws.

ELSO, and therefore its Affiliate Chapter SWAAC ELSO, is an international consortium of active clinical Extracorporeal Life Support (ECLS) Programs, engaged in research and education in the field of prolonged extracorporeal life support. In particular, it maintains a registry of, at least, the use of Extracorporeal Membrane Oxygenation in active ELSO centers (the ELSO Registry). SWAAC ELSO federates the programs from the countries within the geographical area comprised of three zones namely, South Asia, west Asia and Africa.

2. NATURE AND OFFICES

In the event local legal requirements in any of the SWAAC ELSO countries mandated the formation of a local legal entity, such legal entity shall abide to the present SWAAC ELSO bylaws, which it will integrate in its incorporation documents.

SWAAC ELSO Offices shall be deemed for practical purposes to be those of the President at that time.

3. SWAAC ELSO MEMBERSHIP

3.1 Institutional Member

Each Extracorporeal Life Support Program within the SWAAC ELSO Chapter geographical area that contributes cases to the ELSO Registry (a “Limited Data Set” from participating centers useful for quality assurance purposes) is considered to be an Active Institutional Member of the organization. Active status of an Institutional Member is maintained for as long as the Institutional Member regularly contributes cases to the ELSO Registry and pays its dues. An Institutional Member is inactive if it has not reported any cases to the ELSO Registry for a period of twelve consecutive months, or if its dues are in arrears for more than six months. Each SWAAC ELSO Active Institutional Member may designate as many individual representatives as it wishes to participate at its own expense in the various activities of the organization. Active Member status is required to participate in the activities of SWAAC ELSO. Inactive Institutional Members and their individual representatives may not participate in the activities of the organization. In accordance with the bylaws of ELSO, Institutional Membership is into SWAAC ELSO, but formal registration, administration, payment of dues and ELSO Registry administration and operation shall remain with ELSO.

3.2 Individual Member:

ECMO clinicians, research scientists, members of regulatory and public health institutions, and those interested in ELSO are eligible and encouraged to participate as “Individual Members” of ELSO. “Individual Members” can be part of an ELSO Member Center or a clinician or scientist from a non-ELSO center. “Individual Members” receive specified benefits for membership separate from Member Center privileges and may participate in all the activities of ELSO. “Individual Members” may not attend Steering Committee meetings except through special invitation. Under the by-laws of ELSO, “Individual Membership” is considered in SWAAC ELSO. Still, formal registration, administration, payment of dues, and ELSO registry administration and operation shall remain with ELSO.

3.3 Corporate Membership:

“Corporate Membership” may be held by corporations or organizations (such as healthcare providers, medical industry companies, hospitals, or health institutions) who are active either in the research and development of extracorporeal devices, drugs, and techniques or who fund/purchase extracorporeal life support on behalf of the patient populations served by SWAAC ELSO Centers. Each SWAAC ELSO Corporate Member” may designate as many individual representatives as it wishes to participate at its own expense in the various activities of the organization. “Corporate Members” shall not vote and may not attend SWAAC ELSO Steering Committee meetings except by special invitation of the mentioned Committee. Under the by-laws of ELSO, corporate membership is considered in SWAAC ELSO, but formal registration, administration, and payment of dues shall remain with ELSO.

4. SWAAC ELSO STEERING COMMITTEE

4.1 SWAAC ELSO Steering Committee Responsibilities

The activities of SWAAC ELSO will be directed by the SWAAC ELSO Steering Committee. The responsibilities of the SWAAC ELSO Steering Committee are:

- To define the details and functions of the SWAAC ELSO Organization, within the framework of ELSO.
- To administer SWAAC ELSO finances.
- To define and coordinate each SWAAC ELSO Standing Committee activities, including budgetary allocation and overseeing.
- To determine the priorities of the Organization and implement related programs.
- To communicate the activities of the Organization both inside and outside the Organization.
- To provide priorities and guidelines for the Annual Conferences.
- To solicit institutional, foundation, and industrial grants.
- To act as Nominating Committee for new SWAAC ELSO Steering Committee Members. Each year, prior to the annual conference, the Committee will request and nominate one or more candidates for each open position of the SWAAC ELSO Steering Committee, and for each position subject to end of term renewal.

- To adopt the bylaws and from time to time amend them to meet the needs of SWAAC ELSO.

The SWAAC ELSO Steering Committee, by an affirmative vote of a super-majority (more than 80%) of the Members then currently in office, may remove a Steering Committee member (provided there is a cause) at any regular or special meeting. Removal of either the President or the President Elect however requires formal approval of ELSO.

4.2 SWAAC ELSO Steering Committee members:

The SWAAC ELSO Steering Committee consists of:

1. The President.
2. The President Elect.
3. The President Past.
4. Secretary
5. Treasurer
6. Members-at-Large, whose number and origin are defined in order to ensure representation within the Steering Committee of all countries within the geographical area having an Active SWAAC ELSO Institutional Member, as set forth below.
7. The Chairpersons of the SWAAC ELSO Standing Sub-Committees as described in Appendix A.
8. ELSO CEO (non-voting member).
9. ELSO Executive Director (non-voting member).
10. ELSO President or his/her representative (non-voting member).

4.3 SWAAC ELSO Steering Committee Meetings:

- There should be a minimum of three Steering Committee meetings per year for the SWAAC ELSO chapter, one of them must be during the SWAAC ELSO annual conference.
- In case of cancellation of the Annual Conference, a Steering Committee meeting shall be arranged for the first quarter of the year.
- Any member of the Steering Committee may call for other meetings as long as the President is in agreement, as per ELSO by-laws.
- Meetings can be physical or virtual (video or telephone communication) with attempts to attend in person during the annual conference meeting (virtual attendance allowed only in exceptional circumstances).
- All Steering Committee members must attend at least 50% of the Steering Committee meeting.
- Failure to attend 50% of the meeting without an approved excuse from the Chapter President, will lead to the removal of the member from the committee.
- The SWAAC ELSO Steering Committee Meetings shall be chaired by the President (see section 4.4.1 for more details).
- A quorum of the SWAAC ELSO Steering Committee shall be constituted when all the following conditions are achieved:

- Half plus 1 of the Members of the Steering Committee (or their designees) are present.
 - The President or the President Elect is present.
 - The ELSO CEO or the ELSO Executive Director is present.
- A quorum shall be assessed counting the Members physically or virtually present, during all or part of the meeting.
 - In case of rotating mail resolutions, quorum shall be assessed counting the number of affirmative answers received after a period defined in the circulated resolution which shall be of no less than three calendar days.
 - Circulated resolutions may be issued by the President or the President Elect/the Secretary acting in their name.
 - If at any time the SWAAC ELSO Steering Committee consists of an even number of Members being present and a vote results in a tie, then the vote of the SWAAC ELSO Steering Committee President shall be the deciding vote.
 - If a quorum is not present at a meeting, the SWAAC ELSO Steering Committee Members being present may adjourn the meeting without further notice until a quorum shall be present.

4.4 SWAAC ELSO Steering Committee Members Term of Membership, Requirement and Responsibilities

4.4.1 President Elect, President and Past President

- A **6-year** term, being served for two years as President Elect, two years as President, and two years as Past President.
- A 2 yearly regional rotation for SWAAC ELSO President between South Asia, West Asia and Africa.
- This term is not renewable.
- The President Elect, the President and the Past President are active voting members in the SWAAC ELSO Steering Committee.
- Every 2 years during the annual conference Steering Committee meeting, a new President Elect shall be elected by the SWAAC ELSO Steering Committee, among members from the existing or the previous SWAAC ELSO Steering Committee satisfying the regional rotation requirement (e.g. if the active President Elect is from South Asia, the candidates for the new President Elect shall be from West Asia or Africa, with a commitment to rotate among these 3 geographical areas).
- To be eligible to the role of President Elect and subsequently President, and in addition to being part of an Active SWAAC ELSO Institutional Member Center, a candidate shall have served for at least one year as SWAAC ELSO Steering Committee Member.
- The transition from President Elect to President, and from President to Past President shall be automatic and not require a vote, provided the person remains part of an Active SWAAC ELSO Institutional Member Center.

- The President shall serve as the Director of the Steering Committee. It shall be the responsibility of the President, when present, to preside over all meetings of the Steering Committee.
- The President shall determine the order of business at such meetings and has the authority to establish rules for the conduct of meetings.
- The President is authorized to execute, in the name of SWAAC ELSO, any and all contracts or other documents, which may be authorized, either generally or specifically, by the Steering Committee to be executed by SWAAC ELSO and when required by law that the President's signature must be provided and shall have such other duties as incident to the office of President or as otherwise assigned by the Steering Committee.
- In the absence of the President, or in the event of his/her inability or refusal to act, it shall then be the responsibility of the President-Elect to perform only for such meeting or the duration of such absence all the duties of the President, and in doing so shall have all authority and powers of, and shall be subject to all of the restrictions on, the President. If the President-Elect is unable to act, the Past-President assumes the role of President as described in the previous sentence.
- The president-Elect will support the President in all his/her duties & responsibilities and will represent the President in his/her absence.
- The Past-President is the President who just completed his or her 2 years Presidency and will help ensure a smooth transition for the new President. He/she will support the President in all the duties and responsibilities, and if required will represent the President if both the President and President-Elect are absent.

Nominations and Election (see section 8.2 for details of election process):

- Nominations for President-Elect can be self-nomination or nomination from other members of the Steering Committee out of the current or past members of the Steering Committee.
- Both nominations and nominees have to be from members of the region that has the turn for election.
- If there is more than one nomination for the president-elect, then voting will be done by all members of the Steering Committee.
- Call for Nominations will be sent to the current and past Steering Committee members of the region that has the turn for election by the Election officer.
- Eligible candidate(s) will be presented to the Steering Committee by the election officer for voting.
- President-Elect will be elected through a voting process by the Steering Committee members (as described above).

4.4.2 Secretary and Treasurer

- Both the Treasurer and Secretary of SWAAC ELSO shall serve for a **4-year term each**.
- This term is not renewable.
- The Secretary and the Treasurer are active voting members in the SWAAC ELSO chapter Steering Committee.

- To be eligible to the roles of Treasurer or Secretary, a candidate shall be part of an Active SWAAC ELSO Institutional Member Centre and a member of the SWAAC ELSO Steering Committee.

Nominations and Election (see section 8.2 for details of election process):

- Nominations for Secretary and Treasurer can be self-nomination or nomination from other members of the Steering Committee out of members of the Steering Committee.
- Call for Nominations will be sent to the Steering Committee members by the Election Officer.
- Eligible candidate(s) will be presented to the Steering Committee by the Election Officer for voting.
- The Secretary and the Treasurer will be elected through a voting process by the Steering Committee members.

4.4.3 Member At Large

- The Members-at-Large shall serve for **4 years term**.
- The term is renewable once.
- A Member at Large is an active voting member in the SWAAC ELSO chapter Steering Committee.
- Each country can have only one “Member at Large” on the Steering Committee.
- To be eligible for a member-at-large position, the following criteria must be met:
 - i. The member is a citizen, and/or resident of the country he/she represents.
 - ii. The member is residing in the country he/she represents unless there are disastrous situations in that specific country (e.g. wars or any other disastrous situations).
 - iii. The member is part of an active SWAAC ELSO Institutional Member Centre.
 - iv. The members may be ECLS clinicians (doctors, nurses, respiratory therapists, perfusionists, or technologists) or scientists.

Nominations and Election (see section 8.2 for details of election process):

- Call for Nominations will be sent to all active SWAAC ELSO Institutional member Centers in the country where the vacancy is available by the election officer.
- Nominated candidate(s) will be presented to the Steering Committee by the election officer.
- The Steering Committee will check the eligibility criteria for the submitted nominations.
- Eligible candidates will be sent by the election officer to all active SWAAC ELSO Institutional member Centers for voting.
- Members at Large will be elected out of the eligible candidates through a voting process by the active SWAAC ELSO Institutional Member Centers in the country where the vacancy is available.

4.4.4 Chairperson of Standing Sub-Committees

- The SWAAC ELSO Chapter has the following standing sub-committees headed by a chairperson who will be a member of the Steering Committee (See Appendix A):
 - Education, communication and simulation Sub-Committee.
 - Research Sub-Committee.
 - Guidelines sub-Committee
 - Membership Sub-Committee.
 - Conference Sub-Committee.
 - Devices and Technology Sub-Committee.
- The Chairpersons of the SWAAC ELSO Standing Sub-Committees shall serve for a **2-year term**.
- The term is renewable once.
- The Chairpersons of the Standing Sub-Committees are active voting members in the SWAAC ELSO chapter Steering Committee.
- To be eligible to the role of Chairperson of a SWAAC ELSO Standing Sub-Committee, a candidate shall be part of an Active SWAAC ELSO Institutional Member Center and shall have served for at least one year as SWAAC ELSO Steering Committee Member or one year as a member of a SWAAC ELSO Standing Sub-Committee.
- Each Chairperson will be reporting directly to the President of the SWAAC ELSO Chapter.
- The Chairperson of the Sub-Committee is allowed to choose his/her team to achieve his/her responsibilities. This team can be other members from the Steering Committee or outside individuals whom the President approves.

Nominations and Election (see section 8.2 for details of election process):

- Nominations for Chairpersons of Standing-Subcommittees will be submitted to the Steering Committee out of members of the Steering Committee or members of the Standing Subcommittee.
- Nomination can be self-nomination or nomination by members of the Steering Committee.
- Call for Nominations will be sent to the Steering Committee members and members of the Standing Subcommittees by the Election officer.
- The Steering Committee will check the eligibility criteria for submitted nominations.
- Chairpersons of Standing-Subcommittees will be elected by the Steering Committee through a voting process out of the eligible candidates.

4.4.5 ELSO CEO, ELSO Director, ELSO President or his/her representative

- Permanent members of the SWAAC ELSO Steering Committee.
- They are non-voting members in the SWAAC ELSO chapter Steering Committee.
- The nomination of the representative of ELSO, as well as his or her term and eligibility, are the prerogative of ELSO. This position is therefore not subject to election and/or confirmation.

5 SWAAC ELSO Executive Committee

5.1 The SWAAC ELSO Executive Committee of the Steering Committee consists of:

- The President.
- The President Elect.
- The President Past.
- Secretary.
- Treasurer.
- ELSO CEO. non-voting
- ELSO Executive Director. non-voting
- ELSO President or his representative. non-voting

5.2 The SWAAC ELSO Executive Committee shall have overall responsibility for the SWAAC ELSO activities and ensure consistency with SWAAC ELSO's bylaws.

5.3 Routine day-to-day decisions shall be made by the SWAAC ELSO Executive Committee. Such activities may be held in physical form, voice or video teleconference, or rotating mail resolutions, at the discretion of the SWAAC ELSO Executive Committee.

5.4 Mail resolutions must be passed unanimously per ELSO's bylaws and governing law.

5.5 The quorum shall be of 3 voting Members out of the 5 voting Members of the SWAAC ELSO Executive Committee.

5.6 It shall be the prerogative of the SWAAC ELSO Executive Committee to determine which decisions are considered day to day and managed at Executive Committee level, and which decisions require extension to all or part of the SWAAC ELSO Steering Committee Members.

5.7 Decisions taken by the SWAAC ELSO Executive Committee shall be communicated to the Secretary for recording, and to the other SWAAC ELSO Steering Committee Members.

6 General Term of Membership

6.1 SWAAC ELSO Steering Committee Members shall be ineligible for reappointment to the Steering Committee for two years after completing an initial term and not having been re-elected to a second term or having accomplished two successive terms without being elected for another position on the Steering Committee.

6.2 For convenience and clarification, all terms begin in May following the election results announcement during the SWAAC ELSO Annual Conference Steering Committee Meeting. This will allow a transition period for the newly elected members and past members to hand over their responsibilities. Both past members and newly elected members can attend the Steering Committee meetings during the transition period between the annual conference meeting and the meeting in May.

7 Vacancies

A vacancy on the SWAAC ELSO Steering Committee may exist with the occurrence of the following conditions:

- The resignation, removal, or death of any Steering Committee Member.
- The natural end of the term of a Steering Committee Member.
- The lapse of the Active status of the SWAAC ELSO Institutional Member Center of which a Steering Committee Member is part of, or the professional move of the Steering Committee Member to any position in a different country or not part of an Active SWAAC ELSO Institutional Member Center.
- A new country having registered the first Active SWAAC ELSO Institutional Member (including having renewed a lapsed Active membership), and therefore being entitled to a mandatory representation on the SWAAC ELSO Steering Committee.
- The failure at any annual or other meeting, at which Steering Committee Members are to be elected, to elect the full number of Steering Committee Members.

For any given vacancy, **the SWAAC ELSO Executive Committee**, by an affirmative vote of a majority of its Members, shall decide whether said vacancy is to be filled immediately through a partial election, or postponed to the next election cycle prior to the next Annual Conference.

8. CONDUCT OF BUSINESS MEETING AND ACTIVITIES

8.1 SWAAC ELSO Annual Conference

SWAAC ELSO shall organize an Annual Conference, to be held during the first quarter of the calendar year. The Annual Conference shall follow the guidelines and priorities set by the SWAAC ELSO Steering Committee. The format, program, scientific content, and syllabus of the Annual Conference shall be defined by the organizing country and/or organizing Institutional Member Center and approved by the SWAAC ELSO Executive Committee.

The SWAAC ELSO Steering Committee Member or one of the members of an active SWAAC ELSO Institutional Member Centre representing the country in which the next conference is to be held shall be responsible of the organization of said conference on behalf of the Steering Committee and shall report in this capacity to the SWAAC ELSO Steering Committee.

The Annual Conference shall provide at least for:

- A progress report of the SWAAC ELSO Steering Committee activities to the Institutional Member Centers, including the results of the election of new Members of the Steering Committee.
- Progress reports of the various SWAAC ELSO Standing Sub-Committees activities to the Institutional Member Centers.
- Designated time during the conference scheduled for the Steering Committee meeting which should not be on the last day of the conference (preferably on Day 1 of the conference or the day before). The location of the next two conferences shall be decided during that meeting.

8.2 SWAAC ELSO Annual Elections (see Table 1)

- 8.2.1 The election process shall be held annually prior to the Annual Conference to fill open positions (including vacancies) within the SWAAC ELSO Steering Committee, and in particular the positions associated to the natural end of the term of a SWAAC ELSO Steering Committee Member.
- 8.2.2 The members' eligibility must be confirmed by a vote of the SWAAC ELSO Steering Committee annually.
- 8.2.3 The vote shall be held electronically, (mail or any other electronic voting system), from a slate of candidates provided by the SWAAC ELSO Steering Committee for each open position. The candidates receiving the more votes for each open and/or vacant position shall be elected (a qualified majority is not required).
- 8.2.4 In case no nomination is submitted to the Steering Committee for positions eligible for re-election, then the current Steering Committee Member will be renewed automatically for only one term.
- 8.2.5 In case the Steering Committee Member completed his/her term(s) or in case of open positions and no nomination has been submitted to the Steering Committee, the Steering Committee has the right to nominate and vote for a new member for the vacant position fulfilling the eligibility criteria.
- 8.2.6 If, for any given open position, there is an even number of voters and the vote results in a tie, then the SWAAC ELSO President vote shall be the deciding vote.

8.2.7 The Election process shall be as follows:

- Call for nominations for open positions will be sent to Active Institutional Member Centers or Steering Committee members according to the vacant position.
- Nominations eligibility will be confirmed by the SWAAC ELSO Steering Committee according to the SWAAC ELSO Bylaws.
- Request to all Active Institutional Member Centre/ Steering Committee members for electronic vote on each open position among the previously identified candidates satisfying the eligibility criteria.
- The request shall be followed by a reminder to the Active Institutional Member Centers/ Steering Committee members not having voted two weeks after the initial request.
- The voting will be closed one week after the reminder.
- Elections will take place prior to the annual conference Steering Committee meeting and confirmation and announcement of the election results will take place during the annual conference meeting.
- Each Active Institutional Member Centre/ Steering Committee member can have one nomination and one vote for every open position that is eligible for voting.
- For SWAAC ELSO Centers nominations and voting, the nominating and the voting representative shall be the SWAAC ELSO Centre Program Director or his/her designee.

8.2.8 The Election process will be facilitated by the Election Officer who is the Parent ELSO executive Director. The Election Officer will be responsible for:

- Create a specific process for electronically submitting nominations and voting.
- Announce the opening for submitting nominations for available vacancies with a deadline for submitting nominations (**Three months prior to the Annual Conference**)
- Present the list of nominations to the steering Committee members to review the eligibility criteria.
- Send the list of eligible candidates for the available vacancies to the Active Institutional Member Centers/ or the Steering Committee members for voting (**two months prior to the Annual Conference with 3 weeks for voting including a reminder after 2 weeks and closing the vote after 1 week**).
- Collect the votes from the SWAAC ELSO centers/ Steering Committee members and present them to the Steering Committee for final voting and election.
- Liaise with the President on the process of election.
- Assure confidentiality of the election process.

8.3 OFFICIAL PUBLICATIONS OF SWAAC ELSO

All official publications will follow ELSO’s publications guidelines, available at www.else.org in the Publications Committee section.

9. FINANCES

The SWAAC ELSO Treasurer will supervise the financial operations of SWAAC ELSO and report to the SWAAC ELSO Steering Committee. An annual report shall be prepared and presented for approval at the SWAAC ELSO Annual Meeting during the SWAAC ELSO Annual Conference. The final approved annual financial report shall be submitted to ELSO in February, to coincide with the ELSO annual audit timeline. The SWAAC ELSO Treasurer shall have the responsibility for keeping and maintaining adequate and accurate accounts for funds received and distributed. ELSO manages SWAAC ELSO banking, which is part of ELSO’s annual audit

SWAAC ELSO, as an Affiliate Chapter of ELSO, shall be financed through the following:

- Redistribution from ELSO of twenty-five percent (25%) of the dues of the Chapter’s Member Centers.
- Proceeds from locally organized SWAAC ELSO activities, such as educational activities, the Annual Conference, or grant awards.
- Additional ad hoc allocations from ELSO as authorized by the ELSO Board of Directors.

Authority to pay from the SWAAC ELSO fund will be as follows:

- The Treasurer is able to sign off on amounts lower or equal to the equivalent of US \$5000.

- Amounts between the equivalent of US \$5000 and US \$30,000 need to be ratified and countersigned by the President of the SWAAC ELSO Steering Committee.
- Amounts above the equivalent of US \$30,000 need to be ratified by the SWAAC ELSO Executive Committee.

If, during any given year, the SWAAC ELSO annual budget or the SWAAC ELSO cumulated accounts exceed US \$100,000, the SWAAC ELSO Treasurer shall provide for a financial audit of SWAAC ELSO by a qualified third party. Below this US \$100,000 threshold, such audit shall not be mandatory and may be conducted by ELSO at its discretion. ELSO audits include all affiliate chapters.

10.SWAAC ELSO RECORDS

The Secretary and the Treasurer shall maintain and keep the SWAAC ELSO Records pertaining to their respective responsibilities in their offices and shall ensure that electronic versions are periodically updated and made available at the President’s and the President Elect’s offices. Access to the records shall be granted at any time to ELSO representative within the SWAAC ELSO Steering Committee. Both Secretary and Treasurer, as custodians of all records and documents of SWAAC ELSO, shall have the duty to transmit all records (physical and electronic) pertaining to their respective responsibilities, to their respective duly elected successors.

11.AMENDMENTS AND REVISIONS

These bylaws may be amended by the affirmative vote of the majority of the SWAAC ELSO Steering Committee Members then in office, according to the voting and quorum dispositions. The SWAAC ELSO Steering Committee shall ensure that the SWAAC ELSO bylaws remain compliant with the bylaws of ELSO as they might be amended from time to time. The SWAAC ELSO Steering Committee shall ensure that the SWAAC ELSO bylaws are reassessed from time to time to meet the evolving needs of SWAAC ELSO. The time between two such reassessments shall never be more than five years.

Amendment dates:

- 2017
- 2018
- 2021
- 2024

Appendix A – SWAAC ELSO Standing Committees

- Under the overall direction of the SWAAC ELSO Steering Committee, the business, and activities of SWAAC ELSO will be conducted by the SWAAC ELSO Standing Committees.
- The responsibilities of these Standing Committees shall be defined by the SWAAC ELSO Steering Committee, as well as their annual budgetary allocation.
- The Standing Committees structures used by ELSO or by other Affiliate Chapters need not be used by SWAAC ELSO Standing Committees and may include topic-specific subcommittees or regional subcommittees. The structure and organization of a Standing Committee shall require approval by the SWAAC ELSO Steering Committee.
- The Standing Committees' Chairpersons shall be responsible for implementing the SWAAC ELSO Steering Committee directions and guidelines.
- The Standing Committees' Chairpersons may proceed with committee business independently of the other Standing Committees' Chairpersons. They may circulate drafts of protocols, ELSO Registry forms for reports, newsletter, conference information, etc. As necessary and appropriate. If these activities result in an official policy recommendation, then the guidelines outlined below shall apply. Participation in a SWAAC ELSO Standing Committee activities shall be open to Active SWAAC ELSO Institutional Members staff on a voluntary basis. Each Standing Committee Chairperson shall report on the activities of the Committee to the SWAAC ELSO Steering Committee at regular intervals and shall report to the Institutional Members at the Annual Conference. Standing Committee reports to the Institutional Members are intended to be a summary of work completed and an outline of work in progress.

- More extensive discussion of Standing Committees activities shall take place at open Standing Committee meetings at the time of the Annual Conference.

At the date of release of the present bylaws, SWAAC ELSO establishes the following six Standing Sub-Committees. Their number and charters may be revised from time to time by decision of the SWAAC ELSO Steering Committee:

1- Education, communication and simulation Sub-Committee:

- Provide translation in SWAAC ELSO regional languages for the different publications of ELSO (e.g. patient and family information, the Red Book, Specialist Manual ...etc.).
- Adopt Parent ELSO guidelines for training certification requirements and professional standards for the use of techniques and/or technologies in extracorporeal support techniques.
- Develop education and multidisciplinary standardized techniques and/or technologies in coordination with the Education Committee of Parent ELSO.
- Deploy Parent ELSO courses or education programs within SWAAC ELSO, with or without tailoring to SWAAC ELSO specificities.
- Publish and update in SWAAC ELSO a directory of Parent ELSO Programs.
- Publish and update a SWAAC ELSO newsletter.
- Publish and update the Parent ELSO bibliography for SWAAC ELSO Members.
- Develop a system at the Chapter regional level to facilitate the referral of patients, for different patient groups and a network system to assist with the location of the bed and transport.

2- Research Sub-Committee

- Assist in coordinating multi-center trials sponsored or managed by Parent ELSO.
- Participate in ELSO Research Standing Committee on behalf of the region.
- Develop regional research priorities and activities, coordinate data requests with Parent ELSO.

3- Guidelines Sub-Committee

- Identify areas specific to SWAAC ELSO chapter that require guidelines development.
- Develop guidelines relating to SWAAC ELSO Chapter that are not already published by ELSO.
- Aim to obtain ELSO endorsement of the produced guidelines in order enhance communication with the global community.
- Expand guidelines for the use of techniques and/or technologies developed by Parent ELSO.

4- Membership Sub-Committee

- Recruit new individual and centre members to SWAAC ELSO
- Connect SWAAC ELSO members with SWAAC ELSO projects and leadership roles
- Facilitating diversity, equity and inclusion in SWAAC ELSO membership and leadership.
 - Identifying any potential opportunities to improve new member or centre recruitment.
 - Participating in regular phone conferences and timely communication with committee members.
 - Assisting in marketing committee initiatives to individual SWAAC ELSO members and member centres.

5- Conference Sub-Committee

- Hold an annual scientific conference.
- Establish a scientific committee to develop the scientific agenda.
- Establish sponsorship support criteria for participation.
- Manage the conference within the financial means of the chapter, and within the policies and procedures of Parent ELSO.

6- Devices and Technology Sub-Committee

- Identify members of SWAAC ELSO who have the potential to participate in improving the devices and technology in the field of ECLS.
- Connecting the committee members with the parent organization innovation and devices subcommittee and relevant stallholders.
- Identify the challenges in the SWAAC ELSO region that can be improved by improving the devices and technology.
- Encouraging innovations in the field of ECLS technology through communications with the relevant subcommittees (conference, publication, guidelines ...etc.).

Table 1: Steering Committee members term, eligibility and election

| Member | Term of Membership (Years) | Renewal | Voting Right | Eligibility | Nomination | Voting and election | Comments |
|-----------------------------|-----------------------------------|----------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| The President. | 2 | NO | YES | 1-Member of Active SWAAC ELSO Center 2-One year as SWAAC ELSO Steering Committee Member (past or current) 3- part of the region that has the turn for election. | 1-Self nomination 2- nomination by other members of the Steering Committee (nominations by members who are part of the region that has the turn for election). | 1-Election of the nominated candidate if one nominee. 2-Voting by all members of the Steering Committee if more than one nominee. | 2 yearly regional rotation for SWAAC ELSO President between South Asia, West Asia and Africa. |
| The President Elect. | 2 | NO | YES | | | | |
| The Past President | 2 | NO | YES | | | | |
| Secretary | 4 | NO | YES | 1-Member of an active SWAAC ELSO Institutional Member Centre 2- Member of the Steering Committee. | 1-Self nomination 2- nomination from other members of the Steering Committee | The Steering Committee | |
| Treasurer | 4 | NO | YES | 1-Member of an active SWAAC ELSO | 1-Self nomination | The Steering Committee | |

| | | | | | | | |
|-------------------------------------------------|------|------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| | | | | Institutional Member Centre 2- Member of the Steering Committee. | 2- nomination from other members of the Steering Committee | | |
| Members-at-Large | 4 | YES (Once) | YES | Member of an active SWAAC ELSO Institutional Member Centre in the country where the vacancy is available. | active SWAAC ELSO Institutional Member Centre in the Country where the vacancy is available. | active SWAAC ELSO Institutional Member Centre in the Country where the vacancy is available. | The nominee has to be sponsored by a director or associate director of his Centre |
| Standing Sub-Committees Chairperson | 2 | YES (Once) | YES | 1-Member of Active SWAAC ELSO Center 2-One year as SWAAC ELSO Steering Committee Member or one year as SWAAC ELSO Standing Sub-Committee member | 1-Self nomination 2- nomination from other members of the Steering Committee | The Steering Committee | |
| ELSO CEO | None | None | NO | - | - | - | Permanent members |
| ELSO Executive Director | None | None | NO | - | - | - | Permanent members |
| ELSO President or his/her representative | None | None | NO | - | - | - | Permanent members |