

Regulations of the Working Groups of EULAR's PARE Committee

1 General Provisions

1.1 Name of the Committees and establishment

The PARE Working Groups - hereinafter called "**Working Group**"- have been established by the EULAR Board in accordance with the statutes of EULAR and the by-laws of the 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 Working Groups. 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 Working Groups

Different Working Groups support EULAR's and the Committee's objective, with the aim to organise and promote PARE's activities.

The Working Groups address the following aims:

- To raise awareness of RMDs at national and European level;
- To raise awareness of the importance of the patient perspective at national and European level;
- To position the patient perspective in the scientific work of EULAR and beyond;
- To enhance and connect the network of patient organisations in Europe;
- To share information about EULAR PARE and its work;
- To support the national member organisations of PARE and their endeavours at national level;
- To facilitate and inspire the sharing of expertise and best practice within the PARE community;

- To bring various groups of the PARE Community together and address their specific needs.

The objectives of each Working Group are set out in the annex to these regulations.

The Working Groups do not pursue gainful or self-help purposes.

2 Members of the Working Groups

Except as set out below, the members of each Working Group must be people affected by RMDs.

One seat per Working Group can be given to a person that has specific skills that are useful for the objectives of the Working Group, such as caregivers, parents, spouses, teachers, staff members of PARE organisations or health professionals.

One seat per Working Group can be given to a person not representing a EULAR PARE member organisation but an external RMD patient organisation at European or national level.

Each Working Group size depends on the workload to be done but should not exceed 15 members.

Each year, at least one call is launched among all PARE member organisations and the European RMD community to nominate candidates for each Working Group according to any existing vacancies. In extraordinary circumstances (e.g. existing vacancies cannot be filled by candidates) the EULAR PARE volunteer database can be used to recruit candidates.

Each candidate must send to the Chairmanship of the PARE Committee his/her CV and fill an application form highlighting the specific knowledge and experience useful for a specific Working Group. The Chairmanship of the PARE Committee will send the applications he/she receives to the Working Group, the Working Group Leader and the Working Group Leader-Elect with the request to evaluate them and comment.

The members of the Working Groups are nominated by the Chairmanship of the PARE Committee for a term of two years, starting at the first PARE Committee meeting after their approval. Nomination for a second term is possible. Ideally only one member per country should be represented in a Working Group, geographical spread, gender and age balance should be considered. After serving a maximum of four years in one Working Group it is possible to apply for the involvement in a different working group for a maximum of four

years. The maximum consecutive term of office for a Working Group member cannot be longer than eight years. For Working Group members that take over the position of Working Group Leader, the maximum consecutive term of office can be ten years.

The members of a Working Group have the right to participate, speak and vote at the meeting of the Working Group. The members have also the right to participate, speak and make proposals at the PARE Assembly.

The members of the Working Group 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 Working Group

3.1 Composition

The Meeting of the Working Group is composed of its members and of its Leader and Leader-Elect.

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 Working Group. They have the right to speak and to make proposals at the meeting; they have no right to vote.

The Leader and/or the chairperson of the meeting of the Working Group may allow further persons to attend the meeting. They have no right to speak nor to vote.

3.2 Resolutions and quorum

The meeting of the Working Group may pass resolutions within the field of its objectives. It passes its resolutions by the simple majority of the votes.

The consent of all members of the Working Group to a proposal is equivalent to a resolution of the Meeting, provided no member of the Working Group 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 Working Group can be convened as and when required.

The Leader of the Working Group convenes the meeting of the Working Group in advance by regular mail or by electronic communication means to the last communicated address of the members of the Working Group, together with the agenda of the meeting of the Working Group.

The meetings are usually held, partly or totally, by telephone or video conference or by other means.

The Leader of the Working Group takes the chair of the meeting, in his/her absence the Leader-Elect or any member of the Working Group.

The members of the Working Group, 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 Leader

4.1 Nomination of Working Group Leader

The Leadership of the Working Group is proposed by the Chairmanship of the Committee and nominated by the EULAR Board. He/she starts the term of office as Leader-Elect for two years, followed by two years as Leader. The persons that have been serving as Members of the Working Group in question for at least one year will be given the priority for the nomination as Leader-Elect.

The Chairmanship of the Committee may nominate its own members as members of the Leadership of Working Groups, if such Working Groups need strategic internal insight or have considerable budget responsibility such as the Working Groups in charge of the Annual PARE Conference, the EULAR Congress PARE Programme and the Engagement Programme.

4.2 Competences of Working Group Leader

The Leader manages the Working Group and reports to the PARE Committee.

He/she has the following competences:

- a) overall management of the Working Group;
- b) preparation of the meeting of the Working Group;
- c) report to the PARE Chairmanship;

d) participation to the Meeting of the PARE Committee as Members of the Committee.

The Leader-Elect assists the Leader and represents him/her upon request or in case of absence.

5 Volunteerism

Neither the Leader nor any member of the Working Group may receive a salary.

6 Entry into force and transitory provisions

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

Current PARE Working Group members will continue their term as Working Group Members; they have the right to terminate their membership with retroactive effect on 1st January 2021 if they do not wish to accept to become Working Group Members. Their term ends when foreseen at the time of their appointment as working group members.

Glasgow, 13 May 2021

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



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