

ENGAGe Bylaws

Approved by the ENGAGe General Assembly of November 3, 2019 and ESGO Council of June 28, 2019

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.

2. Membership and Assembly of Members

2.1. Membership categories

2.1.1. Full members

Full members are the European patient and advocacy groups in gynaecological oncology.

2.1.2. Associate members

Associate members are:

- 2.1.2.1. patient groups dealing with broader health issues;
- 2.1.2.2. patient groups dealing with boarder cancer issues not specifically focused on gynaecological oncology only;
- 2.1.2.3. Any non-European patient groups

Associated members can become Full members after fulfilling two following conditions:

- 2.1.2.4. one year by proved involvement in gynaecologic cancer and/or in ENGAGe international campaigns and/or projects
- 2.1.2.5. membership will be voted as specified in 2.3.1.
- 2.1.2.6. Non-European groups cannot become Full members

2.1.3. Individual members

Individual members are skilled based volunteers.

2.1.4. Different coalitions can become partners but not members.

- 2.1.5. Member groups' representatives should be members of ESGO (non-MD membership)

2.2. General Assembly of members and voting rights

- 2.2.1. All categories of members can meet at General Assembly.
- 2.2.2. General Assembly meets at least biennially at meetings held on occasion of ESGO International meetings.
- 2.2.3. Invitation to the ENGAGE General Assembly is sent to all members at least 2 months prior the meeting by email.
- 2.2.4. Decisions at the General Assembly of members are made by the majority vote of members holding voting rights present at the meeting.
- 2.2.5. Voting rights (to vote and be elected) are held by Full members only.
- 2.2.6. Proxy votes are not allowed.

2.3. New members

- 2.3.1. New groups should apply for Full or Associate membership by submitting the group structure and bylaws, and a letter stating the motivation for joining and constitutional documents or relevant documents of group registration.
- 2.3.2. Individual members should apply for Individual membership by submitting a letter naming the project or activity in which they are willing to volunteer and for what role or work they have enough skills, abilities and experience.
- 2.3.3. New membership will be voted on by the General Assembly. The successful candidate needs to receive a simple majority of votes from the Full member 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.
- 2.3.4. In principle, several member groups per country are allowed to become members of ENGAGE.

2.4. Member's Representatives

- 2.4.1. Full and Associate member appoint its representative to the ENGAGE (Representative) by submission of a delegation letter. The Representative should be fluent in English. The Representative may appoint a substitute to take part in the General Assembly by written letter nominating the substituent person, sent to ENGAGE secretariat with at least 3 days in advance or to be handled by the substituent person.

3. Elections

- 3.1. Each Full member can nominate its Representative as a candidate to Elections.
- 3.2. Each country can be represented by only one member in EEG.
- 3.3. Nomination Committee composed by the Chair, Co-Chair and Immediate Past Co-Chair manage the Election, prepares the slate of candidates for Elections and act as the scrutineer. The Nomination Committee also appoints two (2) Representatives to the EEG with non-voting rights.
- 3.4. Representatives to ENGAGE Executive Group (EEG) are elected by Full members at the General Assembly. Each Full member may cast one vote.
- 3.5. Representatives need to be present at the General Assembly. Attendance at the General Assembly and the presentation in person are mandatory unless there is a severe extenuating circumstance, such as a health issue.
- 3.6. Representatives with the highest received 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 a tie, additional rounds of voting will be held.
- 3.7. The two (2) EEG members with non-voting rights, appointed by Nomination Committee, need to be present at the General Assembly. Attendance at the General Assembly and the presentation in person are mandatory unless there is a severe extenuating circumstance, such as a health issue.
- 3.8. ENGAGE Representatives are elected for two (2) years, with terms beginning at the General Assembly where being elected. They can be re-elected for one additional term of service.

4. Leadership

- 4.1. ENGAGE is governed by an ENGAGE Executive Group (EEG) which is composed of ten (10) members
 - 4.1.1. one (1) clinician as a Chair appointed by ESGO;
 - 4.1.2. one (1) patient Representative as an Immediate Past Co-Chair;
 - 4.1.3. three (3) other clinicians appointed by ESGO
 - 4.1.4. three (3) Representatives of Full members: one (1) Co-Chair and two (2) Representatives elected by General Assembly;
 - 4.1.5. two (2) Representatives are appointed by Nomination Committee.
- 4.2. EEG members appointed by ESGO and Representatives elected by General Assembly hold voting rights within EEG decision procedures.
- 4.3. The Representatives appointed by Nomination committee hold no voting rights within EEG decision procedures.

- 4.4. ENGAGE Chair, Co-Chair and Immediate Past Co-Chair act as ENGAGE Officers.
- 4.5. ENGAGE Co-Chair becomes a member of the ESGO Council with a non-voting rights.
- 4.6. The ENGAGE Executive group should meet at least once a year, preferably at the same time as the ESGO meeting. Decisions are made by a simple majority of votes. The attendance of 6 EEG members constitutes a quorum. In the case of tied votes, the Chair's vote will break the tie.
- 4.7. Meeting minutes will be taken, approved by EEG and circulated to the ESGO Council.

5. Duties of ENGAGE Executive Group Members (EEG)

- 5.1. 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).

5.2. Duties of ENGAGE Chair and Co-Chair:

5.2.1. Shall preside over all ENGAGE meetings.

5.2.2. Coordinate all ENGAGE activities such as budget, annual plans, fundraising, awareness, education and seminar activities and reports to the ESGO President.

5.2.3. Present the progress and financial report to the ESGO Council, ENGAGE EEG and ENGAGE General Assembly at their meetings.

5.2.4. 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.

5.2.5. 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.

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.

6.6. ENGAGe follows EFPIA code and good practices in funding policy from pharma industry.
Note: http://transparency.efpia.eu/uploads/Modules/Documents/code_po2011.pdf