



*Associação Portuguesa de*  
**Hotelaria Hospitalar**

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**Hotelaria Hospitalar**

## **RULES OF PROCEDURE**

**PORTUGUESE ASSOCIATION OF HOSPITAL HOSPITALITY  
(APHH)**



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## **CHAPTER I**

### **NAME, PURPOSE, HEADQUARTERS AND DURATION**

#### **Article 1.**

##### **Name**

The Portuguese Association of Hospital Hospitality (APHH) is the legal entity of private law, non-profit, which represents in national territory and within its attributions, the professionals with it associated who perform duties of responsibility in the area of hotel services in general health facilities, public or private. It is understood by hotel services the five main following areas: Food, Cleaning, Waste, Safety and Laundry. For the general services, given its diverse range and different tasks according to each health facility, all concerning matters are to be properly analyzed in order to avoid dispersing the attributions of APHH.

#### **Article 2.**

##### **Subject**

1. The assignments and subject of APHH is:
  - a) The study and determination of matters of scientific and technical nature, relating to Hospital Hospitality and General Services and the formulation of conclusions and proposals on the same.
  - b) The development of knowledge, exchange of experiences and acquaintanceship between those who assume responsibilities associated with Hospital Hospitality and share an interest in studies about scientific and technical problems and the advancement of knowledge related to it.



2. To pursue its objectives APHH shall:
  - a) Organize National and International Seminars and Conferences about Hotel Management and Hospital General Services.
  - b) Group up or join trade unions, federations, confederations and associations with international similar purposes, or establish agreements with them as may be convenient to pursuit its statutory activity, always in accordance with the legislation.
  - c) Establish working groups by encouraging, whenever possible, the multidisciplinary collaboration in order to obtain integrated solutions.
3. To promote and publish works done by APHH.

### **Article 3.**

#### **Headquarters and Duration**

1. The APHH has its headquarters in the West Lisbon Hospital Centre (CHLO) - Hospital Egas Moniz, Rua Junqueira, n.º. 126, 1349-019, Lisbon and is created for an indefinite period.
2. The APHH by simple deliberation of its Administration Board, may move their headquarters within the same council or limits or set up local forms of representation.



## CHAPTER II MEMBERSHIP

### Article 4. Members

1. The APHH has four categories of members: founders, effectives, collaborators and honoraries.

a) Founder members - those whose names appear on the list annexed to this Regulation, being that they are effective members as well.

b) Effective members - professionals as defined in Article 1 of Chapter I which express their intention to be admitted as members to the Administration Board and that identified with the purposes of APHH, agree to pay the minimum fee established by the Administration Board, enjoying the full extent of social rights and whose admission is approved by the General Assembly in simple majority.

c) Collaborator members - professionals or businesses that do not fit the previous requirements, but feel in tune with the objectives of APHH and want to collaborate on behalf of the same goals, through their professional or economic contribute and express their intention of to the Administration Board. Admission must be approved by the General Assembly by simple majority.

d) Honorary members - individuals who, for personal or professional prestige help technical training and improvement of methods within the Hospital Hospitality and General Services. These members shall be elected by the General Assembly when the Administration Board proposes them.



## **Article 5**

### **The Registration of members**

There will be a APHH record with the numbered registration of members, which will include the identification of each member, their date of admission, resignation or dismissal, these facts should be confirmed in the book by one of the Administration Board's member, annually.

## **Article 6**

### **Members rights**

1. The founding members and effective members have the following rights:
  - a) Participate in General Meetings and all activities of APHH;
  - b) To elect and be elected to the governing bodies of APHH;
  - c) To propose the admission of members or their demission;
  - d) To be kept informed of all activity of APHH;
  - e) To contribute through the statutory and regulatory ways in order to pursuit APHH's objectives;
  - f) To enjoy the benefits or rights arising from the existence and action of APHH.
2. The collaborator members and honorary members have the following rights:
  - a) Participate in the General Assembly with voice but without vote;
  - b) Be informed of the arrangements made by APHH;
  - c) Make suggestions to the Administration Board members towards improving the achievement of APHH's goals.



## **Article 7**

### **Duties of members**

1. The founding partners and effective members have the following duties:
  - a) Accept, unless justified excuse, the tasks for which they have been designated by the APHH;
  - b) To be loyal to the guidelines of APHH, respecting its statutes, regulations and other guidelines and contributing to its progress and prestige nationally and internationally;
  - c) Participate actively in the activities of APHH, contributing to the spread of its ideals;
  - d) Contribute to its activity by the regular payment of the fee;
  - e) Accept the decisions of the various statutory bodies involved;
  - f) Strengthening social cohesion, dynamism and activity of APHH;
  
2. Collaborative partners have the same duties as the founders and staff, with other than those listed in a).

## **Article 8**

### **Sanctions**

1. Notwithstanding the above APHH can apply the following sanctions:
    - a) Suspension of Membership;
    - b) Loss of Membership.
  
  2. The causes of the sanctions provided before for the preceding violation of the obligations are set out in Article 7;
  
  3. The application of any sanction is of the competence on the Supervisory Board;
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4. The imposition of sanctions pursuant to the preceding paragraphs is subject to the prior consultation of the member and must be reported in writing and reasoned, not later than 10 days.
5. The whole process should be completed by the Supervisory Board within 60 days.

## **Article 9**

### **Loss of membership**

1. A member loses membership if he:
  - a) Submits his resignation by letter to the Board;
  - b) Does not pay fees within the deadline;
  - c) Breaks the rules, objectives and principles governing the APHH;
2. The loss of membership status in accordance with Article 9. paragraph 1, point c) can only be declared by the Administration Board by resolution of the General Assembly, by qualified majority. It is understood by qualified majority three quarters of the members present.



**CHAPTER III**  
**THE GOVERNING BODIES**  
**Section I - General Provisions**

**Article 10**  
**Bodies of APHH**

The bodies of APHH are the General Assembly, the Administration Board and the Supervisory Board.

**Article 11**  
**Mandate**

The governing bodies are elected for a term of two years at a regular meeting of the Assembly General. Members whose term ends, will remain in the exercise of their duties until new members are elected and qualified.

**Article 12**  
**Electoral process**

1. The elections will always be by secret vote, specifying the positions to play.
2. The list of candidates for the governing bodies should be proposed to the President of the board of the General Assembly, with at least thirty days prior to the elections, which will check the conditions of eligibility of the candidates and will have them affixed to allow eventual complaints.
3. The conditions of eligibility for candidates are:



- a) Have fees payments in order;
  - b) Be an effective member for at least 1 year.
4. Complaints will always be addressed to the President of the board of the General Assembly, eight in days immediately following the posting of the list, who will assess them in the same period, and communicate its decision to the claimant.
5. It's allowed to vote by registered mail or under the established Protocol, provided that give input until the voting day.
6. All elections will be registered in a minutes were it shall feature the election result, any irregularities or exceptional occurrences and it should be signed by the President of the board of the General Assembly and a Secretary.

### **Article 13**

#### **Applications**

The lists should be formed by an odd number of effective elements, corresponding to each seat of the governing bodies and may submit elements alternate.

### **Article 14**

#### **Loss of mandate**

1. A member loses the status of holder if he:
  - a) lose the status of member;
  - b) Request the resignation from office;
  - c) Is covered by rules contained in the regulation of the body it belongs to and culminating in loss of office, particularly for unjustified absences at meetings.



## **Article 15**

### **Incompatibilities**

No member can be simultaneously a member of the Administration Board, Supervisory Board or the board of the General Assembly.

## **Section II - General Assembly**

### **Article 16**

#### **Composition**

1. The General Assembly represents all the members with full enjoyment of their rights and their decisions are binding general.
2. The board of the General Assembly is composed of three members, a President, a Vice President and a Secretary.

### **Article 17**

#### **Powers of the General Assembly**

1. It is the responsibility of the General Assembly to:
  - a) Elect biannually the President and officers of the board of the General Assembly, the Administration Board and the Supervisory Board, from among effective members;
  - b) Accept the "honorary members" according to a proposal by the Board;
  - c) Consider and vote on the financial report and accounts presented by the outgoing Administration Board;
  - d) Amend the statutes;



- e) Decide on the expulsion of members;
- f) Amend, vote and approve the Rules of APHH on a proposal from the Administration Board;
- g) Discuss and vote, annually, until the 31<sup>st</sup> of March, the report of the Administration Board, accounts and the Supervisory Board's report;
- h) Approve and vote, annually, until the 31<sup>st</sup> of December, the annual budget and plan APHH activities;
- i) Extinguish the APHH.

### **Article 18**

#### **Deliberations of the General Assembly**

1. The rules for the resolutions of the General Assembly are:
  - a) The Assembly can't deliberate, in the first call, without the presence of at least half plus one of its members.
  - b) Except as provided in the following paragraphs, the decisions are taken by majority vote of the members.
  - c) The deliberations on amendments to the Statute and Rules require the affirmative vote three-quarters of the members.
  - d) The resolutions on the dissolution of APHH require the affirmative vote of three fourths of the members.
  - e) The decisions on the admission of "honorary member" require the affirmative vote of three quarters of the members.
  - f) Decisions on the expulsion of members will be considered approved if they win the vote support of three fourths of the members.
  - g) The General Assembly deliberations shall be made by majority vote of



members, having the President of the board of the General Assembly the decision vote, in the event of a tie.

## **Article 19**

### **Operations of the General Assembly**

1. The Board of the General Assembly and a Secretary will be elected at the same meeting than the Administration Board and the Supervisory Board.
  2. The President of the board of the General Assembly has to:
    - a) Convene the General Assembly on its own initiative or at the request of the Administration Board or of a group, at least 20% of effective members, and the meeting is convened by postal notice or e-mail sent to each member at least fifteen days before. In the notice the date, time and place of meeting and its agenda shall be communicated.
    - b) Addressing the General Assembly.
    - c) Organize the voting session for the election of the board of the General Assembly, Administration Board and Supervisory Board.
  3. The General Assembly will meet ordinarily twice a year and extraordinarily in accordance with the provisions of 2a).
  4. The General Assembly will start on the scheduled time with the presence of half of the effective members. If there is no quorum at the scheduled time, the General Assembly will meet again half an hour later, with the effective members present and can deliberate validly.
  5. If a member is unable to attend the meeting of the General Assembly, he may delegate to another member his representation by means of a letter addressed to the President of the board of the General Assembly, and one member can't represented
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more than two members at each time.

### **Section III – Administration Board**

#### **Article 20**

#### **Composition**

The Administration Board, elected by the General Assembly is composed of three members, a President, a Vice President and a General Secretary.

#### **Article 21**

#### **Powers of the Administration Board**

1. It is the responsibility of the Administration Board to:
  - a) Decide on the means necessary to attain the objectives of APHH and set their achievements;
  - b) Propose to the General Assembly the admission of "honorary members";
  - c) Decide on the admission of "effective members" and "collaborative members";
  - d) Propose to the General Assembly the amount of the membership fee;
  - e) Request the convening of the General Assembly and submit the annual management report and accounts before the election of a new Administration Board;
  - f) Declare and banish members under Art. 9, No .2 ° and art. Article 17, paragraph e);
  - g) Prepare the Rules to be approved by the General Assembly;
  - h) Any other activity that is not the exclusive competence of the General Assembly;
  - i) Submit the financial report of the previous year to Supervisory Board 10 days



prior to the General Assembly.

**Article 22.**  
**From President**

The President of the Administration Board is President of APHH.

**Article 23**  
**Powers of the President**

1. The President of the Administration Board has the particular competences of:
  - a) Represent the APHH and its Administration Board;
  - b) Represent the APHH in and out of court and may appoint a lawyer or solicitor, particularly where this is to give special powers to confess or give up compromise, under the law of the case;
  - c) Coordinate the activities of the Administration Board;
  - d) Solve urgent affairs, to be present at the first Board meeting for ratification;
  - e) Have a decision vote and other powers established by the Constitution and Rules.
  
2. The President may delegate to the Vice President part of the powers conferred to him by establishing limits and conditions of the delegated powers.



## **Article 24**

### **Legal bound**

The APHH is bound by the signature of two Administration Board members or a member of the Administration Board and a member of the Supervisory Board.

## **Article 25**

### **Meetings and deliberations**

1. The Administration Board shall meet, ordinarily, once every trimester and, extraordinarily, whenever necessary.
2. The convene for the Administration Board meetings will be made eight days in advance, except in cases of urgency, by the President.
3. In the case of special meetings there is no minimum period of previous notice, but it is mandatory to convene all members of the Administration Board.
4. The deliberations will be taken by majority vote, having the President the decision vote in the event of a tie, and shall always be registered in the minutes.
5. The Administration Board can only deliberate in the presence of a majority of its members.



## **Section IV – Supervisory Board**

### **Article 26**

#### **Composition**

The Supervisory Board, elected at the General Assembly is composed of three members, a President and two Spokesmen.

### **Article 27**

#### **Powers of the Supervisory Board**

1. The Supervisory Board is an independent body.
2. The Supervisory Board competence is to:
  - a) Ensure compliance with the laws, statutes and regulations of APHH;
  - b) Examine the APHH records and give opinion on the Annual Report and Accounts;
  - c) Dismiss appeals which are filed as a result of decisions taken by the bodies of APHH and promote the inquiries which deems necessary;
  - d) Supervise the administrative and financial acts of the Administration Board and offer advice on acts involving increased expenditure or reduced income.

### **Article 28**

#### **Meetings**

1. The Supervisory Board shall meet regularly once every six months and, extraordinarily, by the request of a majority of its members or the Administration Board.
  2. The deliberations of the Supervisory Board are taken by simple majority, having its
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President the decision vote in the event of a tie, and they should be registered in the minutes.

## **CHAPTER IV FUNDS**

### **Article 29. Heritage**

1. The assets of APHH are composed by:
  - a) Fees paid by members.
  - b) Grants from public and private entities, domestic or foreign.
  - c) Contributions, donations, legacies, made by members or third parties.
  - d) Revenue from activities undertaken by APHH.
  - e) Income from private property.
  - f) Other income or benefits.

### **Article 30. Fees**

1. The value of the fee to pay annually per member, will be proposed by the Administration Board to the General Assembly for approval.
2. Fee payments shall take place until the 31<sup>st</sup> of August each year, and the first fee payment is done upon registration.
3. Honorary members are exempt from all fees or costs.



**CHAPTER V**  
**GROUP WORK AND COOPERATION WITH ENTITIES**

**Article 31**  
**Working Groups**

1. To achieve its objectives, APHH proposes to:
  - a) Create working groups to study relevant topics in different areas of Hospital Hospitality.
  - b) To publish and disseminate to members of APHH, the development of its work.
  - c) To organize seminars and congresses nationally and/or internationally about Hospitality in Hospitals.

**Article 32.**  
**Collaboration with entities**

1. The APHH aims to collaborate with institutions and official bodies or private bodies for the achievement of its programs and projects.
2. The APHH has also the goal to embody international organizations that pursue related scientific goals.



## **CHAPTER VI**

### **CHANGES TO RULES AND DISSOLUTION**

#### **Article 33**

##### **Amendment of Rules**

1. These Rules of Procedure may be amended only by a qualified majority of three quarters of the number of effective members attending the General Assembly, expressly called for that purpose.
2. The convening of the General Assembly in the preceding paragraph shall be made at least thirty days before.

#### **Article 34**

##### **Dissolution**

The dissolution of APHH can only be enacted in the General Assembly expressly convened for that purpose by a qualified majority of three quarters of the total effective membership.



## CHAPTER VI I FINAL DISPOSITIONS

### Article 35 Interpretation and Integration

1. Any omissions or questions of interpretation of these Rules shall be resolved in first instance by the Administration Board of APHH, hearing the Supervisory Board, with respect to the principles and statutory regulations. Of these decisions any member can, in good use of his rights, appeal to the General Assembly.
2. If omissions or doubts should remain the Administration Board shall convene a General Assembly.



## APPENDIX 1

### List of founder associates:

Caramba, Maria Madalena Pires; Local Health Unit of the Lower Alentejo, EPE

Castelo, Domingos Manuel Marques; Portuguese Oncology Institute of Lisbon, EPE

Dias, Elsa Joana de Sousa; Centro Hospitalar de Vila Nova de Gaia/Espinho, EPE

Duarte, Alexandre Manuel de Oliveira; General of Health Department

Fernandes, Filomena Maria Antunes; Hospital Residencial do Mar – Espírito Santo Saúde

Frutuoso, Ana Luísa Maurício; Faro Hospital, EPE

Jorge, Janina Maria Isabel Ah-Kaw Gomes; Psychiatric Hospital in Lisbon

Kohaupt, Bruno; ; Portuguese Institute of Oncology of Lisbon Francisco Gentil, EPE

Lamelas, Paco Romeu Rocha; North West Hospital, Caldas da Rainha, EPE

Mendes, Carla Manuela Fonseca; Centro Hospitalar da Cova da Beira, Covilhã/Fundão, EPE

Morgado, Augusta Maria Pires Fernandes; Centro Hospitalar Lisboa Ocidental, EPE

Nobre, Rosa Maria Tenreiro Cavaco; Hospital de Faro, EPE

Rodrigues, Marta Isabel Gomes; Centro Hospitalar de Lisboa Norte, EPE

Silva, Maria João Dezoito Guerreiro Lino da; Local Health Unit of the Lower Alentejo, EPE

Túbal, Verónica Isabel Santo António; Local Health Unit of the Lower Alentejo, EPE