

By-Laws of the Congress Committee of the European Alliance of Associations for Rheumatology

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1 General Provisions

1.1 Name of the Committee and establishment

The Congress Committee (hereinafter "**Committee**") has been established by the Board of the European Alliance of Associations for Rheumatology (hereinafter "**EULAR**" and the "**EULAR Board**") in accordance with the statutes of EULAR (hereinafter "**Statutes**"). The Committee forms a part of EULAR and has no legal personality in the sense of art. 52 of the Swiss Civil Code.

1.2 Statutes and By-Laws

The Statutes and these by-laws (hereinafter "**By-Laws**") shall apply to the Committee. In case of conflict between the provisions of the Statutes and the ones of these By-Laws, the provisions of the Statutes shall prevail.

1.3 Objectives of the Committee

The Committee supports EULAR's aims to reduce the impact of rheumatic and musculo-skeletal diseases (RMDs) on the individual and society and to improve the social position and the quality of life of people with rheumatic and musculoskeletal diseases in Europe.

In furtherance of these aims, the Committee focuses on the organisation and guidance of the EULAR Congress, in particular:

- a) Developing a high quality program;
- b) guiding the scientific abstract management process;
- c) guiding the overall organisation and set up of the EULAR Congress;
- d) having balanced content, speakers and representation.

The Committee does not pursue gainful or self-help purposes.

2 Members of the Committee

2.1 Composition

The members of the Committee (hereinafter "**Members of the Committee**") are natural persons with specific knowledge and experience in the field of the Committee.

The Committee is composed of the following Members:

- a) five members of a National Scientific Society;
- b) two members of either a National PARE Organisation or of the PARE Committee;
- c) two members of either a National HPR Organisation or of the HPR Committee;
- d) two members of the EMEUNET community;
- e) one member of the paediatric community;
- f) up to 13 specialists in the field of the Committee.

The Members of the Committee are nominated for a term of three years, commencing at the first Meeting of the Committee held after his/her nomination. Re-nomination is not possible.

2.2 Rights of the Members of the Committee

Each Member of the Committee has the right to:

- a) participate, speak and vote at the Meeting of the Committee (Section 3.1);
- b) propose Members of the Committee (Section 2.3) and members of the Chairmanship of the Committee (Section 4.4) to the EULAR Board;
- c) receive the minutes of the Meeting of the Committee (Section 3.6) and approve them;
- d) exercise all other rights arising from the Statutes, these By-Laws and other regulations of EULAR or the Committee;
- e) freely propose topics and speakers for the coming Congress, as well as to define and tune the learning objectives of sessions;
- f) convene one or more sessions or abstract topics;
- g) have access to the full content of the congress programme being developed.

The Members of the Committee have the obligation to act in compliance with the Statutes, these By-Laws and other regulations.

2.3 Nomination of the Members of the Committee

Before 1st December of each year, the Members of the Committee (Section 2.2), the members of the Chairmanship of the Committee (Section 4.4), the members of the EULAR Board, the members of the Council of EULAR and every Ordinary Member of EULAR may propose to the EULAR Board candidates to be nominated as Members of the Committee. Each nominated candidate will receive from the EULAR office an application form and must return it to the EULAR Board together with his/her CV and/or a motivation letter highlighting the specific knowledge and experience useful for the Committee and a statement of conflict of interests.

The EULAR Board nominates the Members of the Committee as a rule at its spring meeting. If sufficient candidates with specific knowledge and experience in the field of the Committee are proposed, the EULAR Board will consider a fair representation of the regions, gender and age-groups.

2.4 Exclusion

The EULAR Board may exclude a Member of the Committee if he/she has not attended three out of four sequential Meetings of the Committee, except if the Member of the Committee was prevented from attending them due to personal circumstances with no fault of his/her, such as due to illness, accident, public duties, birth or death in the family, etc.

The EULAR Board may exclude a Member of the Committee for cause.

2.5 Confidentiality

Each Member of the Committee must keep the information he/she accesses or becomes aware of confidential as long as he/she knows, or should know, that such information is confidential.

In particular, each Member of the Committee must keep the information about the content of the Congress program confidential.

3 Meeting of the Committee

3.1 Composition

The Meeting of the Committee is composed of the Members of the Committee. The rights of the Members of the Committee are set out in Section 2.2.

The chairperson of the Meeting of the Committee may allow further persons to attend the Meeting of the Committee. They have no right to speak nor to vote.

3.2 Competences

The Meeting of the Committee has the following competences:

- a) review, discuss and approve the activities and actions within the scope of the Committee;
- b) review, discuss and approve the activities and actions of the scientific program development;
- c) review, discuss and approve the activities regarding the abstracts;
- d) guidance of the persons involved in the organisation of the Congress.

3.3 Resolutions and quorum

The Meeting of the Committee passes its resolutions by the simple majority of the votes.

The consent of all Members of the Committee and of the Chair to a proposal is equivalent to a resolution of the Meeting, provided no Member of the Committee or the Chair requests a Meeting of the Committee and provided such consent is given in writing or by electronic communication means.

No resolutions may be made on proposals relating to items on the agenda that were not duly notified; exceptions to this is the proposal to convene a Meeting of the Committee.

3.4 Meetings and convocation

The Meetings of the Committee are held three times a year, extraordinary Meetings of the Committee can be convened as and when required. The committee has three full day meetings a year:

- a) one day in June focussing on new ideas and new structures for the next congress and the first steps for the scientific program of the next congress;
- b) one day in September, with a focus on the scientific program;
- c) one day in March with a focus on abstract selection;

The Chairmanship of the Committee convenes the Meeting of the Committee together with the agenda at least 20 days in advance by regular mail or by electronic communication means to the last communicated address of the Members of the Committee.

The meetings may also be held, partly or totally, by telephone or video conference or by other means.

At least 10 Members of the Committee may request that the Chairmanship of the Committee convenes a Meeting of the Committee. Every Member of the Committee can request that the Chairmanship of the Committee places a particular item on the agenda.

3.5 Chairperson

The Chair of the Committee takes the chair of the Meeting of the Committee, in his/her absence the Chair-Elect or in his/her absence the Scientific Lead or the Abstract Lead.

The Chair of the Committee may delegate the chairing of the Meeting of the Committee to the Scientific Lead or to the Abstract Lead.

The chairperson conducts the Meeting of the Committee. The chairperson designates a secretary. The chairperson may decide upon the way the votes are conducted.

3.6 Minutes

The minutes of the Meeting of the Committee must be signed by the chairperson and by the secretary of the Meeting of the Committee. The minutes must at least mention the resolutions taken.

The Members of the Committee and the EULAR Board are entitled to receive the minutes by regular mail or by electronic communication means.

4 The Chairmanship of the Committee

4.1 Composition

The composition of the Chairmanship of the Committee is set out in Section 4.5.3 of the Statutes. For convenience reasons, Section 4.5.3 of the Statutes is reproduced below:

The Chairmanship of each Committee is composed of the Chair-Elect, the Chair and the Past Chair.

The members of the Chairmanship of each Committee are elected for a term of four years, commencing either at the end of the EULAR Congress or at the first meeting of the Committee or of the Council held after his/her election, whichever comes first. During the first year of his/her term, the elected member of the Chairmanship holds

the office of Chair-Elect, during the two next years the office of Chair and during the last year the office of Past Chair.

The election of the Chairmanship of each Committee occurs every two years. Re-election is not possible.

The Chair-Elect is the deputy of the Chair; he/she has no right to vote [*in the Council*].

The Past Chair assists the Chair and secures continuity. He/she has an advisory function with no right to vote [*in the Council*].

4.2 Competences

The Chairmanship of the Committee manages the Committee and represents it within EULAR. The Chairmanship of the Committee reports to the EULAR Board.

Chair will be the acting president, accompanied by the Past-president in his first congress year and by the President-elect in his second congress year.

The Chairmanship of the Committee has the following competences:

- a) overall management of the Committee;
- b) development of an annual plan in line with EULAR's strategy;
- c) preparation of the Meeting of the Committee and implementation of its decisions;
- d) propose to the Board of EULAR the appointment the Abstract Lead and Scientific Lead, whereby the Abstract Lead will automatically become Scientific Lead after one year;
- e) propose to the Council to be represented by the Scientific Lead and the Abstract Lead during the meeting of the Council.

4.3 Rights of the members of the Chairmanship of the Committee

Each member of the Chairmanship of the Committee has the right to receive information from the other members of the Chairmanship of the Committee and each member of the Chairmanship of the Committee has the obligation to inform the other member.

4.4 Elections of the Chairmanship of the Committee

The President-Elect of EULAR is elected in the Chairmanship of the Committee by the Board in his/her second year as President-Elect of EULAR.

4.5 Vacancy in the Chairmanship of the Committee

In case one of the members of the Chairmanship is unable to complete his/her term of office, the EULAR Board may appoint a successor to hold office until the end of the remaining term that was originally foreseen.

5 Finances

5.1 Funds

The Committee is not allowed to accept financial means other than the financial support of EULAR.

5.2 Volunteerism

No Member of the Committee may receive a salary.

6 Amendments of the By-Laws and dissolution

The EULAR Board may amend these By-Laws. The Meeting of the Committee may send suggestions to the EULAR Board.

The EULAR Board may decide upon the dissolution of the Committee.

7 Entry into force and transitory provisions

These By-Laws enter retroactively into force on 1st January 2021.

The persons that have been appointed as Scientific Chair/Abstract Chair of the Scientific Committee shall continue their term as Scientific Lead and as Abstract Lead. Their term ends when foreseen at the time of their election.

The EULAR Board nominates Members of the Committee and defines their term of office together with their nomination so that every year approximately one third of the term of the Members of the Committee ends.

Glasgow, 20 January 2021

On behalf of the Board of the European Alliance of Associations for Rheumatology

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President of the European Alliance of Associations for Rheumatology