

ENGAGe Bylaws

Approved by the ENGAGe General Assembly of Sept 8 2016 and ESGO Council of September 17, 2016

1. Definitions

- 1.1. The European Network of Gynaecological Cancer Advocacy Groups (ENGAGe) is the advocacy and patient awareness network of the European Society of Gynaecological Oncology (ESGO).
- 1.2. The aim of ENGAGe is to represent the needs and capacity of patient advocacy groups in gynaecologic oncology, to foster the cooperation of patients and gynaecologic oncologists in order to improve quality of care, to increase awareness and provide patient educational opportunities so that a meaningful improvement can be made in the outcome of women diagnosed with the gynae oncological diseases.
- 1.3. ENGAGe can be represented in different ESGO activities, including Council-approved workshops, to increase awareness and ENGAGe membership in such countries.

2. Membership and Assembly of Members

- 2.1. Member groups of ENGAGe are the European patient and advocacy groups in gynaecological oncology.
- 2.2. New groups should apply by submitting the group structure and bylaws, and a letter stating the motivation for joining and constitutional documents or relevant documents of group registration.
- 2.3. New group membership will be voted on by the General Assembly of ENGAGe group members (further on ENGAGe General Assembly). The successful candidate group needs to receive a simple majority of votes from the member groups present at that meeting. When membership is requested in the period between assemblies, ENGAGe Executive Group (EEG) confirm interim membership subject to approval of the upcoming ENGAGe General Assembly.
- 2.4. In principle, several member groups per country are allowed.
- 2.5. A member group appoint its representative to the ENGAGe by submission of a delegation letter. The group representative should be fluent in English. The group representative may appoint a substitute to take par tin the General Assembly.
- 2.6. Member groups' representatives should be members of ESGO (non-MD membership)

- 2.7. ENGAGE General Assembly meets biennially at meetings held on occasion of ESGO International meetings. Invitation to the ENGAGE General assembly is sent to all group members at least 2 months prior the meeting by email.

Note: First General Assembly will be held in 2016 on occasion of the ESGO State of the Art Conference held in Antalya, Turkey.

3. Leadership

- 3.1. ENGAGE is governed by an ENGAGE Executive Group (EEG) which is composed of seven (7) members:
- 3.1.1. one (1) ESGO Officer (President, Vice-President, President-Elect or Past-President).
 - 3.1.2. three (3) other members of ESGO Council appointed by ESGO, and
 - 3.1.3. three (3) representatives of ENGAGE members (ENGAGE Representatives) elected by ENGAGE General Assembly.
- 3.2. The ESGO Council will appoint one ESGO Council member or officer as the ENGAGE chairperson.
- 3.3. The ENGAGE General Assembly will elect one of the three ENGAGE Representatives to the EEG as the ENGAGE Co-Chair who becomes a member of the ESGO Council with non-voting rights.
- 3.4. The ENGAGE Executive group should meet at least once a year, preferably at the same time as the ESGO meeting. Meeting minutes will be taken, approved by EEG and circulated to the Council.

4. Duties of ENGAGE Executive Group Members

- 4.1. All members of EEG shall hold valid ESGO membership (regular membership in case of EEG members appointed by ESGO Council, associate non-MD membership in case of ENGAGE Representatives elected by ENGAGE members).
- 4.2. Decisions are made by a simple majority of votes. The attendance of 5 EEG members constitutes a quorum. In the case of tied votes, the Chair's vote will break the tie.
- 4.3. ENGAGE Chair and Co-Chair:
- 4.3.1. Shall preside over all ENGAGE meetings.
 - 4.3.2. Coordinate all ENGAGE activities such as budget, annual plans, fundraising, awareness, education and seminar activities and reports to the ESGO President.
 - 4.3.3. Present the progress and financial report to the ESGO Council, ENGAGE EEG and ENGAGE General Assembly at their meetings.
 - 4.3.4. Should the post of the Chair or EEG member appointed by the ESGO Council fall vacant during the 2 year period, a new member from the ESGO Council will be appointed to this position.
 - 4.3.5. Should the post of Co-chair fall vacant during the 2 year period, a new ENGAGE Representative elected to the EEG will be appointed to this position. Should any ENGAGE Representative at EEG resign, a new ENGAGE Representative will be appointed by nomination of ENGAGE Representatives elected to the EEG.

5. Elections

- 5.1. Representatives to ENGAGE Executive Group (EEG) are elected by ENGAGE group members.
- 5.2. Each ENGAGE member group can nominate a candidate.
- 5.3. Each country can be represented by only one member in EEG.
- 5.4. ENGAGE EEG elections take place on site at ENGAGE General Assembly that is held during the ESGO biennial meetings. Each ENGAGE member group casts one vote. Representatives with the highest receive scores will be elected. Within the elected representatives, a co-Chair of ENGAGE is chosen by voting of the ENGAGE General Assembly. At both elections, in case of tie, additional rounds of voting will be held.
- 5.5. ENGAGE representatives are elected for two years, with terms beginning at every biennial meeting. They can be re-elected for one additional term of service.

Note: First elections of ENGAGE Representatives to ENGAGE EEG will be held at ENGAGE General Assembly 2016.

6. Finances

- 6.1. ENGAGE has a sub-account under the ESGO account with authorisation rights of the ESGO Treasurer.
- 6.2. ENGAGE preliminary budget and final accounts are presented to ESGO Council for approval.
- 6.3. ENGAGE fundraising activities are coordinated with the ESGO office and ESGO officers. A 10% overhead on grants from the industry or donations is levied by ESGO.
- 6.4. Use of funds and expenses are subject to the approved budget.
- 6.5. Financial and budgetary processes are governed by the ESGO guidelines for the financial management of networks and by the ESGO financial rules.