

# By-Laws of the PARE Committee of the European Alliance of Associations for Rheumatology

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## 1 General Provisions

### 1.1 Name of the Committee and establishment

The PARE Committee (hereinafter "**Committee**") has been established by the Board of the European Alliance of Associations for Rheumatology (hereinafter "**EULAR**" and the "**EULAR Board**") in accordance with the statutes of EULAR (hereinafter "**Statutes**"). The Committee forms a part of EULAR and has no legal personality in the sense of art. 52 of the Swiss Civil Code.

### 1.2 Statutes and By-Laws

The Statutes and these by-laws (hereinafter "**By-Laws**") shall apply to the Committee. In case of conflict between the provisions of the Statutes and the ones of these By-Laws, the provisions of the Statutes shall prevail.

### 1.3 Objectives of the Committee

The Committee supports EULAR's aims to reduce the impact of rheumatic and musculo-skeletal diseases (RMDs) on the individual and society and to improve the social position and the quality of life of people with rheumatic and musculoskeletal diseases in Europe.

In furtherance of these aims, the Committee focuses on the representation and on the specific needs of people with RMDs, in particular to:

- a) ensure that the voice of people with RMDs is heard and has influence within EULAR and among decision makers within Europe;
- b) improve the quality of life of people with RMDs, by supporting EULAR's aims in the fields of education, research and advocacy;
- c) support and empower effective, user-led organisations of people with RMDs and develop strong networks;
- d) create powerful alliances that will make a difference to the lives of people with RMDs.

The Committee does not pursue gainful or self-help purposes.

## **2 Members of the PARE Committee**

### **2.1 Composition**

The PARE Committee is composed of up to 25 members (hereinafter "**Members of the PARE Committee**"). The Members of the PARE Committee are natural persons with specific knowledge and experience in the field of the PARE objectives. Only persons representing national EULAR PARE member organisations and being affected by RMDs can be Members of the PARE Committee, except for a maximum of three persons that do not need to fulfil these criteria.

The PARE Committee is composed of the following Members:

- a) the Chairmanship of the PARE Committee (Section 4), meaning the Chair-Elect and the Chair or the Chair and the Past Chair;
- b) the leaders and co-leaders of the PARE Working Groups (Section 6),
- c) persons that have specific skills that are useful for the objectives of the Committee, such as caregivers, parents, spouses, teachers or health professionals.

The Members of the PARE Committee are nominated for a term of four years, commencing at the first Meeting of the PARE Committee held after his/her nomination. Nomination for a second term is possible.

### **2.2 Rights of the Members of the PARE Committee**

Each Member of the PARE Committee has the right to:

- a) participate, speak and vote at the Meeting of the PARE Committee (Section 3.1);
- b) propose Members of the PARE Committee (Section 2.3) and members of the Chairmanship of the PARE Committee (Section 4.4) to the EULAR Board;
- c) receive the minutes of the Meeting of the PARE Committee (Section 3.6) and approve them;
- d) exercise all other rights arising from the Statutes, these By-Laws and other regulations of EULAR or the PARE Committee.

The Members of the PARE Committee have the obligation to act in compliance with the Statutes, these By-Laws and other regulations.

### **2.3 Nomination of the Members of the PARE Committee**

Before 1 December of each year, the Members of the PARE Committee (Section 2.2), the members of the Chairmanship of the PARE Committee (Section 4.4), the members of the EULAR Board, the members of the Council of EULAR and every Ordinary Member of EULAR may propose to the EULAR Board candidates to be nominated as Members of the PARE Committee.

Each nominated candidate will receive from the EULAR office an application form and must return it to the EULAR Board together with his/her CV and/or a motivation letter highlighting the specific knowledge and experience useful for the Committee and a statement of conflict of interests. The EULAR office will send the applications it receives to the Chairmanship of the PARE Committee with the request to evaluate and comment.

The EULAR Board nominates the Members of the PARE Committee as a rule at its spring meeting. If sufficient candidates with specific knowledge and experience in the field of the PARE Committee are proposed, the EULAR Board will consider a fair representation of the regions, gender and age-groups.

### **2.4 Exclusion**

The EULAR Board may exclude a Member of the PARE Committee if he/she has not attended three out of four sequential Meetings of the PARE Committee, except if the Member of the PARE Committee was prevented from attending them due to personal circumstances with no fault of his/her, such as due to illness, accident, public duties, birth or death in the family, etc.

The EULAR Board may exclude a Member of the PARE Committee for cause.

## **3 Meeting of the PARE Committee**

### **3.1 Composition**

The Meeting of the PARE Committee is composed of the Members of the PARE Committee. The rights of the Members of the PARE Committee are set out in Section 2.2.

The members of the Presidency of EULAR and the Vice-President PARE have the right to attend the Meeting of the PARE Committee. They have the right to speak, and to make proposals but not to vote.

The chairperson of the Meeting of the PARE Committee may allow further persons to attend the Meeting of the PARE Committee. They have no right to speak nor to vote.

### **3.2 Competences**

The Meeting of the PARE Committee has the following competences:

- a) develop the annual work plan in line with the aims of the PARE Committee and EULAR's strategy;
- b) implement the work plan accordingly to serve the needs of people with RMDs;
- a) evaluate and monitor in how far the PARE Work Groups in their entirety take into account EULAR's strategic objectives and the interests and needs of people with RMDs;
- b) develop and implement projects and activities that promote the health care of people with RMDs and support patient organisations in their work;
- c) convene the PARE Assembly (Section 5);
- d) suggest to the EULAR Board amendments to the By-Laws (Section 8).

### **3.3 Resolutions and quorum**

The Meeting of the PARE Committee passes its resolutions by the simple majority of the votes.

The consent of all Members of the PARE Committee and of the Chair to a proposal is equivalent to a resolution of the Meeting, provided no Member of the PARE Committee or the Chair requests a Meeting of the PARE Committee and provided such consent is given in writing or by electronic communication means.

No resolutions may be made on proposals relating to items on the agenda that were not duly notified; exceptions to this is the proposal to convene a Meeting of the PARE Committee.

### **3.4 Meetings and convocation**

The Meetings of the PARE Committee are held twice a year, extraordinary Meetings of the PARE Committee can be convened as and when required.

The Meetings of the Committee are, as a rule:

- a) a one-day meeting (noon to noon), generally between the months of September and February, with a focus on strategical issues in the field of the Committee;
- b) a meeting during the EULAR Congress, with a focus on operational matters.

The Chairmanship of the PARE Committee convenes the Meeting of the PARE Committee together with the agenda at least 20 days in advance by regular mail or by electronic communication means to the last communicated address of the Members of the PARE Committee.

The meetings may also be held, partly or totally, by telephone or video conference or by other means.

At least 10 Members of the PARE Committee may request that the Chairmanship of the PARE Committee convenes a Meeting of the PARE Committee. Every Member of the PARE Committee can request that the Chairmanship of the PARE Committee places a particular item on the agenda.

### **3.5 Chairperson**

The Chair of the PARE Committee takes the chair of the Meeting of the PARE Committee, in his/her absence the Chair-Elect or in his/her absence any Member of the PARE Committee elected by the Meeting of the PARE Committee.

The chairperson conducts the Meeting of the PARE Committee. The chairperson designates a secretary. The chairperson may decide upon the way the votes are conducted.

### **3.6 Minutes**

The minutes of the Meeting of the PARE Committee must be signed by the chairperson and by the secretary of the Meeting of the PARE Committee. The minutes must at least mention the resolutions taken.

The Members of the PARE Committee and the EULAR Board are entitled to receive the minutes by regular mail or by electronic communication means.

## **4 The Chairmanship of the PARE Committee**

### **4.1 Composition**

The composition of the Chairmanship of the PARE Committee is set out in Section 4.5.3 of the Statutes. For convenience reasons, Section 4.5.3 of the Statutes is reproduced below:

The Chairmanship of each Committee is composed of the Chair-Elect, the Chair and the Past Chair.

The members of the Chairmanship of each Committee are elected for a term of four years, commencing either at the end of the EULAR Congress or at the first meeting of the Committee or of the Council

held after his/her election, whichever comes first. During the first year of his/her term, the elected member of the Chairmanship holds the office of Chair-Elect, during the two next years the office of Chair and during the last year the office of Past Chair.

The election of the Chairmanship of each Committee occurs every two years. Re-election is not possible.

The Chair-Elect is the deputy of the Chair; he/she has no right to vote [*in the Council*].

The Past Chair assists the Chair and secures continuity. He/she has an advisory function with no right to vote [*in the Council*].

#### **4.2 Competences**

The Chairmanship of the PARE Committee manages the PARE Committee and represents it within EULAR. The Chairmanship of the PARE Committee reports to the EULAR Board.

The Chairmanship of the PARE Committee has the following competences:

- a) overall management of the PARE Committee, including the daily work and taking the necessary daily decisions;
- b) development of an annual plan in line with EULAR's strategy;
- c) preparation of the Meeting of the PARE Committee and implementation of its decisions;
- d) propose Members of the PARE Committee (Section 2.3) and members of the Chairmanship of the PARE Committee (Section 4.4) to the EULAR Board;
- e) propose establishment or termination of PARE Working Groups (Section 6);
- f) supervise PARE Working Groups (Section 6).

#### **4.3 Rights of the members of the Chairmanship of the PARE Committee**

Each member of the Chairmanship of the PARE Committee has the right to receive information from the other members of the Chairmanship of the PARE Committee and each member of the Chairmanship of the PARE Committee has the obligation to inform the other member.

#### **4.4 Elections of the Chairmanship of the PARE Committee**

Before 1 December of each year, the Members of the PARE Committee (Section 2.2), the members of the Chairmanship of the PARE Committee (Section 4.2), the members of the EULAR Board, the members of the Council of EULAR and every Ordinary Member of EULAR may propose to the EULAR Board candidates for the Chairmanship of the PARE Committee.

Each nominated candidate will receive from the EULAR office an application form and must return it to the EULAR Board together with his/her CV and/or a motivation letter highlighting the specific knowledge and experience useful for the PARE Committee and a statement of conflict of interests. The EULAR office will send the applications to the Chairmanship of the PARE Committee with the request to evaluate and comment. The Chairmanship of the PARE Committee may consult other Members of the PARE Committee in this evaluation process.

The EULAR Board elects the Chairmanship of the PARE Committee as a rule at its spring meeting.

#### **4.5 Vacancy in the Chairmanship of the PARE Committee**

In case one of the members of the Chairmanship is unable to complete his/her term of office, the EULAR Board may appoint a successor to hold office until the end of the remaining term that was originally foreseen.

## **5 The PARE Assembly**

### **5.1 Composition**

The PARE assembly (hereinafter "**PARE Assembly**") is composed of:

- a) National PARE organisations which are ordinary members of EULAR;
- b) Affiliated organisations which are supporting members;
- c) Patients involved in EULARs activities, such as participating in another committee, in a taskforce, research-project, etc.;
- d) Members of the PARE Committee
- e) the Vice-President PARE of EULAR;
- f) every person invited by the Members of the PARE Committee.



The Chair of the PARE Committee may allow further persons to attend the PARE Assembly. They have the right to speak and make proposals

## **5.2 Aim**

The PARE Assembly is convened with the aim to exchange information and ideas, to develop visions, to identify future leadership and to network. The PARE Assembly has no competence to take decisions.

## **5.3 Meeting**

The PARE Assembly is held every year as a rule at the occasion of the EULAR Congress. EULAR will facilitate the meeting.

The Members of the PARE Committee convene the PARE Assembly at least 20 days in advance. The agenda of the PARE Assembly together with its documentation is sent by electronic communication means no later than 20 days in advance.

## **5.4 Chairperson**

The Chair of the PARE Committee takes the chair of the PARE Assembly, in his/her absence the Past Chair or Chair-Elect or any Member of the PARE Committee elected by the Members of the Committee that are present at the PARE Assembly.

The chairperson conducts the PARE Assembly.

# **6 The PARE Working Groups**

On suggestions of the Chairmanship of the PARE Committee, the EULAR Board may establish PARE Working Groups.

The PARE Working Group must be governed by the organisational rules that fulfil the following conditions:

- a) supports EULAR's and the PARE Committee's objectives (Section 1.3);
- b) defines its membership;
- c) provides its members with the right to participate, speak and vote at the meetings of the PARE Working Group;
- d) has a Leadership, meaning the Leader-Elect and the Leader, which are elected for a term of four years.

During the first two years of his/her term, the member of the Leadership holds the office of Leader-Elect, during the two next years the office of Leader. The nomination of the leadership occurs every two years; the member of the Leadership must be a Member of the PARE Committee;

- e) reports to the Chairmanship of the PARE Committee;
- f) does not follow gainful or self-help purposes;
- g) obeys to the principle of voluntarism, meaning that no member of the PARE Working Group or the Leader of the PARE Working Group may receive a salary.

## **7 Finances**

### **7.1 Funds**

The PARE Committee is not allowed to accept financial means other than the financial support of EULAR.

### **7.2 Volunteerism**

No Member of the PARE Committee may receive a salary.

## **8 Amendments of the By-Laws and dissolution**

The EULAR Board may amend these By-Laws. The Meeting of the PARE Committee may send suggestions to the EULAR Board.

The EULAR Board may decide upon the dissolution of the PARE Committee.

## **9 Entry into force and transitory provisions**

These By-Laws enter retroactively into force on 1<sup>st</sup> January 2021.

The persons that have been elected as Chair-Elect or Chair of the Standing Committee on PARE shall continue their term as member of the Chairmanship of the PARE Committee. Their term ends when foreseen at the time of their election.

The EULAR Board nominates Members of the PARE Committee and defines their term of office together with their nomination so that every year approximately one fourth of the term of the Members of the PARE Committee ends.

Glasgow, 20 January 2021

On behalf of the Board of the European Alliance of Associations for Rheumatology

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Prof. Iain McInnes

President of the European Alliance of Associations for Rheumatology