

International Federation of Paediatric and Adolescent Gynaecology

Draft New Statutes under study

As approved by the Extraordinary General Assembly **e.g. 12 June 2008**
at XI European FIGIJ Congress of PAG in St Petersburg, Russia

Article 1

Definition of the Federation

1. An association designated as the "Federation Internationale de Gynecologie Infantile et Juvenile" or "International Federation of Pediatric and Adolescent Gynecology" (FIGIJ) (hereafter referred to as "the Federation"), was founded in Lausanne, Switzerland on February 5th 1971. The Logo of the Federation shows the Partheon temple on the Akropolis and a small group of people in front of and all that surrounded by a circle along with the name of the Federation as its Logo legend.
- 2. The legal domicile of the Federation shall be Lausanne, Switzerland, and the Federation shall be registered for legal purposes by Handelsregister des Kanton Lausanne as a nonprofit Association under Swiss Civil Law in accordance with Articles 60ff and by the present Statutes.**
3. The office of the Federation shall be at the current president's address until otherwise decided unanimously by the Executive Committee.
4. The Federation is a voluntary, nongovernmental, nonprofit association of organizations each representing the gynecologists and pediatricians of a country, whose Organization has joined the Federation as affiliated Member, hereafter referred to as Member country, and who agree with its objectives, also representing those pediatricians and gynecologists of a country not having an affiliated organisation, who however personally have joined the Federation as Individual Member.
5. The official information organ of the Federation shall be the FIGIJ Website, www.figij.org, which includes also the FIGIJ Newsletter as actual messages of the President of the Federation. **The scientific organ of the Federation shall be the Journal of Pediatric and Adolescent Gynecology.**
6. The official language of the Federation is English.

Article 2 Objectives

1. The objectives of the Federation are:
 - a) To promote research and education in the field of Pediatric and Adolescent Gynecology (hereafter referred to as "PAG") and to support application of the knowledge thereby acquired to practice, with the objective of improving health, welfare and fertility of future female generation
 - b) To promote cooperation in PAG among the gynecologists and pediatricians of the Member countries
 - c) To improve the interest and knowledge in topics of international importance related to PAG, particularly concerning prevention, diagnosis and appropriate therapeutic approaches
 - d) To promote and improve **capability and skill of physicians practicing PAG to deal the gynecological approach with children specifically**
 - e) To promote scientific handling in PAG and quality management
 - f) To improve and expand university and post-graduate teaching of PAG
 - g) To cooperate with other international organizations which deal with topics of PAG nature

2. The objectives of the Federation shall be realized among others:
 - a) By organizing World Congresses every third year and heading Continental or similar Congresses as approved by the Council
 - b) By supporting the International Fellowship of PAG (IFEPAG) Department of the Federation in fields of science, teaching and exams
 - c) By encouraging practising PAG pediatricians and gynecologists to become qualified to Fellow of IFEPAG of FIGIJ
 - d) By supporting any effort to recognize Fellows of IFEPAG as being qualified to practise PAG in all countries
 - e) By encouraging and supporting any other national or international meetings of pediatric or gynaecologic content to include subjects of PAG
 - f) By maintaining and enhancing the cooperation with the International Pediatric Association and with FIGO on the subjects associated with PAG
 - g) By editing quarterly the FIGIJ Newsletter, the official bulletin of the President of FIGIJ, published as www.figij.org which also comprises information

about congresses, meetings and reports of the Executive Committee, of IFEPAG events, of new aspects and results in the field of PAG and information about changes of membership or amendments of the Statutes

3. In pursuing these objectives the Federation will observe the basic policy of political nondiscrimination and affirms the rights of physicians in PAG of any country to adhere to or to associate with international activity in the field of PAG without regard to ethnic groups, religion, or political philosophy.

Article 3 Membership

1. A country may join the Federation as Member country through only one national organization representing specialists in gynecology and/or in pediatrics who wish to improve their knowledge of PAG and to apply this knowledge to practice and expand it within their country. This Affiliated Organization may be a national society, association, or a national group representing national interests of PAG.

2. Specialists in gynecology and/or in pediatrics with an interest in PAG who are residents of countries where still does not exist a national organization can join the Federation as Individual Members.

3. Scientists, health care professionals and others who are not directly engaged in medical profession but who wish to support the objectives of the Federation by scientific or practical knowledge can join the Federation as Extraordinary Members.

4. Organizations such as industrial companies, research and development institutions and laboratories, or any other bodies interested in the activities of the Federation may become associated with it as Associated Member. Each Associated Member shall be represented like a full member at any event of the Federation by nomination of a standing representative as Individual Member.

5. Professionals who have extraordinary promoted the development of PAG may be honoured as Honorary Members by the Council at a General Assembly on recommendation of the Executive Committee.

6. A national organization, individuals or others being noted with **3**, 1-4 (hereafter referred to as "Affiliated Members") who are requesting admission to the Federation shall submit written request to the President of the Federation accompanied by full information about their background showing their proposed contribution to the development of PAG and that they accept the statutes of the Federation.

7. Admission as a new member to the Federation requires the unanimous decision of the Executive Committee, which is not required to give the reason for its decision. A written decision will be delivered by the Secretary General. The date of which a new member joins the Federation is the date of received subscription fee by the Treasurer.

8. Members are required to participate in FIGIJ congresses at least once within five years.

9. Member countries and Individual Members as full members are represented at the Council by Delegates, who act for the full members at any event of the Council especially concerning election of Candidates to the Executive Committee and voting for applications to the Council.

10. Member countries and at least three Individual Members are empowered to nominate Candidates for election to the Executive Committee known as Candidates of the Members, who internationally are well known promoting PAG. Nomination shall ensure that those gynecologists as pediatricians agree to do Officer of the Executive Committee.

11. Members may apply for voting at the Council on any reason according to the Statutes and Bylaws. Applications must be directed to the Secretary General at least one month before the meeting of the Council.

12. An affiliated member as noted with 3, 1-4 may withdraw from the Federation provided that it has fulfilled its financial obligations, or may be removed from the Federation for failure to fulfil such obligations.

13. In particular, any organization, individual or associate member who, by reason of his attitude, conduct or inclinations, is considered to have harmed the honour or the interest of the Federation, or whose behaviour reflects discredit on the profession must be excluded from the Federation. This happens on report from Executive Committee by vote of the Council at a General Assembly on a two third majority of the delegates present who have voting rights.

Article 4 Subscription

1. Each of the Affiliated Members, exceptionally Honorary Members, shall pay an annual subscription fee to the Federation. The amount of annual subscription fees will be proposed by the Executive Committee in consideration of the member's status, and shall be approved by the Council at a General Assembly. The annual fee may be reduced individually under certain circumstances for one year approved by the Executive Committee after a written request of an Affiliated Member. Such ask for reduction may be repeated. Procedure of subscription fees shall be ruled generally in the Bylaws.

2. The valid by approval of the Council annual subscription fees shall be submitted to the Affiliated Members of the Federation, and shall be published by the FIGIJ website additionally.
3. The annual subscription fee is due in advance on 31st January each year. The Treasurer shall send out a reminder not less than ten month after the date due. An ultimate reminder shall be sent when the fee is eighteen month overdue, and if no response is received within six month membership can be considered cancelled (see also **10. 3.**).
4. Admitted new members shall have to pay the full annual subscription fee within 30 days when the decision of the Executive Committee is made before 1st October. When a new member joins the Federation between 1st October and 31st December subscription fee is due after one month and subscription will last until end of following year.
5. The conditions under which Associated Members shall occur or continue, including the determination of the minimum amount of annual subscription or donation, shall be decided by the Executive Committee (see also **3, 4.**).

Article 5 Organization

The organization of the Federation comprises:

the Council as its supreme body, which represents
all full Members by their Delegates

the Executive Committee, which represents the Federation
between the meetings of the Council

Departments and other appropriate bodies as determined
by the Executive Committee and ratified by the Council

the Bureau of the President as the actual headquarter

Article 6 Council & General Assembly

1. A General Assembly of the International Federation of Pediatric and Adolescent Gynecology shall be held

normally each third year and shall consist of a set of meetings of the Council, the Executive Committee, Departments and Commissions. A General Assembly shall be combined normally with a FIGIJ World Congress of Pediatric and Adolescent Gynecology (2,2.a). A General Assembly itself shall consist of a meeting of those member persons of the Affiliated Members being present at this event.

2. The Council, to which the Executive Committee, Departments, Commissions and all other bodies of the Federation are responsible, is composed of the Delegates of the Affiliated Members (3,1-4) of the Federation. Each affiliated member shall be assigned a specific number of votes/Delegates (1-6) according to principles proposed by the Executive Committee and decided by the Council. Each Affiliated Member shall appoint its Delegates for every Council meeting. Each member person of the Executive Committee shall be assigned like a Delegate one extraordinary vote.

3. Conditions of to be assigned number of voting Delegates shall be specified in the Bylaws.

4. Regular meetings of the Council shall take place every three years normally as part of a General Assembly. An Extraordinary General Assembly shall be convened by the President at the request of the Executive Committee or of one-fifth of the total number of Affiliated Members, which shall specify the reason for such requests. The Council shall meet separately.

5. No decision of the Council shall be valid unless taken at a meeting at which at least **a majority of the maximum number of voting Delegates are present**. For all voting by the Council abstentions shall not be recorded as votes.

6. A proposal shall be valid if it receives a majority of the votes recorded unless required another majority by an article of these Statutes and its Bylaws.

7. There shall be no voting by proxy.

8. **Meetings of the Council shall comprise the Delegates, the Executive Committee, the Directors of Departments and Commissions and the bureau of the President.**

9. **Under special circumstances as to prepare an Extraordinary General Assembly by the Executive Committee voting of the presidents of affiliated member organisations and of Individual Members on certain essentials of the Federation by E-Mail shall be valid .**

10. Functions of the Council not mentioned in other Articles of these Statutes shall be:

- a) to elect the Members of the Executive Committee
- b) to discuss and determine the general policy of the Federation
- c) to decide on amendments of the Statutes proposed by the Executive Committee or by one tenth of the members of the Federation
- d) to approve the Bylaws of the Federation and changes therein proposed by the Executive Committee
- e) to approve the terms of reference of the Executive Committee, Departments, Commissions, and all other bodies of the Federation as prescribed in the Statutes and Bylaws
- f) to receive, consider and approve reports by the President on the state of the Federation and by the Treasurer on the accounts of the Federation
- g) to receive, consider and approve reports of the Directors of Departments
- h) to ratify decisions taken by the Executive Committee between General Assemblies
- i) to receive, consider and approve applications of members of the Federation
- j) to determine the dates and places of General Assemblies
- k) to determine the dates and places of FIGIJ World and Continental Congresses
- l) to take such other actions as are required in the exercise of its authority under the Statutes and Bylaws

10. Decisions of the Council shall be realized responsibly by the Executive Committee.

Article 7 Executive Committee

1. The Council shall establish an Executive Committee. The Executive Committee shall consist of the President, the Vice-President, the Secretary General and the Treasurer as the officers, and of five other members known as EC Members, all nine elected by the Council. The period of service of all of these nine EC Members of the Executive Committee shall be three years. The periods of service shall be arranged in such a way as to ensure continuity. These Elected Members are eligible for reelection, but to the same service for only one more period of three years, if not otherwise stated by an Article of the Statutes or Bylaws.

2. The Executive Committee shall act for the Federation during intervals between meetings of the Council, except on matters specifically excluded from its delegated authority. The Executive Committee shall normally meet once a

year, preferably during congresses held under the auspices of the FIGIJ and at other times when the President considers it to be desirable. In a year when the General Assembly meets, a meeting of the Executive Committee shall take place during the General Assembly.

3. The Executive Committee shall be responsible, that particularly enabled Candidates to the Executive Committee, who internationally are well known promoting PAG shall be nominated to the Council known as Candidates of the Executive Committee. Nomination of those Candidates shall be supported by their national PAG groups. In particular the Executive Committee shall ensure that gynecologists as pediatricians are nominated who agree to do Officer of the Executive Committee.

4. The Executive Committee, limited to nine members, who elected by the Council from among the Candidates, **shall care for representing the continental associations of PAG who each shall be assigned appropriate number of to elect members of the Executive Committee, which specified in the Bylaws. The ballot shall be written and secret, and the number of Candidates who belong to the assigned continental association and obtaining the most votes recorded** shall be elected for a period of service of three years and shall be known as Elected Members. The Elected Members of the Executive Committee can be reelected.

5. The Elected Members of the Executive Committee determine among themselves unanimously

as its Officers: the President of the Federation
 the Vice-President
 the Secretary General
 the Treasurer

and five known as EC Members

6. Along with the ratification of the established according to **7**, 5 Executive Committee by the Council:

6.1 **The President** shall hold office for three years and can be reelected once. The President is the administrative head of the Federation, shall preside at the meetings of the Council and of the Executive Committee and shall be *ex officio* a member of all bodies of the Federation. The President shall represent the Federation in all cases of international affairs concerning PAG. The President may delegate power as chief representative of the Federation and to preside at meetings to the Vice-President, to another Officer, or to an EC Member, who also shall assume temporarily the office of President when neither the President nor the Vice-President is able to perform these services.

6.1.1 The President shall submit to each regular meeting of the Council and the Executive Committee a report on the state of the Federation. The President also shall inform the General Assembly about the current state, events, and strategy of the Federation. The President shall inform the members of the Federation according to the Objectives (2, 2) by updating the FIGIJ Website and quarterly editing the FIGIJ Newsletters.

6.1.2 The President shall provide a program containing the most important tasks and shall support their solution during the 3 year period of service.

6.2 **The Vice-President** can be reelected. The Vice-President shall submit to the Executive Committee at least annually a critical assessment of the programmes and the projects of the Federation. In particular the Vice-President shall care precautionary for scientific representation of the Federation in the Journal of PAG, and shall provide and support the topics for the work of the Congress & International Commission.

6.3 **The Secretary General** shall be elected for three years and be eligible for reelection up to a maximum of a further three years. The Secretary General shall carry out the business of the Federation as specified by the Executive Committee, or by the President, and be responsible for keeping its records and for the administration of the Federation. This includes completing lists of the Federation's members and compiling the minutes of meetings of the Executive Committee which shall be co-signed with the President.

6.4 **The Treasurer** shall be elected for three years and be eligible for reelection up to a maximum of a further three years. The Treasurer shall be responsible for the accounts of the Federation, shall prepare a budget for approval of the Executive Committee and the Council, and, subject to the approval of the Executive Committee, shall approve expenditures from the funds of the Federation and shall be responsible for the investment and custody of the funds of the Federation. The Treasurer shall ensure that an appropriate record of all financial authorities and transactions is maintained.

6.5 Although an **EC Member** in general is eligible for reelection to the same service as an Officer for one more period of three years, terms of service shall be arranged such as to ensure continuity.

7. The principal duties of the Executive Committee, subject always to the Statutes and Bylaws, are:
 - a) to ensure the strict observance of Statutes and Bylaws
 - b) to prepare the agenda for meetings of the Council and in particular to make

provision for elections and to make proposals for indicated changes of subscription fees

- c) to make recommendations thereon to the Council
- d) to attend the meetings of the Council
- e) to implement the decisions of the Council and execute the programme of the Federation as directed by the Council
- f) to ensure the relevance of the articles of the Bylaws
- g) to admit new members to the Federation
- h) to take steps to ensure that International Congresses of Pediatric and Adolescent Gynecology are held, and to cooperate with the organizing committee of the host country and to approve its program
- i) to take decisions about the schedule of meetings concerning IFEPAG exam and other events as proposed by a Department and Committee
- j) to determine the annual budget and to decide on the resources available following the principles as specified in the Bylaws
- k) to take steps to offer advice to International Health Organizations according to studies and scientific programs on PAG affairs
- l) to take steps to arrange scientific programs and research pertaining to PAG during International Congresses of FIGO and of the International Pediatric Association (IPA).
- m) to take all other steps necessary for the good conduct of the Federation's affairs

8. A meeting of the Executive Committee shall require at least five of its Elected, Members and at least one of them the President or the Vice-President or the Secretary General to be official and valid.

9. The Executive Committee may not elect Officers of the Federation nor remove Members of the Federation, but it may fill temporarily vacancies among the Officers pending the next regular meeting of the Council, when the Council shall fill such vacancies.

10. In special fields well experienced and active gynecologists or pediatricians on recommendation of the President the Executive Committee unanimously shall appoint directors of departments and of other special affairs, or secretaries for special tasks (accordingly 7, 12). In case of appointment of EC Members the condition *ex officio* is invalid.

11. In the case of premature resignation of an Elected Member the Executive Committee shall coopt unanimously an 'EC co- Member, preferably the one who did get those number of votes by the Council, that put him to the tenth place, and so on if indicated. The maximum of being coopted must not exceed three, however. If such would be indicated, the Council had to meet and a new Executive Committee to be elected.

12. No Affiliated Member shall have more than one Elected Member at the Executive Committee. The Council shall specify those bodies of the Federation whose chairmen shall be designated *ex officio* Members of the Executive Committee; such *ex officio* Members shall have no voting powers.

13. In case of an emergency, which prevents the holding of elections, the Officers and the Elected Members of the Executive Committee will continue to serve until statutory elections can be held.

Article 8

Bureau of the President

This Bureau should give support to the President and the Secretary General especially. The Bureau might be headed by an "Assistant Secretary", who appointed by the Council and in charge of FIGIJ Website's budget, is acting as "bridge" between Executive Committee and Affiliated Members. Such bureau should comprise service of at least a one day per week normal secretary too.

Article 9

Departments & Commissions

1. On recommendation of the Executive Committee the Council shall establish Departments and Commissions by whom the qualification for PAG, the scientific work, the provision of International Congresses, and the international cooperation of the Federation shall be undertaken. The Departments and Commissions shall be responsible to the Executive Committee. Departments shall be headed by Directors who shall be appointed by the Council. Such Directors shall be designated accordingly *ex officio* Members of the Executive Committee; such *ex officio* Members shall have no voting powers.

2. Departments and commissions may be created and existing ones may be dissolved or modified by the Council on recommendation of the Executive Committee. Initial Members of Department and Committees may be appointed by the Council.

3. The procedures of each Department and Commission shall be governed by the Bylaws but a Department and

Commission may also adopt rules which shall be in accord with the general policy of the Federation, its Statutes and Bylaws, and which shall be subject to the approval of the Council.

4. Departments by approval of the Council and under supervision of the Executive Committee may provide service, e.g. of teaching, qualification, exams. Such service shall be ruled especially in the Bylaws.

5. A Joint Commissions between the Federation and other international medical bodies may be attached to the Executive Committee. Rules for such a joint body shall if necessary be set up by the Executive Committee and shall be specified in the Bylaws.

Article 10 Financial

1. The financial funds of the Federation are based generally on the subscription fees. In addition to the annual subscription, the Federation may receive financial contributions from other sources, such as gifts, bequests, and legacies. The Executive Committee may set up any auxiliary bodies to the Federation which will enable such financial contribution to be received.

2. Each Affiliated Member shall pay an annual subscription to the Federation, due 1st and payable at least until 31st January in each year. The minimum amounts of these annual subscriptions shall be decided from time to time by the Council on recommendation of the Executive Committee (see also 4.1).

3. Any Affiliated Member in arrears with its subscription for a period of twelve months from the due date, shall be warned, shall be deprived of its voting rights, and all publications of the Federation shall be withheld from it. Any Affiliated Organization in arrears for a period of eighteen month from the due date shall be warned ultimately and if disregarding to be in arrears for a whole period of twenty four month shall automatically cease to be a Member of the Federation. Partial payment of the subscription shall be regarded as nonpayment, unless the Executive Committee exceptionally waives the outstanding subscription. Membership of bodies of the Federation of all persons belonging to an Affiliated Member, which ceases to be a Member, shall continue at the discretion of the Executive Committee to the end of the period of service.

4. Any Affiliated Member which shall withdraw (see also 3,9.) or cease for any reason to be a Member of the Federation shall forfeit claims upon the funds of the Federation.

6. None of the constituent bodies of the Federation (e.g., a Department) may solicit funds for Federation purposes from organizations other than the Federation until the specific approval of the Executive Committee has been

obtained. The disposal of any such funds shall be only with the approval of the Treasurer on behalf of the Executive Committee.

7. Any expenditure from the funds of the Federation shall require authorization from the Treasurer, acting on behalf of the Executive Committee. Principles of an expenditure profile of the Federation along with responsibilities of the Executive Committee shall be specified in the Bylaws.

Article 11

Congresses and Other Scientific Meetings

1. At suitable intervals International Congresses of Pediatric and Adolescent Gynecology shall be organized under the auspices of the Federation. These Congresses in general shall comprise each the whole scale of main topics of PAG representing its applied and theoretical aspects. The Executive Committee shall approve the scope and the program of each Congress on the recommendation of the host country, with a view to achieving, by suitable rotation, the coverage of different host countries' specific emphasis. The Council shall decide upon the place and dates of the Congress. The arrangements for such a Congress shall be entrusted to a committee set up in the host country. This committee shall cooperate with the Congress Commission on behalf of the Executive Committee.

2. Congresses to be held under the auspices of the Federation shall be proposed by Member countries by writing to the Secretary General not less than three months before the next General Assembly. The proposal must contain detailed arguments based on the background of PAG for the place and a rough estimate of planned budget. The final budget shall enable the host organizer to cover expenditure of economy travel, hotel and registration fee of the EC Members if not otherwise stated in the Bylaws.

3. World Congresses shall be held normally every third year and shall be combined with a General Assembly and a meeting of the Council. Other under the auspices of FIGIJ organized congresses, especially Continental Congresses should not coincide with the first. Rules referred to may be specified in the Bylaws.

4. Cooperation of the Federation in the organization of a Congress shall oblige both, the Federation and the host committee to share either the aimed at financial profit or a negative financial result in the case of unexpected event and through no fault of one's own. Restrictions shall be specified in the Bylaws.

5. FIGIJ Fellows, who have received recognition of IFEPAG shall charge a reduced registration fee at each Congress related to PAG.

Article 12
Amendment of Statutes & Dissolution

1. The Statutes shall take effect immediately after their adoption by the Council. The adopted by the Council Statutes have to be registered and approved as claimed by 1, 3. as to obtain legal power.
2. The English text of the Statutes shall be used exclusively as the authorized text for the interpretation of the Articles of the Statutes and Bylaws, but the Council may approve the Issue by the Federation of versions in other languages.
3. Changes in the Statutes may be proposed by the Executive Committee or any affiliated Member country. Notice of changes proposed by a Member country shall reach the Secretary General at the Bureau of the President in writing at least ten months before a meeting of the Council. Such proposal possibly connected with a proposal of the Executive Committee shall be published by the President with the FIGIJ Website at least three month before the meeting of the Council. A draft of that proposal shall be submitted to all Affiliated Members at the same time. The finally by the Executive Committee completed proposal shall be published by the FIGIJ Website one month before the meeting of the Council, at which the proposal is to be considered. No change shall be made any more at the meeting of the Council. Approval shall be valid of two-thirds of the number of votes assigned to the Affiliated Members recorded.
4. In all cases where the Statutes are not clear or do not give a decision, the President's ruling shall be decisive.
5. The Federation shall not be dissolved except at a meeting of the Council convened specifically for this purpose by notice given three months in advance. At such a meeting, more than three-quarters of the maximum possible number of votes of the Affiliated Members must be represented and cast, and two-thirds of the votes recorded shall be required for dissolution. If three-quarters of the maximum possible number of votes are not represented, the Council shall be convened again after a period of at least six months and at this second meeting the Federation may be dissolved if the proposal for dissolution receives two-thirds of the votes recorded. In the case of dissolution of the Federation, the Council shall appoint three trustees to carry out the liquidation of the assets of the Federation. The net assets shall be transferred to one or more international scientific organizations.

BYLAWS
(EC = Executive Committee)

BL 1 (see Art. 6. 2, 3)

Conditions of to be assigned numbers of voting Delegates to the Council

- Each Delegate to the Council represents one vote
- The nine Elected Members of EC are assigned each one Delegate
- Member countries representing up to 50 full members are assigned one Delegate
- Member countries representing up to 100 full members are assigned two Delegates
- Member countries representing up to 500 full members are assigned three Delegates
- Member countries representing more than 500 full members are assigned four Delegates
- Not represented countries of at least five Individual Members are assigned one Delegate
- The representatives of Associated Members are assigned each one Delegate
- Appointed by the Council Directors of Departments shall be assigned each an extra Delegate

The Delegates of Member countries and Individual Members shall be nominated to the Secretary General at least one month before the meeting of the Council. Under certain circumstances nomination exceptionally can be made the day before. Each Delegate shall receive a special voting card.

BL 2 (see Art. 7, 3 & 4)

Candidates to & representatives at the Executive Committee

1. Such Candidates may be nominated to the Secretary General by the Executive Committee, by Member countries and by at least three Individual Members. Nomination shall be in writing at least one month before the meeting of the Council and must contain each a professional curriculum vitae of the Candidate.

2. Aimed at the representation of the Continental Associations of PAG by the EC latter associations shall assigned

- | | |
|-------------|---------------------|
| - ALOGIA | 3 Members of the EC |
| - Asia | 1 Member of the EC |
| - Australia | 1 Member of the EC |
| - EURAPAG | 3 Members of the EC |
| - NASPAG | 1 Member of the EC |

BL 3 (see Art. 9)

IFEPAG Department

1. The IFEPAG Department represents the official qualification system of the Federation, which created by the FIGIJ is empowered to do international recognition as International Fellowship of Pediatric and Adolescent Gynecology of physicians of different specialities related to PAG. The recognition as FIGIJ Fellow is obtained by approval of IFEPAG exam.

2. The Director of IFEPAG Department directly cooperates with any Affiliated Member of FIGIJ in the field of qualification in PAG and of standards of PAG.

3. IFEPAG exam generally apply connected to World or Continental Congresses preferably of FIGIJ, exceptionally however connected to those of Pediatrics, Gynecology, Endocrinology, each proposed of IFEPAG Director approved by the Vice-President.
4. Specific information about IFEPAG Department, its structure, PAG Training Centres, antecedents for exams and the exam itself, and communication are published by IFEPAG Website, which is linked also by the FIGIJ Website.
5. On responsibility of the Director the IFEPAG Department must provide an own annual budget based on the exam fees, secretarial and production costs and on the costs of invited examiners - travel, accommodation etc., also referring to those of IFEPAG Website. Annual report on the account and the budget must be made in June to the Executive Committee and approved by the Treasurer.
6. IFEPAG usually does not obtain monetary support from the financial budget of the Federation
7. The examination committee has to be constituted by theoretically and practically in PAG experienced colleagues, at least two of them EC members

BL 4 (see Art. 9)

Science & Research Department

The Executive Committee shall create a program which comprises the main fields and tasks of those scientific topics which may be of such urgent character that research corporation can be derived from. This proposal shall include suggestion of suitably initial persons enabled to initiate or to head a commission as first step of formation the Department.

BL 5 (see Art. 9)

Standards & Prevention Commission

1. The EC shall nominate suitable persons to this Commission, the tasks of which are coordinated by the Vice-President.
2. In cooperation with Affiliated Members of the Federation the Commission develops standards belonging to the definition of PAG including the application and therapeutic standards as well.
3. In cooperation with Affiliated Members of the Federation and with other specialists the Commission contributes to analyse the actual situation of application and deficiencies of concepts on Reproductive and Sexual Health Care **for girls, female adolescents and boys.**
4. The commission develops proposals of studies on special tasks to realize specific proper concepts on Reproductive and Sexual Health Care **for girls, female adolescents and boys.**

BL 6 (see Art. 7, 6.2; 9; 11)

Congress & International Commission

The Vice-President shall create topics proper to handle cooperation between the Executive Committee and a

Congress organizing and scientific committee for to guaranty that topical problems and the strategic line of FIGIJ will be considered. Such task shall be supported and controlled by that Commission.

The Commission shall aim intensively at ever possible consideration of scientific sessions on PAG at international congresses of FIGO and IPA. This should result in commonly organized congresses and in other common events.

Especially consideration shall be taken in all aspects of cooperation with other international organisations engaged in girl's and female adolescent's health care, not to forget however aspects of adolescent's sexual partnership.

The Vice-President shall coordinate before mentioned tasks of this Commission and shall rule its work by assistance of EC Members and other proper member persons of the Federation.

BL 7 (see Art. 4, 1, 5, 6.; 11, 2.)

Financial & Subscription fees

1. Under auspices of FIGIJ organized Congresses the final budget of host organizer shall enable to cover also expenditure of economy travel, hotel and registration fee **of all the Members** of the Executive Committee.

2. By the Executive Committee proposed to the Council change of subscription fees shall be announced by the agenda among "Applications of the Executive Committee" as "Change of Subscription Fees". The agenda to the Council done by the President must be published by FIGIJ Website at least two month prior meeting of Council. Applied new subscription fees will be named first at Council meeting.

3. Minimum subscription fee or donation of a Associated Member will be determined individually by the Executive Committee (cf.: Art. 4, 5.). This fee of an Associated Member shall be considered from time to time individually and may be changed by mutual agreement, which is to be signed by the representative of the Associated Member, the Treasurer and one other Officer of the EC. Such fees of Associated Members do not need consideration of the Council and to be published, but must be shown thoroughly by the Treasurer. Such fees of Associated Members must be in accordance with the Statutes and Bylaws of the Federation.

4. Payment of subscription fee must be done in advance on 31 January each year by Bank Transfer to FIGIJ

Bank: *Credits Suisse / Schwetzerische Kreditanstalt, 1 - 3 Alban Graben, CH 4052 Basel,*

Switzerland, Acc. No. 0060 - 204803 – 32

All transfer at the senders expense.

5. No personal cheques are accepted.

6. The annual budget and the funds of the IFEPAG Department (BL 3, 5) shall be supervise by the Treasurer, and the Treasurer shall be responsible for previous payment of exam fees of IFEPAG candidates.

7. Member countries, Individual and Extraordinary Members who have failed due pay of subscription fee within a period of first twelve month, during this period exceptionally might pay in cash to the Treasurer at least three days prior a meeting of the Council. Failing this opportunity those shall be excluded from participating this meeting.

BL 8 (see Art. 10, 7)

Principles of financial expenditure

1. Covered expenditures of the Executive Committee

- Employment of secretarial assistance by the President, Secretary General and Treasurer and other secretarial costs which are not covered by their institutions
- Essential travel (economy flights only), accommodation expenses and requisite registration fees of the members of the EC for each official meeting or special event responded by the President or two Officers
- Production, distribution and maintenance of the FIGIJ Website and Newsletters
- Saving money by advertising sponsorship for each noted before as ever suitable

2. Support

- On the occasion of a World or Continental congress organized by FIGIJ, FIGIJ to each invites up to five active colleagues from poorer FIGIJ Member countries to attend by expense of FIGIJ
- Member organisations, particular those being met of social and economical difficulties, the costs for producing and distribution of electronic information, those especially proper for scientific and applied use in PAG, may be supported by FIGIJ up to a similar level like that for the reasonable expenditure of the EC itself
- Financial assistance for special cases of member persons upon request, three month prior to a given event

3. Other

- e.g. Balancing negative financial result of a World or a continental FIGIJ congress, the budget of which has been approved by EC, in the case of unexpected event and through no fault of one's own

5. Based on before noted points the EC determines the annual budget possibly added by necessary amendments and decides on the resources available.