

# EURAPAG STATUTES

## Article 1.

### Name and seat

1. An association designated as the European Association of Paediatric and Adolescent Gynaecology (EURAPAG) o.s., (hereafter referred also to as “Association” was founded in Prague, Czech Republic on the 28<sup>th</sup> of March, 2008 and shall be registered at the Ministry of the Interior Czech Republic.

2. The legal seat of Association shall be:

Prague 5 – Motol, V Úvalu 84, ZIP Postal Code: 150 06

## Article 2.

### Character of the Association

**1. European Association of Paediatric and Adolescent Gynaecology** - EURAPAG is a voluntary, non-Government, non-profit association of the national paediatric and adolescent gynaecology associations or Paediatric Gynaecological Sections of National Medical Societies of European countries (regardless of EU membership) and the individual doctors specialising in gynaecology and obstetrics and/or paediatrics from these European countries, where the national paediatric and adolescent gynaecology associations do not join EURAPAG, established to fulfil the objectives of the association stated in Article 3 hereof. EURAPAG, o.s. also associates supporting and honorary members according to Article 5 hereof.

2. The financial year is the calendar year.

3 The Association shall act according to section 6(2) of Act No. 83/1990, collection of the laws, on citizens' civil association and shall submit an application for registration of the Association.

4. The official language is English.

5. Official information organ is the EURAPAG website: [www.eurapag.com](http://www.eurapag.com)

## Article 3.

### Basic objectives of the Association

The basic objectives of the Association are mainly:

- a) support for research and education in the field of child and adolescent gynaecology with emphasis on implementation of new knowledge and, hence, improvement of health, life quality and future female fertility,
- b) support for co-operation between the gynaecologists and paediatricians in European countries in the field of paediatric and adolescent gynaecology,
- c) improvement of interest in and knowledge of problems of international importance in the field of paediatric and adolescent gynaecology, mainly in the area of prevention, diagnosis and lege artis treatment procedures,
- d) support for acquisition of additional experience on the part of the practising paediatric and adolescent gynaecologists,
- e) support for, harmonization and synchronization of research in the field of paediatric

- and adolescent gynaecology,
- e) support for, harmonization, synchronization and expansion of university and post-graduate studies in the field of paediatric and adolescent gynaecology,
- g) co-operation with other international organizations, which are involved with the problems of paediatric and adolescent gynaecology,
- h) harmonization and synchronization of clinical work with the objective to set the right guidelines in diagnosis and treatment in the field of paediatric and adolescent gynaecology in all-Europe.

#### **Article 4.**

##### Association activities

The activities of the association are mainly:

- a) support of gynaecologists and paediatricians practising in the field of paediatric and adolescent gynaecology and candidates for the IFEPAG (International Fellowship of Paediatric and Adolescent Gynaecology) title,
- b) support of accredited holders of IFEPAG as qualified doctors competent to practice as paediatric and adolescent gynaecology practicing in all the European countries,
- c) support of the educational centres of the National Society for paediatric and adolescent gynaecology for them to apply for accreditation in the IFEPAG program,
- e) support for national and other international congresses on the theme of paediatric and adolescent gynaecology,
- e) organisation of European congresses on paediatric and adolescent gynaecology every third year; always in a year other than the year in which the world congress on paediatric and adolescent gynaecology is organised,
- f) maintenance and development of co-operation with
  - FIGIJ (International Federation of Paediatric and Adolescent Gynaecology),
  - EBCOG (European Board and College of Obstetrics and Gynaecology),
  - ENTOG (European Network of Trainees in Obstetrics and Gynaecology)
  - EAP (European Association of Paediatricians),
  - ALOGIA (Asociacio Latinoamericana de Obstetricia y Ginecologia InfantoJuvenil),
  - NASPAG (North American Society of Paediatric and Adolescent Gynaecology),
  - International Paediatrics Organisations and
  - FIGO (International Federation of Gynaecology and Obstetrics) in matters concerning paediatric and adolescent gynaecology,
- g) close co-operation with the IFEPAG program, creation of accredited centres for this program and preparation of candidates for IFEPAG examinations.

#### **Article 5.**

##### Association's membership

1. An eligible member of the association may be a National Society of paediatric and adolescent gynaecology of any European state (hereinafter referred to only as "the National Society"); if more than one National Society that associates specialists in paediatric and adolescent gynaecology exists in any one country, only one of these National Societies may become a member of the Association; if several such National Societies are interested in membership, the National Society with the largest number of full members shall be preferred.

2. Medical doctors specialised in paediatric and adolescent gynaecology and/or paediatrics with interest in paediatric and adolescent gynaecology from a country of which the National Society does not join the Association or does not exist, can become full members as Individual Members. In case where a country has five or more individual members, these members shall be considered like a National Group.

3. Scientific and medical workers that are not directly involved in the medical profession, but are interested in the problems of paediatric and adolescent gynaecology may become Supporting Members of the Association. Analogously, members of the association may be organisations (e.g. industrial, research and development institutions) interested in activities in the field of paediatric and adolescent gynaecology.

4. Specialists that have made extraordinary contributions to development in the field of paediatric and adolescent gynaecology may be appointed Honorary Members of the Association. The nominations for membership are made by the Executive Committee of the Association and approved by the Delegates Assembly.

5. Subjects interested in membership in the association according to clauses 1 – 3 of this Article, submit written applications for membership to the President of the Association. The written application must contain information that illustrates the activities of the applicant in the field of paediatric and adolescent gynaecology and its possible contributions to its further development. At the same time, the application must contain a proclamation that the applicant accepts the statutes of the Association.

6. The acceptance of a new association member shall be decided by the Executive Committee of the Association and the General Secretary shall notify the applicant about acceptance as an Association member. The date of acceptance of a new member shall be the date on which such new member pays its first membership fee to the Association. Membership will be ratified by Assembly of Delegates

7. A member of the association has the right to:

- a) elect members of the association's elected organs and be elected to such organs via delegates in compliance with these statutes,
- b) make proposals, suggestions and reminders,
- c) evaluate and approve reports about the activities of the association,
- d) participate in events organised by the association. and FIGIJ

8. A member of the association has the duty to:

- a) observe these statutes,
- b) pay an annual membership fee according to these statutes,

9. Association membership ends:

- a) upon delivery of the written notice of resignation of a member to the Executive Committee,
- b) upon decision of the Executive Committee or delegates' assembly to expel a member of the Association,
- c) upon death of a member of the Association – natural subject,
- d) upon demise of a juristic subject (legal entity), which is a member of the association,
- e) upon dissolution of the Association.

10. National Societies, National Groups, Individual and Supporting Members shall be expelled

from the Association if they do not pay the membership fee in compliance with these statutes.

11. Any member that by its conduct betrays the objectives of the Association according to these statutes, damages the honour, reputation, interests of the Association, or discredits the medical profession in any way shall be expelled from the association. The expulsion is proposed and substantiated by the Executive Committee. The Assembly of Delegates passes the decision pertaining to expulsion of a member. For expulsion of a member according to the previous sentence, a vote of more than 50 percent of attending delegates in favour is essential.

## **Article 6.**

### Association organs

1. The regular association organs are:
  - the Delegates Assembly and
  - the Executive Committee.
  
2. The extraordinary organs of the association are:
  - the committees and
  - the departments.

## **Article 7**

### Delegates Assembly

1. The Assembly of Delegates is the supreme organ of the association at which all the members are represented by the delegates.
  
2. The Assembly of Delegates convenes once every three years, always on the occasion and at the venue of each European congress on paediatric and adolescent gynaecology. The Executive Committee convenes the Assembly of Delegates.
  
3. The Assembly of Delegates comprises the delegates of National Societies/Groups. Each delegate has one electoral vote. Each of the nine members of the Executive Committee wields one vote, which is not included in the number of votes wielded by the concerned National Society/Group. Also presidents of the committees and departments has one electoral vote, if they are not members of Executive Committee.
  
4. The number of delegates with valid votes is determined for the individual National Societies with regard to the number of their members as follows:

- National Society with up to 50 members	2 delegate
- National Society with up to 100 members	3 delegates
- National Society with up to 500 members	4 delegates
- National Society with more than 500 members	5 delegates
  
5. A National Group of individual members with a minimum of five (5) members in a country without a National Society has one delegate vote.
  
6. Supporting, honorary members or members from countries that do not have national societies and with national groups of less than five (5) members do not have delegates and, hence, are not entitled to vote.

7. The National Societies and National Groups of Individual Members must at the latest within two months before the Assembly of Delegates deliver a name list of the members of the society/group to the General Secretary showing the names of the delegates in a number according to the key stated above as well and at most one candidate for election to the Executive Committee. Each delegate must personally attend the Assembly of Delegates, delegate status in non-transferable.

8. Before the Assembly of Delegates, each delegate shall receive one unmistakably modified voting card for voting by acclamation.

9. The Assembly of Delegates forms a quorum of all listed delegates that are present at the meeting. It adopts decisions by a majority of more than half of the attending delegates in favour.

10. Each delegate votes personally. Voting in absence, e.g. by proxy or via electronic communication is ruled out.

11. The Assembly of Delegates decides matters that are not in the competency of the other Association organs according to these statutes, it mainly:

- a) approves the statutes of the Association and amendments of the statutes proposed by the Executive Committee and/or one tenth of the association members,
- b) elects the members of the Executive Committee
- c) approves the activity of the association and the president's and treasurer's reports for the previous period, which is submitted by the Executive Committee,
- d) sets the aims of the association for the subsequent period,
- e) sets the size of the membership fee,
- f) approves the budget of the Association for the subsequent period,
- g) ratifies acceptance of new Association members,
- h) the honorary members of the Association,
- i) decides on expulsion of a member of the Association,
- j) decides on dissolution of the association.
- k) selects and approves the venue and date of the next European Congress on Paediatric and Adolescent Gynaecology.

12. Requests made to the Assembly of Delegates shall be submitted in writing and addressed to the Executive Committee via the General Secretary. They must be submitted at the latest two months before the start date of the Assembly of Delegates at which they are to be discussed. They may be submitted within a shorter time only in extraordinary cases, i.e. up to one day before the start date of the Assembly of Delegates.

13. The decisions of the Assembly of Delegates are binding for the rest of the association organs.

## **Article 8**

### Executive Committee

1. The Executive Committee controls and secures the activities of the Association during the periods between the delegates assemblies.

2. The Executive Committee has nine members. It consists of the President, President Elect, Vice-President, Secretary General, Treasurer and four other members.

3. The members of the Executive Committee are elected by the Assembly of Delegates by secret ballot. The candidates that get the majority of the votes are elected. Eight members of the Executive Committee are elected out of the proposed candidates. This executive committee propose the candidates for Vice President and President Elect for the second elections by Assembly of Delegates the same day, also by secret ballot.

4. Immediately after election, the new Committee elects a General Secretary and Treasurer from its midst.

5. The Executive Committee forms a quorum if at least two thirds (2/3) of its members are present. For a decision of the Executive Committee to be valid, an absolute majority of the members present at the meeting in favour is required and in case of the election of the General Secretary and Treasurer, the absolute majority of all the members of the Executive Committee in favour is required.

6. The office term of President Elect is three years. After that, President Elect automatically turns to President without election

The rest of the members are elected a three-year term, but may be re-elected without limitation. Similarly, the number of office terms of the General Secretary and treasurer is unlimited.

7. The President in his capacity as the statutory representative of the association represents it outwards. The Vice President acts as deputy to the President in his absence or in case of temporary inability to discharge his functions.

8. The Secretary General is responsible for association administration, he keeps a register of the Association members, prepares the agenda for the meetings of the Executive Committee and Assembly of Delegates and it responsible for the minutes of the meetings including the minutes of the deliberations of the Assembly of Delegates.

9. The Treasurer executes the economic decisions of the Executive Committee and the Assembly of Delegates, he keeps and checks payment of membership fees and, eventually, takes action to collect unpaid membership fees. He prepares the budget and submits business reports to the Executive Committee and Assembly of Delegates.

10. The primary duties of the Executive Committee are mainly to:

- a) observe and act by the statutes of the Association,
- b) prepare the agenda of the Assembly of Delegates,
- c) propose the membership fees and submit such motion to the Assembly of Delegates for approval,
- d) participate in the Assembly of Delegates,
- e) implement the decisions of the Assembly of Delegates in his work and the activities of the Association,
- f) accept new members,
- g) ensure that the European congresses on paediatric and adolescent gynaecology are prepared according to the decisions of the Assembly of Delegates and co-operate with the President and the local scientific and organisational committee of the future Congress,
- h) prepare the program for all meetings and activities of the committees, departments, etc.
- i) realise the business operations of the association, set up and abide by the annual budget

and check its performance.

11. The meeting of the Executive Committee forms a quorum if at least five of its members are present, where at least one of these attending members must be the President or the Vice President. In case of equal votes, decision is made by President's majority.

12. Upon early resignation from office of any member of the Executive Committee, the vacant position shall be filled as soon as possible by the candidate that received the largest number of votes in the last election. In case of early resignation of the President, President Elect shall replace him. If the number of the members of the Executive Committee is reduced by more than three members, an Extraordinary Assembly of Delegates must be convened at the latest within six months, where early elections shall be conducted. Until then, the current Executive Committee shall remain in office.

13. None of the member countries of the Association may have more than one representative in the Executive Committee.

## **Article 9**

### Departments and Committees

1. The Executive Committee may create extraordinary organs – committees or departments consisting of the members of the association for the purpose of performance of professional tasks. The Executive Committee shall outline the rules for the activities of such extraordinary organs.

2. The committees and departments are liable for their activities to the Executive Committee.

## **Article 10**

### Congresses

1. Under the auspices of the Association, European Congresses on Paediatric and Adolescent Gynaecology. are organised every third year to discuss the major topics on professional theory and practice in the field of paediatric and adolescent gynaecology and their application to practice. The Assembly of Delegates shall appraise all the applications and decide on the venue and approximate date of the congress. The organisation of the congress may be assigned to the host country, respectively, its National Society. National committee shall work in close co-operation with the Executive Committee of the Association.

2. The request to host the next European Congress under the auspices of the Association must be submitted at the latest two (2) months before the date of the Assembly of Delegates. The request must contain detailed information about the organisation of the congress (congress venue, accommodation possibilities) and tentative congress budget.

3. The organizer of the congress under the auspices of the Association shall pay to EURAPAG 2.000 EUR, (1.000 EUR before start of the congress and 1.000 EUR after the congress).

4. The budget of the congress organised under the auspices of the Association must cover the accommodation costs and the travel expenses (tourist class) of all members of the Executive Committee.

## Article 11

### Membership fees and financing of association activities

1. The major source of financing for the Association is the membership fees. The size of the membership fee is proposed by the Executive Committee of the Association and approved by the Delegates Assembly.
2. A further source of association funding is a contribution from the European Congresses on Paediatric and Adolescent Gynaecology according to Article 10 hereof.
3. The size of the membership fee for supporting members is set individually by the Executive Committee.
4. Honorary Members do not pay the membership fees.
5. The Association is also authorised to receive additional financial contributions, for instance, gifts and the like.
6. Based on a substantiated written request, the Executive Committee may reduce the membership fee for a maximum period of one calendar year. The request for reduction of membership fee may be submitted repeatedly by a member of the Association.
7. The membership fee is due in advance by 31<sup>st</sup> of March of the given calendar year.
8. New members must pay the annual membership fee at the latest within thirty days after approval of application for membership by the Executive Committee. If the new member is accepted before 1<sup>st</sup> October of the given calendar year, such new member shall pay the full membership fee. If a member is accepted between 1<sup>st</sup> October and 31<sup>st</sup> December of the given year, the membership fee for that year shall not be paid.
9. Payment of the membership fee is done by bank transfer or by cheque. The bank transfer charges accrue to the payer. If the membership fee shall be paid by cheque, then it is necessary that the cheque be for an amount including bank charges related to such payment.
10. If the membership fee is not paid by the end of March, a written reminder will be sent to debtors. After the 30<sup>th</sup> of June of the given calendar year, the debtor shall be notified by written 2<sup>nd</sup> reminder and when after this reminder the membership fee shall not be paid till the 31<sup>st</sup> of October, membership will be cancelled. Members, who are in debt after the 30<sup>th</sup> of June, are not allowed to vote and not to be elected during the Assembly of Delegates.
11. Debt of membership fee mustn't be cancelled even by finishing the membership.
12. Partial payment of the membership fee shall be deemed non-payment of the membership fee in exception of cases where the membership fee has been reduced according to clause 6 of this article.
13. The membership fee already paid shall not be refunded to the expelled member.
14. None of the organs of the Association is authorised to demand additional financial contributions from the members of the association without the prior consent of the Executive Committee.

15. Any expenses from the Association funds apart from the expenses stated in clauses 15 and 16 of this Article must be approved beforehand by the Executive Committee, eventually, the President.

16. Business travel expenses (tourist class) and essential accommodation expenses relating to Executive Committee meetings may be approved without any special approval if they are not paid by the organiser of the congress at which the meeting of the Executive Committee is taking place.

17. The expenses on creation and maintenance of the association's web pages are paid from the financial resources of the association.

18. The revenues of the Association are exclusively used to cover operating expenses of the association and its organs, further, the development of the Association's activities realised in accordance with its objectives and are fully compliant with the applicable legislation, and finally to support activities that are directly related to the objectives of the Association. The expenses of the Association are targeted at realisation of the objectives of the Association in compliance with the forms of activities stated herein. The Executive Committee manages and is responsible for the day-to-day operations of the association. The Treasurer is the controller of the association.

## **Article 12**

### Amendment of the STATUTES

1. An annex to these statutes is also the authenticated English translation of the statutes, which is binding and may be used as the binding document.

2. Amendment of the statutes may be proposed by the Executive Committee or by 20 % of the full Association members. Proposals of modifications and amendments of the statutes must be submitted in writing to the Executive Committee via the General Secretary to whom it must be delivered at least ten months before the date of the Assembly of Delegates. The Executive Committee must present the proposal to all the chairpersons of the National Societies and the representatives of the National Groups of individual Association members at least three months before the date of the Assembly of Delegates for possible comments or suggestions, which shall be processed after delivery to the Executive Committee and presented to the Assembly of Delegates. It is not possible to propose and negotiate further changes in course of the Assembly of Delegates. Amendments or new versions of the statutes must be approved and agreed upon by majority of present delegates.

3. The amendments of the Statutes shall be ruled in by-laws.

## **Article 13**

### Dissolution of the Association

The Association may be dissolved only by decision of the Assembly of Delegates especially convened to such purpose. At least three quarters of the registered delegates must be present at such Assembly of Delegates. The rules for determination of the number of delegates are identical to those in Article 7, point 4 hereof. A decision to dissolve the Association requires the consent of at least two thirds of the delegates present. The Assembly of Delegates shall appoint at least

three liquidators. The liquidation surplus shall be distributed to the National Societies and Groups according to the number of members. The Association may also be dissolved by amalgamation with another association or by decision of the Ministry of the Interior to dissolve it.

These statutes were passed at the meeting of the Preparatory Committee held in Prague on 28<sup>th</sup> of March, 2008 by the following members of the Preparatory Committee:

- 1) Prof. Jan Hořejší, MD, DrSc., domiciled in Prague 4 – Podolí,  
Vápencová 420/10, ZIP Postal Code: 147 00
- 2) Miroslav Havlín, MD, domiciled in Prague 4 – Újezd,  
Miličovská 265, ZIP Postal: 149 00
- 3) Hana Kosová, MD, PhD, IFEPAG, domiciled in Prague 5 – Stodůlky,  
Přecechtělova 2430/114, ZIP Postal Code: 155 00

Prague, 28<sup>th</sup> March, 2008

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Prof. Jan Hořejší, MD, DrSc.

Miroslav Havlín, MD

Hana Kosová, MD, PhD, IFEPAG