

## **ENGAGe Bylaws**

Approved by the ENGAGe General Assembly of October 24, 2021

### **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 gynae oncological diseases.

### **2. Membership and Assembly of Members**

#### **2.1. Membership categories**

##### 2.1.1. Full members

Full members are 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 broader cancer issues not specifically focused on gynaecological oncology only

2.1.2.3. Any non-European patient groups

Associate members can become Full members after fulfilling the two following conditions:

2.1.2.4. one year of proven 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 skill-based volunteers.

##### 2.1.4. Different coalitions can become partners but not members.

- 2.1.5. Member group 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 the General Assembly.
- 2.2.2. General Assembly meets at least biennially at meetings held on the occasion of ESGO international meetings.
- 2.2.3. Invitation to the ENGAGe General Assembly is sent to all members at least two (2) months prior to 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 members 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.
- 2.3.5. Any new group wishing to apply for ENGAGe Full membership must present proof it has been active for at least one (1) year. Groups without one (1) year activity may be accepted on a case-by-case basis following a meeting with the EEG.

## **2.4. Members' Representatives**

- 2.4.1. Full and Associate members appoint their representative to the ENGAGe Executive Group (EEG) via 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 notifying the ENGAGe secretariat in writing at least three (3) days in advance.

### **3. Elections**

- 3.1. Each Full member can nominate its Representative as a candidate for the EEG Elections.
- 3.2. Each country can be represented by only one member in the EEG.
- 3.3. Nomination Committee is composed of the Chair, Co-Chair, and Vice Co-Chair. This committee manages the Election, prepares the slate of candidates for Elections, and acts as the scrutineer. The Nomination Committee also appoints two (2) representatives to the EEG with non-voting rights.
- 3.4. Representatives to the ENGAGe Executive Group are elected by full members at the General Assembly. Each full member may cast one vote.
- 3.5. Representatives must 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. The ENGAGe Co-Chair is elected by the General Assembly and will serve four (4) years comprising subsequent terms as follows: one (1) year as Vice Co-Chair (effectively, Co-Chair-Elect), two (2) years as Co-Chair, and then one (1) additional year as Vice Co-Chair (effectively, immediate Past Co-Chair). Thus, the positions of Past Co-Chair and Co-Chair-Elect alternate seats on the EEG and are together known as the Vice Co-Chair.
- 3.7. Elections will take place each year. The position of Vice Co-Chair (Co-Chair-Elect) will first be voted on at the 2022 General Assembly meeting. Representatives with the highest number of received votes will take office. At both elections, in case of a tie, additional rounds of voting will be held.
- 3.8. The two (2) EEG members with non-voting rights, appointed by Nomination Committee, must be present at the General Assembly. Attendance in person at the General Assembly and the presentation are mandatory unless there is a severe extenuating circumstance, such as a health issue.
- 3.9. 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.
- 3.10. In an urgent case in which the EEG member cannot fulfil their responsibilities (e.g., loss of life), the Nomination Committee can nominate an alternate member until the next election is held.

#### **4. Leadership**

- 4.1. ENGAGe is governed by the 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 Co-Chair, elected by the General Assembly
  - 4.1.3. one (1) patient representative as a Vice Co-Chair (this seat alternates between the Co-Chair-Elect and immediate Past Co-Chair, depending on which one is in office)
  - 4.1.4. three (3) other clinicians appointed by ESGO
  - 4.1.5. two (2) Representatives of full members elected by General Assembly
  - 4.1.6. two (2) Representatives appointed by the 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 the Nomination Committee hold no voting rights within EEG decision procedures
- 4.4. ENGAGe Chair, Co-Chair, and Vice Co-Chair act as ENGAGe Officers.
- 4.5. ENGAGe Co-Chair becomes a member of the ESGO Council with non-voting rights.
- 4.6. The EEG 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 six (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 the EEG and circulated to the ESGO Council.

#### **5. Duties of ENGAGe Executive Group Members (EEG)**

- 5.1. All members of the 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. Members of the EEG should be actively engaged in projects and should attend the EEG meetings regularly.
- 5.3. EEG members must accept ENGAGe Policy/Rules, which are written down in a separate document updated by the Office and can be changed at the discretion of the EEG.

#### **5.4. Duties of the ENGAGe Chair and Co-Chair:**

- 5.4.1. Shall preside over all ENGAGe meetings.
- 5.4.2. Coordinate all ENGAGe activities such as budget, annual plans, fundraising, awareness, education and seminar activities, and reports to the ESGO President.
- 5.4.3. Present the progress and financial report to the ESGO Council, EEG and ENGAGe General Assembly at their meetings.

5.4.4. Should the post of the Chair or EEG member appointed by the ESGO Council fall vacant during the two-year period, a new member from the ESGO Council will be appointed to this position.

5.4.5. Should the post of Co-Chair fall vacant during the two-year period, the Vice-Co-Chair will assume the responsibilities of Co-Chair until a new Co-Chair can be elected. Should any ENGAGe Representative at the EEG resign, a new ENGAGe Representative will be appointed by the 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: <https://www.efpia.eu/media/636597/211222-efpia-code.pdf>*