

By-Laws of the Health Professionals in Rheumatology (HPR) 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 Health Professionals in Rheumatology (HPR) 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 musculoskeletal 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 activities in the field of HPRs' interests, by promoting the continuous development of their clinical skills, the development of educational activities and the enhancement of HPRs' leadership of and engagement in research. In addition, the committee aims to strengthen the position of HPR in

multidisciplinary care for people with RMDs across Europe and fosters networking and collaboration among HPRs, centres and countries, in order to facilitate equity. It will particularly facilitate initiatives that substantially contribute to the knowledge and evidence base of HPR care with the ultimate aim to enhance the quality of life for people with RMDs and meet evolving circumstances. This includes the accessibility and organization of health care services and policy improvements relevant to people with RMDs.

For the purposes of involvement in EULAR activities, a Health Professional in Rheumatology (HPR) is defined as a person who meets the following criteria:

- a) Is a professional involved in the care/research of people with RMDs
- b) Is not a registered medical practitioner
- c) Is eligible to be a member of the organization through which a country has become EULAR HPR member.

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

2 Members of the Committee

2.1 Composition

The Committee is composed of up to 25 members (hereinafter "**Members of the Committee**"). The Members of the Committee are natural persons with specific knowledge and experience in the field of the Committee.

The Committee is composed by the leader of each Sub-committee and by some of its members (within the maximum of 25) of each Sub-Committees.

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

Each Sub-Committee suggests to the Board one participant to lead their meetings, and report to the HPR Chairmanship. The leaders of each of the HPR Sub-Committees must be members of that very same Sub-Committee.

2.2 Rights of the Members of the Committee

Each Member of the Committee has the right to:

- a) participate, speak and vote at the Meeting of the Committee (Section 3.1);
- b) propose Members of the Committee (Section 2.3) and members of the Chairmanship of the Committee (Section 4.4) to the EULAR Board;
- c) receive the minutes of the Meeting of the 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 Committee.

The Members of the 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 Committee

Before 1 December of each year, the Members of the Committee (Section 2.2), the members of the Chairmanship of the 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 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 Committee with the request to evaluate and comment.

The EULAR Board nominates the Members of the Committee as a rule at its spring meeting. If sufficient candidates with specific knowledge and experience in the field of the 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 Committee if he/she has not attended three out of four sequential Meetings of the Committee, except if the Member of the 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 Committee for cause.

3 Meeting of the Committee

3.1 Composition

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

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

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

3.2 Competences

The Meeting of the Committee has the following competences:

- a) nomination of one or several candidates for the Chairmanship of the Committee to be proposed to the EULAR Board;
- b) work dedicated towards EULAR and HPR strategies;
- c) Convene the Representation Assembly (Section 5).

3.3 Resolutions and quorum

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

The consent of all Members of the Committee and of the Chair to a proposal is equivalent to a resolution of the Meeting, provided no Member of the Committee or the Chair requests a Meeting of the 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 Committee.

3.4 Meetings and convocation

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

The Meetings of the Committee are, as a rule:

- a) a one day HPR Winter-meeting (noon to noon) between the months of September and February, usually in December 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 Committee convenes the Meeting of the 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 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 Committee may request that the Chairmanship of the Committee convenes a Meeting of the Committee. Every Member of the Committee can request that the Chairmanship of the Committee places a particular item on the agenda.

3.5 Chairperson

The Chair of the Committee takes the chair of the Meeting of the Committee, in his/her absence the Chair-Elect, Past-Chair (see 4.1) or in his/her absence any Member of the Committee.

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

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

4 The Chairmanship of the Committee

4.1 Composition

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

The Chairmanship of the Committee has the following competences:

- a) overall management of the Committee;
- b) development of an annual plan in line with EULAR's strategy;
- c) preparation of the Meetings of the Committee and implementation of its decisions;
- d) propose Members of the Committee (Section 2.3) and members of the Chairmanship of the Committee (Section 4.4) to the EULAR Board;
- e) propose establishment or termination of Sub-Committees (Section 6);
- f) supervise Sub-Committees (Section 6);
- g) follow up on Study Groups, bursaries, grants, prizes, session proposals ideas and courses in collaboration with other Committees.

4.3 Rights of the members of the Chairmanship of the Committee

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

4.4 Elections of the Chairmanship of the Committee

Before 1 December of each year, the Members of the Committee (Section 2.2), the members of the Chairmanship of the 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 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 to the Chairmanship of the Committee with the request to evaluate and comment. The Chairmanship of the Committee may consult other Members of the Committee in this evaluation process.

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

4.5 Vacancy in the Chairmanship of the 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 HPR successor to hold office until the end of the remaining term that was originally foreseen.

5 The Representation Assembly

5.1 Composition

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

- a) The Chairmanship of the HPR Committee
- b) Members of the Committee
- c) Members of the HPR Sub-Committees
- d) The HPR Vice President
- e) HPR members in Content Committees

- f) HPR in EULAR Task Forces and Educational initiatives;
- g) HPR Study Group leaders
- h) the members of the Presidency of EULAR
- i) national presidents of HPR organisations
- j) all persons invited by the Members of the Committee.

The Chair of the Committee may allow further persons to attend the Representation Assembly.

They have the right to speak and make proposals when invited by the chair of the meeting.

5.2 Aim

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

5.3 Meeting

The Representation Assembly is held every year as a rule at the occasion of the EULAR Congress. Other Representation Assemblies can be convened as and when required.

The Members of the Committee convene the Representation Assembly at least 20 days in advance. The agenda of the Representation 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 Committee takes the chair of the Representation Assembly, in his/her absence the Past Chair or Chair-Elect or any Member of the Committee.

The Chairperson conducts the Representation Assembly.

6 The Sub-Committees

The EULAR Board may establish Sub-Committees.

The Sub-Committee must be governed by the organisational rules that fulfil the following conditions:

- a) supports EULAR's and the 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 Sub-Committee;
- d) has a leader, which must be a Member of the Committee;
- e) reports to the Chairmanship of the Committee;
- f) does not follow gainful or self-help purposes;
- g) obeys to the principle of voluntarism, meaning that no member of the Sub-Committee or the leader of the Sub-Committee may receive a salary.

7 Finances

7.1 Funds

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

7.2 Volunteerism

No Member of the 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 Committee may send suggestions to the EULAR Board.

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

9 Entry into force and transitory provisions

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

The persons that have been elected as Chair-Elect of the Standing Committee Health Professionals in Rheumatology (HPR) shall continue their term as member of the Chairmanship of the Committee. Their term ends when foreseen at the time of their election.

The EULAR Board nominates Members of the 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, 20 January 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