

Regulations of the Live Courses Sub-Committee of EULAR's Education Committee

1 General Provisions

1.1 Name of the Committee and establishment

The Live Courses Sub-Committee (hereinafter "**Sub-Committee**") has been established by the EULAR Board in accordance with the statutes of EULAR and the by-laws of the Education Committee (hereinafter "**Committee**").

1.2 Statutes, By-Laws and regulations

The statutes of EULAR, the by-laws of the Committee and these regulations shall apply to the Sub-Committee. In case of conflict between the provisions of the statutes and the ones of the by-laws, the provisions of the statutes shall prevail; in case of conflict between these regulations and the by-laws, the provisions of the by-laws shall prevail.

1.3 Objectives of the Sub-Committee

The Sub-Committee supports EULAR's and the Committee's objective and has the following aims:

- a) Promote EULAR's educational activities by creating and disseminating EULAR live courses;
- b) Provide guidance and support to every EULAR member who is willing to create new live courses;
- c) Maintain and improve the EULAR live courses on an annual basis;
- d) Work closely with the other sub-committees to seek opportunities for collaboration regarding content and resources.

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

1.4 Collaboration Live Courses Sub-Committee – Education Committee

A formalized process for the interaction between Sub-Committee and Committee is based on a separate document* (*General Application form Sub-Committees) describing rationale, financial/organisational implications, and expected outcome of a project idea, including comments by the chair of the Committee and capturing the final decision by the EULAR Board.

2 Members of the Sub-Committee

The members of the Sub-Committee are natural persons nominated by the members of the Committee. The members of the Committee and the members of all of its subcommittees may suggest nominees. The Sub-Committee has up to 25 members.

The members of the Sub-Committee are nominated for a term of 4 years, commencing upon their nomination. Nomination for a second term is possible by exception.

The members of the Sub-Committee have the right to participate, speak and vote at the meeting of the Sub-Committee.

The members of the Sub-Committee have the obligation to act in compliance with the statutes of EULAR, the by-laws of the Committee, these regulations, and any other regulations of EULAR or of the Committee.

3 The Meeting of the Sub-Committee

3.1 Composition

The meeting of the Sub-Committee is composed of its members and of its chair.

The members of the Chairmanship of the Committee and of the members of the Presidency of EULAR have the right to attend the meeting of the Sub-Committee. They have the right to speak and to make proposals at the meeting; they have no right to vote.

The chairperson of the meeting of the Sub-Committee may allow further persons to attend the meeting. They have no right to vote.

3.2 Resolutions and quorum

The meeting of the Sub-Committee may pass resolution within the field of its objectives. It passes its resolutions by the simple majority of the votes.

The consent of all members of the Sub-Committee to a proposal is equivalent to a resolution of the meeting, provided no member of the Sub-Committee requests a meeting 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.

3.3 Meetings and convocation

The meetings of the Sub-Committee can be convened as and when required.

The chair of the Sub-Committee convenes the meeting of the Sub-Committee at least 20 days in advance by regular mail or by electronic communication means to the last communicated address of the members of the Sub-Committee, together with the agenda of the meeting of the Sub-Committee.

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

The chair of the Sub-Committee takes the chair of the meeting, in his/her absence any member of the Sub-Committee.

The minutes of the meeting of the Sub-Committee must be signed by the chairperson. The minutes must at least mention the resolutions taken.

The members of the Sub-Committee, the chairmanship of the Committee and the EULAR Board are entitled to receive the minutes by regular mail or by electronic communication means.

4 The Chair

After consulting the members of the Sub-Committee, the chair of the Committee proposes one or several candidates to the EULAR Board to be nominated as chair of the Sub-Committee. The term of the chair of the Sub-Committee is of 2 years, commencing upon his/her nomination by the EULAR Board. Nomination for further terms is possible.

The chair manages the Sub-Committee and reports to the Committee. He/she has the following competences:

- a) overall management of the Sub-Committee;
- b) preparation of the meeting of the Sub-Committee;

- c) Strategic direction of the Sub-Committee, including future content preparation, involvement of areas to be covered, structure of the Sub-Committee (allocation of tasks etc.)

5 Volunteerism

Neither the chair nor any member of the Committee may receive a salary.

6 Entry into force and transitory provisions

These By-Laws enter retroactively into force on 1st January 2021.

The chair of the Committee nominates the members of the Sub-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 Committee ends.

Glasgow, 1 March 2021

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



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President of the European Alliance of Associations for Rheumatology