

# FIGIJ

## THE INTERNATIONAL FEDERATION OF PAEDIATRIC AND ADOLESCENT GYNAECOLOGY

## FEDERATION INTERNATIONALE DE GYNECOLOGIE INFANTILE ET JUVENILE

## FEDERACIÒN INTERNACIONAL DE GINECOLOGÌA INFANTIL Y JUVENIL

### STATUTES – JANUARY 2021

#### INTRODUCTION AND AIMS

The “International Federation of Paediatric and Adolescent Gynaecology” / “Federation Internationale de Gynecologie Infantile et Juvenile” / “Federaciòn Internacional de Ginecologia Infantil y Juvenil”, **hereafter referred to as FIGIJ**, is a voluntary, non-political, non-governmental Federation of Organisations, each representing gynaecologists, paediatricians and other health professionals dealing in Paediatric and Adolescent Gynaecology on a national basis.

FIGIJ’s mission is to provide children and young people with the best possible evidence-based gynaecological care, to allow them to achieve their optimal health outcomes, particularly in the areas of sexuality and reproduction, with the integral health of the individual being paramount.

FIGIJ recognises that global events such as those linked to poverty and war often disproportionately affect girls and young women, with resultant child marriage, early childbearing, and sexual assault as a weapon of war.

FIGIJ supports empowering our youth through education, including comprehensive sexual and reproductive health education, and supports strategies that build resilience, especially where there is a history of adverse childhood experiences.

The aims of FIGIJ are:

- To safeguard and improve the sexual and reproductive health and rights of children and adolescents all over the world, and to stand together against racial, religious, political or gender discrimination.
- To promote research, education and development of services in the field of Paediatric and Adolescent Gynaecology (PAG) worldwide.
- To foster knowledge and cooperation in the field of PAG among members, irrespective of ethnic groups, religion, political or philosophical standpoints.

- To encourage and support involvement in FIGIJ activities for health caregivers coming from developing countries
- To cooperate with other international organisations interested in the sexual health and wellbeing of children and adolescents.
- To promote and encourage FIGIJ participation in international research in the field of PAG
- To foster scientific, cultural and social activities dealing with the gynaecological sexual health of children and adolescents

## **STATUTES**

AMENDED JANUARY 2021

### **Article 1**

#### **History of the Federation**

- 1.1 FIGIJ was founded in Lausanne, Switzerland on 5 February 1971, and was originally legally registered in Switzerland on 2 June 2009 by Handelsregister des Kanton Zurich as a non-profit Association under Swiss Civil Law in accordance with article 60ff.
- 1.2 The Federation was registered in the United States of America as a non-profit organization with 501 (c) (3) status on May 15th, 2016, having previously been registered in Switzerland.
- 1.3 The official address of FIGJI is:  
  
The International Federation of Pediatric and Adolescent Gynecology  
  
c/o Ulmer & Berne LLP  
PO Box 74529  
Cleveland, Ohio 44194-4529  
FAX 216-583-7001  
Phone 216-583-7000
- 1.4 Membership of FIGIJ includes health professionals dealing in PAG who can join the Federation either as Individuals, as a National Group or as a National Society.
- 1.5 The official language of FIGIJ is English with recognition of other international languages primarily via the Federation's website.

## Article 2

### Institutional Activities

Activities of FIGIJ include:

- 2.1. To ordinarily organise a World Congress every three years, in cooperation with a local organising committee, according to the procedures as stated in the Bylaws
- 2.2. To support and disseminate training and examinations leading to the award of the International Fellowship on PAG (IFEPAG) among Obstetrician/Gynaecologists and Paediatricians practicing PAG
- 2.3. To promote efforts to achieve recognition of PAG as a subspecialty at a national or international level.
- 2.4. To encourage and participate in national and international meetings involving and promoting PAG.
- 2.5. To collaborate with Fellow Organisations having a shared interest in the gynaecological health of children and adolescents.

## Article 3

### Membership

- 3.1. A National PAG Society may join the Federation as an **Affiliated Society**.
- 3.2. Only one National Society of PAG from each country may join FIGIJ as a Member. Other National Organisations or Societies involved in Adolescent Sexual and Reproductive Health on a national basis can also apply for membership on a separate basis.
- 3.3. In countries where a national organisation does not exist as yet, Paediatricians and Gynaecologists with a common interest in PAG can join FIGIJ as a **National Group** (with a minimum of five members), or as **Individual Members**.
- 3.4. PAG specialists who have honoured the subspecialty from both a scientific and a humanitarian point of view may be declared **Honorary Fellows of FIGIJ** by a simple majority vote of the Executive Board.

## **Article 4**

### **Subscription**

- 4.1 Each of the Affiliated National Societies, National Groups and Individual Members except Honorary Fellows must pay an annual subscription fee to the Federation based on the calendar year.
- 4.2 The amount of the fee is established by the Executive Board and managed as set out in the Bylaws.
- 4.3. The appropriate subscription fee must be paid at the very latest before the commencement of the General Assembly at the World Congress. The Treasurer shall send final reminders no later than three months before the date of the Congress.
- 4.4 New Members must pay the full annual subscription fee within 30 days from being accepted by the Board.
- 4.5 Any Members in arrears with their subscription shall not be eligible to vote.
- 4.6 Any nominated delegates of National Societies, National Groups, or consortia of Individual Members who have paid subscriptions in advance can vote at the General Assembly in absentia by remote voting, by named proxy or by submitting their votes to the Secretary General prior to the General Assembly.

## **Article 5**

### **Organization**

- 5.1. The Executive Board will be elected at the General Assembly following the established voting procedure as reported in the Bylaws.
- 5.2. Working Parties may be established in relation to specific topics and entrusted to a Board member or another appointed member of FIGIJ.
- 5.3 The General Assembly is to be held ordinarily each third year at the FIGIJ World Congress.

## **Article 6**

### **General Assembly**

- 6.1 The General Assembly is composed of Executive Board Members and Delegates of the full Member Societies and National Groups, each of them with a specific number of votes/delegates proportional to the size of the Organisation. In addition each member of the Executive Board in office shall be assigned one extraordinary vote in the Assembly.
- 6.2 Rules concerning the assignment of Delegates are specified in the Bylaws.
- 6.3 An Extraordinary FIGIJ Assembly may be convened by the President at the request of the Executive Board or a minimum of 20% of the total number of Affiliated Members, with a defined specific indication.
- 6.4 Voting by proxy or remotely is permitted at the General Assembly as per 4.6.
- 6.5 A simple majority of voting Delegates is enough to approve or reject an agenda item, unless a specific majority is required in the Statutes and Bylaws. Abstentions are not considered as votes and voting by proxy will be accepted subject to payment of dues.
- 6.6 Functions of the General Assembly not mentioned elsewhere in these Statutes are:
  - a) to elect the Members of the Executive Board according to the electoral system established in the Bylaws
  - b) to discuss and address the General Policy of the Federation.
  - c) to decide on amendments or changes to the Statutes proposed by the Executive Board or by 20% of the Members of FIGIJ.
  - d) to approve the Statutes of the Federation.
  - e) to establish Working Parties and the like, as required or as prescribed in the Statutes and Bylaws.
  - f) to receive, consider and approve Reports from the President about the status of the Federation, from the Secretary General about the status of Members, from the Treasurer about FIGIJ finances, auditing and accounts, and from the IFEPAG coordinator about the status of the IFEPAG examination and the International Fellows Association.
  - g) to receive, consider and approve reports of the Working Parties.
  - h) to ratify decisions taken by the Executive Board between General Assemblies as necessary.
  - i) to determine the dates and venue of the General Assemblies and World Congresses.
  - j) to take any other actions as required by the Statutes and Bylaws.

- 6.7 The preliminary agenda of a FIGIJ General Assembly is to be announced by the Secretary General at least three months before the fixed date.
- 6.8 The final agenda along with the list of Candidates for the Executive Board must be distributed at least one month prior to the date of that meeting.
- 6.9 Any other items to be discussed at the General Assembly must be notified to the Secretary General at least one month prior to the Assembly.

## **Article 7**

### **Executive Board**

- 7.1 The Executive Board consists of 12 elected Members and a non-elected Immediate Past President, the latter having an advisory function with no right to vote.
- 7.2 Applicants for Membership of the Executive Board must be in active clinical practice at the time of the election. Only one candidate can be put forward for election from any one nation.
- 7.3 Executive Board Members are elected for an initial three-year term and may stand for re-election for a second term (i.e. serve a consecutive full six-year term subject to successful re-election). After two terms in post Executive Board Members are required to stand down but can apply for re-election in the future after a minimum three-year break.
- 7.4 Among its 12 Members with full voting rights, the newly established Executive Board will elect four officers: a President, a Vice-President, a Secretary General, and a Treasurer.
- 7.5 One member of the Board shall be nominated to provide co-ordination with IFEPAG and with the IFEPAG Fellows Association (IFA), an important cohort for the future of the Federation.
- 7.6 The remaining Board Members can be assigned specific tasks by the President.
- 7.7 To ensure continuity, former Executive Board Members involved in special tasks may be admitted to the Board by the incoming Executive Board as ex-officio Board Members, for a three-yearly period and without voting rights.
- 7.8 The Executive Board will normally meet at least six times a year, during Congresses or using digital media, or any other time required by the President or by a minimum of 1/3 of its Members.
- 7.9 Executive Board meetings are quorate if attended by the President or the Vice President and at least six Executive Board Members.
- 7.10 In the absence of a majority vote the President shall have the casting vote.

## **Article 8**

### **Obligations of the Executive Board**

The obligations of the Executive Board are:

#### **8.1 The President**

- 8.1.1. Will be in office ordinarily for three years and can be re-elected as President for a further three-year period.
- 8.1.2. Is the Chair of the FIGIJ Executive Board, presides over its meetings and is an *ex officio* a member of all working parties and the like of the Federation.
- 8.1.3. Represents FIGIJ in all international affairs concerning PAG.
- 8.1.4. May delegate the office of Chair of the Board and other responsibilities to the Vice-President or to another Board Member, when neither the President nor the Vice-President is available.
- 8.1.5. Upon ceasing their mandate, the President will remain an Executive Board Member for a further three years as the Immediate Past President, in an advisory role and with no voting rights.

#### **8.2. The Vice President:**

- 8.2.1. Is elected for three years and can be re-elected for one further three-year period.
- 8.2.2. Deputises for the President when unavailable.
- 8.2.3. Can hold special positions under the assignment of the Board.

#### **8.3. The Secretary General:**

- 8.3.1. Is elected for three years and is re-eligible for one more period of three years.
- 8.3.2. Is in charge of arranging Executive Board meetings, drafting and circulating the Minutes, the administration of the Federation and updating the Federation's membership list.
- 8.3.3. Is in charge of distributing (by electronic mail or by any other available electronic communication), the Agenda of the General Assembly and the names of the candidates to the next Executive Board, no later than one month before the General Assembly

#### **8.4. The Treasurer:**

- 8.4.1. Is elected for three years and is re-eligible for one more period of three years.
- 8.4.2. Is responsible for and handles the FIGIJ accounts

- 8.4.3. Is in charge of drawing up a budget to submit to the Executive Board and the General Assembly,
- 8.4.4. Allows expenses from the FIGIJ funds and accounts for federal financial investments and their custody.
- 8.5. The Principal Duties of the Executive Board**, according to Statutes and Bylaws, are:
  - 8.5.1. to ensure observance of and reliance upon the Statutes and Bylaws.
  - 8.5.2. to endorse the agenda for the Assembly, to organise the elections and to propose changes to subscription fees.
  - 8.5.3. to attend the Assembly and to take part in its decisions using the 12 additional allocated votes.
  - 8.5.4. to implement the choices of the Assembly.
  - 8.5.5. to commit itself to achieving the Federation's institutional goals.
  - 8.5.6. to admit new applicant Members to FIGIJ.
  - 8.5.7. to ensure that World Congresses of Paediatric and Adolescent Gynaecology are held, to cooperate with the local organising committee, and to endorse the scientific programme.
  - 8.5.8. to review the Budget and to decide on the available financial resources according to the Bylaws.
  - 8.5.9. to cooperate with International Health Organizations on PAG programmes and to organise PAG sessions in FIGO and International Paediatric Association Congresses.
  - 8.5.10. in the event of the premature departure of an Executive Board Member from the Executive Board, the departing Member may be replaced the Candidate with the next highest number of votes at the time of the previous General Assembly election.
  - 8.5.11. to review and update the Bylaws as necessary.
  - 8.5.12. to ensure any one nation does not have more than one Elected Member with voting rights on the Executive Board.
  - 8.5.13. the Executive Board is to remain in place in case of any global emergency which prevents elections until statutory elections may be held.

## **Article 9**

### **Working Parties**

- 9.1. Under recommendation of the Executive Board, Working Parties can be established to accomplish specific tasks.
- 9.2 Working Parties are responsible to the Executive Board and headed by Chairs appointed by the President.
- 9.3 The function of each Working Party shall be ruled by the Statutes and Bylaws of the Federation
- 9.4 Working Parties between FIGIJ and other International Medical Organisations may be established and coordinated by the Executive Board, with specific rules, if needed, to be specified in the Bylaws.

## **Article 10**

### **Financial**

- 10.1 The financial funds of the FIGIJ are mainly based on the subscription fees. The Federation may receive financial contributions from other sources, such as gifts, bequests, legacies, projects and share any financial profit with the host of a Congress.
- 10.2 Other financial contributions may be decided upon by the Executive Board and managed by the Treasurer, avoiding any conflict of interest.
- 10.3 No funding may be accepted if its origin contradicts the principles of FIGIJ
- 10.4 None of the constituent bodies of the Federation (e.g. a Working Party) may solicit funds for Federation purposes from Organizations other than the FIGIJ until the specific approval of the Executive Board has been obtained. The disposal of any such funds is only with the approval of the Treasurer on behalf of the Executive Board.
- 10.5 Any expenditure from the funds of the Federation requires authorisation from both the Treasurer, acting on behalf of the Executive Board, and of the President or their Deputy.
- 10.6 Principles of an expenditure profile of the Federation along with the responsibilities of the Executive Board are specified in the Bylaws.

## Article 11

### Congresses and Other Scientific Meetings

- 11.1 World Congresses (WCPAG) shall be held ordinarily every three years.
- 11.2 Countries may apply to hold the next Congress in time to reach the General Assembly at the WCPAG. The venue of the next Congress is usually decided at the preceding Congress. In the absence of a host nation the Executive Board will take over the running of the next WCPAG as it meets the needs of FIGIJ members.
- 11.3 The local organising committee of the Congress must seek input from the Board regarding programme content and speakers. The general intention is for a programme covering most of the main topics of PAG and providing diversity among the invited speakers.
- 11.4 The Federation is limited in its ability to support an in-person World Congress and the financial responsibility for a balanced budget will rest with the hosting organisation.
- 11.5 Registration fees are determined by the local organising committee and must be as low as possible to allow for the widest participation from developing and resource limited nations.
- 11.6 Reduced rates must be scheduled for Early Bird registrations, IFEPAG Fellows, Trainees, Students, and Allied Health Professionals (e.g. nurses and midwives).
- 11.7 Congress organisers and the Executive Board may support attendance by participants from developing countries, with possible donations from other registrants, scholarships held by the Federation or from other sources such as local institutions or industries.
- 11.8 WCPAG Congress Organisers may award prizes for the best oral and poster presentations.
- 11.9 FIGIJ supports and fosters remote events and webinars as possible tools to improve global participation with the lowest environmental and financial impact.

## Article 12

### Amendment of Statutes & Dissolution

- 12.1 The Statutes shall take effect immediately after their adoption or through electronic voting if modification occurs after the WCPAG.
- 12.2 The English version of the Statutes is the only authorised text for the interpretation of the Articles of the Statutes and Bylaws, but appropriately translated versions in other languages are permitted and welcomed.
- 12.3 Changes to the Statutes and Bylaws may be proposed by the Executive Board. Affiliated Member Societies may propose modifications to the Statutes to the Secretary General for consideration by the President and the Executive Board at least three months before the next General Assembly.
- 12.4 The final version of any proposed changes to the Statutes accepted by the Executive Board must be published on the FIGIJ Website one month prior to the next General Assembly.
- 12.5 Final approval is valid with a two-thirds majority of the voting Members attending the Federation's General Assembly.
- 12.6 In all cases where the Statutes require additional clarification the President's interpretation will be relied upon.
- 12.7 Dissolution of FIGIJ shall take place when:
- 12.7.1 2/3 of the Executive Board Members or more than a half of the Affiliated Members propose dissolution.
  - 12.7.2 Notice should be given 3 months in advance off any dissolution vote.
  - 12.7.3 Two-thirds of the votes of Affiliated Members are required for dissolution.
- 12.8 In the case of dissolution of FIGIJ:
- 12.8.1 The General Assembly will appoint three Trustees to work with the Executive Board to carry out the liquidation of the Federation's assets.
  - 12.8.2 Where possible Affiliated Members will receive pro-rata membership refunds and any remaining assets will be transferred to one or more international scientific Organisations consistent with FIGIJ values and goals, under the direction of the Executive Board.

**FIGIJ**

**THE INTERNATIONAL FEDERATION OF PAEDIATRIC AND ADOLESCENT  
GYNAECOLOGY**

**FEDERATION INTERNATIONALE DE GYNECOLOGIE INFANTILE ET  
JUVENILE**

**FEDERACIÒN INTERNACIONAL DE GINECOLOGÌA INFANTIL Y JUVENIL**

**BYLAWS**

**(AMENDED 2021)**

- 1.1 The Logo of the Federation shows the **lotus flower**, drawn in various shades of pink with the **world globe** in the background, surrounded by the name of the Federation in English and French, as follows.



- 1.2 The official letterhead of FIGIJ includes the logo with the full name of the society written to its right in English, French and Spanish languages, as follows



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- 1.3 The logo and the letterhead may be changed by a 2/3 majority vote of the Executive Board.

- 1.4 The FIGIJ logo or letterhead may be used by Board members for official FIGIJ duty only. The FIGIJ logo cannot be used on any other documentation (including conference presentations or as branding for other conferences) without the Boards permission.

2. The official platform of the Federation for sharing information and engaging with the global community is the FIGIJ Website, [www.figij.org](http://www.figij.org), which also includes the FIGIJ Newsletter with current messages from the President and Officers of the Federation.
3. The official scientific publication of the Federation is the Journal of Pediatric and Adolescent Gynecology published by Elsevier.
4. To be admitted to FIGIJ all new applicants require the 2/3 support of the Executive Board Members. The Secretary General will deliver a written decision to applicants who join FIGIJ and this shall be subject to payment of the subscription fee.
5. The annual fee may be reduced for an Affiliated Society, National Group or Individual Members under special circumstances approved by the Board
6. The amount of the fee is established by the Board according to the number of members of each National Society. A three-year comprehensive payment is

recommended. Current fees are as follows:

National Membership	Annual Fee (US \$)	Fee to be paid once every 3 years (US\$)
Up to 50	100	300
51-100	150	450
101-250	200	600
>250	250	750
National group Membership	75	225
Individual Membership	25	75

7. Financial institutions linked to FIGIJ need to be accessed by the Treasurer and/or other designated Board member. All necessary regulations will be followed in the country of location of the Banking Institution.
8. When a new Member joins the Federation and pays its fee between October 1st and December 31st, then this payment will cover the Membership fee until the end of the next calendar year.
9. Any Member may be expelled from the Federation for failure to fulfill their financial obligations or for bringing the Federation into disrepute, as otherwise decided by the Executive Board (2/3 majority vote required).
- 10 National Societies, National Groups and Individual Members may apply for voting rights in the General Assembly according to Statutes and Bylaws. The current number of Members of each National Group / Society must be declared in time for the General Assembly. Applications should be directed to the Secretary General at least one month before the General Assembly.
11. Late applications with voting rights will be permitted at the General Assembly subject to payment of subscription fees.
12. Executive Board Candidates may be nominated to the Secretary General by

Affiliated Members (National Groups and Societies) or by at least five Individual Members.

13. Regional PAG associations can support named candidates in advance of the General Assembly

14. The applications of Candidates to the Executive Board must reach the Secretary General in writing at least one month before the General Assembly is held and the curriculum vitae of the candidate is to be circulated to the Membership before the Congress.

15. In order to promote diversity and recruitment on the Executive Board, no more than one person from each nation may apply for membership the Executive Board.

16. Each nominated Delegate to the General Assembly is entitled to one vote.

17. The twelve Members of the Executive Board in office are entitled to one additional delegate voting right each at the General Assembly.

18. Each Affiliated National Group/Society represented at the FIGIJ Assembly, may have a number of delegates proportional to the amount of its declared members, as follows:

- |                           |             |
|---------------------------|-------------|
| - up to 25 members        | 1 Delegate  |
| - from 26 to 100 members  | 2 Delegates |
| - from 101 to 500 members | 3 Delegates |
| - over 501 members        | 4 Delegates |

19. A group of up to ten Individual Members from different backgrounds shall be permitted one Delegate voting right. Allocation will be arranged by the Secretary General (Up to 10 individual members = 1 vote, or multiples thereof).

20. The Delegates of Affiliated Members and Individual Members must be notified to the Secretary General at least one month before the General Assembly and will be approved subject to payment by the time of the General Assembly, whether remotely, by proxy or in person.

21. Exceptionally, nomination of delegates may take place closer to the Assembly but this must be approved by the Executive Board.

22. Each voting delegate shall receive a special voting ballot.

23. The ballot must be in writing and secret.

24. Each and every candidate will be given a designated equal opportunity during the General Assembly, to introduce himself/herself to delegates.

25. Two non-candidate tellers, appointed by the General Secretary and approved by 2/3 of the Board Members present, shall oversee the voting procedures, count the votes, draw up a final report and present it to the General Assembly.

26. To ensure global representation six places on the Board will be allocated to the six inhabited continents (Europe, Asia, Africa, North America, South America, and Oceania), one place for each continent according to the highest votes received for each individual candidate from the respective continent.
27. If one (or more) of the six allocated places is unfilled, the place on the Executive Board will be open to the individual with the next highest number of votes at the General Assembly
28. The remaining six places will be allocated according to the number of votes received by the residual candidates, regardless of their origin.
29. The nomination of FIGIJ Officers (President, Vice President, Secretary General and Treasurer) takes place during the first meeting of the newly elected Executive Board.
30. Expenditure for travel on official business for FIGIJ will be covered with the approval of 2/3 majority of the Executive Board Members present. Consensus from the Board will be sought in respect of representation and reimbursements will be agreed in advance, subject to FIGIJ finances and with proof of payments. The role of the President and the Officers needs to be recognised when making relevant decisions. Alternatively the Board may approve a global payment to cover costs to individuals representing the Board.
31. The FIGIJ Board will not cover:
  - Anything other than economy/coach travel costs
  - Expenses unrelated directly to the meeting/commitment
  - Costs which can be met by another Organisation or funded by other means (e.g. covered by their own Institutions).
32. The cost of registration for Board Members at the WCPAG will be met by the Congress organisers
33. Travel costs for Board Members to the WCPAG will be at the discretion of the WCPAG organisers and if not will be met from FIGIJ funds where possible. Individual requests for funding will be considered on individual basis and subject to approval of 2/3 of the Board Members present at the meeting.
  - 33.1 All decisions regarding funding and reimbursements will be budget-based, based on consideration of the current FIGIJ resources.
  - 33.2 Depending on any profits made by the WCPAG organisers, then a proportional contribution to the above costs will be expected, discussed and agreed in advance of the Congress with the Executive Board.
  - 33.3 FIGIJ will not be responsible for financial losses made at WCPAG.
  - 33.4 Participants to WCPAGs and any other event organized by FIGIJ (speakers, delegates, conference Faculty and administration and information technology support) must comply

with the privacy laws of their own country, the host country of the event, and the FIGIJ privacy policy.

33.5 FIGIJ is not responsible to any third party for clinical cases and any scientific material reported by participants to WCPAGs and any other event organized by FIGIJ where there is a breach of the privacy policy.

34. FIGIJ may provide total or partial support for colleagues, and requests will be considered by the Board on a case by case basis, to attend FIGIJ events other than for WPCAG, upon their own request or proposition of the President, and with approval of the Executive Board.

35. FIGIJ commits itself to hold at least one 3000 USD bursary a year to support residencies in PAG in FIGIJ accredited centers.

36. FIGIJ will cover all expenses derived from maintenance and production of the website and associated media/communication/administration costs.

37. Changes to the Statutes:

37.1 May be proposed by the Executive Board or by delegates and, if supported by 2/3 of the Board Members present at the meeting, may be put to the vote

37.2 Must be addressed to the Secretary General at least 6 months before the vote.

37.3 Must be published in the FIGIJ website and submitted to all FIGIJ members at least 3 months before the vote

38. Changes in Bylaws may be proposed by the Executive Board and must be approved by 2/3 of the Board Members present at the meeting.