



European Society of Contraception and Reproductive Health

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RULES

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1. These rules

These Rules complement and are to be read in conjunction with the Statutes and Policies of the ESC.

2. Member's rights and duties

All ordinary and honorary members as defined in Articles IV of the Statutes, are entitled to:

- receive a newsletter (electronically),
- receive the Journal of the ESC,
- receive information about congresses and other meetings organised or supported by the ESC,
- preferential registration rate at ESC congresses,
- attend and vote at the General Assembly and suggest items for the agenda,
- be represented on the Board of Directors,
- vote for the Board of Directors,
- apply for membership of certain ESC committees and groups,
- apply for ESC grants and nominate members for ESC awards,
- receive minutes of the General Assembly and a summarised financial statement.

All members will:

- inform the Secretary of any change of address or email,
- pay a yearly subscription (Statutes: Article IV, 1),
- not knowingly bring the ESC into disrepute,
- inform the Treasurer of any suggested or actual financial support, be it monetary or in kind, which they have received in the name of the ESC,
- not commit the ESC, either directly or via the local Congress organising committee or other ESC committee to any expenditure without getting prior authorisation from the Treasurer.

3. Finance

3.1. Financial arrangements

The Treasurer and Assistant Treasurer are responsible for keeping accurate and up to date financial records.

The EC is empowered to allow agreed expenditure for:

- production of the newsletter.
- essential travel/accommodation expenses to meetings associated with ESC activities, provided an expenses claim form is completed. Unless otherwise agreed, the CO will make all the travel and accommodation arrangements. A copy of the expenses claim form is held at the Central Office.
- employment of occasional secretarial assistance by the President/Secretary General/Treasurer.

Any expenditure of over 20.000 Euro on any one meeting/item (other than congress) should be

ratified by the Board.

The annual membership fee shall be reviewed regularly by the EC, discussed by the Board and voted on at the General Assembly.

The publishing costs of the proceedings /abstract book of a congress should be part of the costs of the meeting.

3.2. Payment of yearly subscriptions

The annual subscription is due on 1st January. The Treasurer will send out a reminder no less than a month after the due date. A second reminder is sent when the fee is at least two months overdue and, if no response is received within three months, membership can be deemed to be cancelled.

When a new individual member joins after 1st October, their subscription will, in the first instance only, last up to 15 months rather than the usual 12. The contract for affiliated societies state that bulk payment should be received by the ESC not later than 1 May.

4. The Board of Directors

4.1. Appointment of Board Members

The first representative for each country can be elected onto the Board when there are 10 paid up members and the second member can be elected if there are 50 or more paid-up members from that country. When the membership from any country drops below the set level, the representation on the Board will be adjusted accordingly at the time of each General Assembly.

When a new Board member needs to be elected, all members of the appropriate country will be informed by the Central Office and application forms made available on the website. The number of members at an agreed time shall be used as a reference to determine the level of representation.

If the Board of Directors is likely to have more than 29 members, the Executive Committee will examine the current Rules of Procedure and suggest ways in which they can be changed so that the Board does not become so big that it is no longer effective or financially viable.

When the number of elected Board members according to these rules comes to less than 29 the shortfall will be made up by representatives from countries who have more than 5 but less than 10 members. Initially this will be by drawing lots and later in rotation.

4.2. Mandate

Board members must have paid their yearly subscriptions and serve for 4 years. They may stand for re-election once: a total of 8 years. A Board member must then stand down for at least 2 years before standing for election again.

There will be no replacement should a board member resign before the end of his/her mandate.

Board members need to be aware of the rules governing whether a person may be a member of more than one committee or group. This is shown in the table below:

	EC	ISC	ET	EB
EC		NO*	NO	YES
ISC	NO*		YES	YES
ET	NO	YES		NO
EB	YES	YES	NO	

EC = Executive committee (*one member of the EC is on the ISC)
ISC = Internal Scientific committee

ET = Editorial Team
EB = Editorial Board

4.3. Election Procedure for Board Members

The election procedure is included in the Policies. An application form is held at the Central Office. All voting is by secret ballot using simple majority.

4.4. Duties and Responsibilities of Board Members

New members and re-elected members will be announced at the General Assembly and will take up their positions at the following Board meeting. New members will receive a pack containing the following:

1. Introduction
2. Membership details
3. Duties and Responsibilities of Board Members (these are listed below)
4. Expenses claim form and instructions
5. Information on Conflict of Interest
6. Form detailing the member's areas of Interest
7. Commitment form
8. Appendix 1 – Expenses claim form
9. Appendix 2 – Member's area of interest form

A pack detailing the duties and responsibilities will be sent to new Board members at the appropriate time.

A Board member is entitled to:

- be invited to a Board meeting once every calendar year,
- apply to sit on committees and groups that require ESC Board members,
- elect the members and chairs of various committees (see appropriate committee documents),
- receive a summary of the discussions at each Executive Committee Meeting,
- to discuss any proposed changes to the Statutes prior to ratification at the General Assembly,
- to vote on any proposed changes to the Rules,
- be made aware of any significant changes to the Rules, Policies and Procedures.

A Board member will:

- complete the form of commitment (See Policies document) within a month of being appointed, ensuring that they agree to declare any conflict of interest,
- ensure that annual subscription payments are paid,
- attend at least one Board meeting every two calendar years, but should attempt to attend all Board meetings,
- attend the General Assembly,
- keep themselves up to date with Society activities,
- ensure they read all Society correspondence and respond as requested,
- represent all the views of those members who are entitled to vote for him/her to the Board and Executive Committee,
- assist the Executive Committee from time to time with translations of short letters into their own language or similar tasks best carried out in the individual countries,
- undertake peer–reviews of articles for the journal as requested,
- assist at congresses and other ESC meetings by:
 - a. serving on relevant subcommittees when requested
 - b. acting as chair or co-chair
 - c. reviewing and marking abstract submissions
 - d. marking and evaluating poster and free communication presentations
 - e. joining the relevant committee that decides the winner of the best poster, best free communication and best young scientist awards

- f. assisting with evaluation surveys
- g. helping the Central Office team if requested to do so
- inform all those eligible to vote when an election is due and request nominations in time for this to be sent out with the agenda for the General Assembly,
- ensure that all those eligible to vote who are present or represented in the General Assembly are given the opportunity to do so,
- provide feedback to the Executive Committee on issues that may affect the Society,
- inform the Society of any other new organisations in the field so that links may be made,
- inform the Society if they are aware of any clashes with major meeting dates,
- ensure members are aware of the following:
 - a. they have access to ESC Grants
 - b. they may make proposals for Humanitarian Aid grants
 - c. may make nominations for the ESC medals
- the ESC may ask Board members to undertake other duties from time to time,
- take the appropriate action to increase membership in their country.

5. Executive Committee (EC)

5.1. Terms of Reference

- The Executive Committee comprises 6 individuals: The President, Vice President, Secretary General, Treasurer, Assistant Secretary and Assistant Treasurer.
- All must be fully paid up ESC Board members.
- The mandate is 2 years, renewable twice, if re-elected: a total of 6 years.
- All voting is by secret ballot using absolute majority.
- The committee is quorate if either the President or Vice President is present together with 2 other officers.
- Members should be aware of which other committees or groups they may join. See table at 4.2. One member of the Executive Committee is automatically a member of the Internal Scientific Committee.

5.2. Election Procedure for EC Members

The election procedure is included in the Policies. An application form is held at the Central Office. Voting occurs at the meeting of the new Board. Voting occurs in the order shown in 5.1 above.

5.3. Duties and Responsibilities

All Executive Committee members will:

- attend a minimum of half the EC meetings a year. In exceptional circumstances, the EC may waive this rule.
- review the Society's statutes, rules and policies as necessary.
- assist in the overall planning of the Society, including congresses and other meetings organised by the ESC. An Executive Committee member is entitled to attend any local organising committee meeting.
- appoint a member from EC to sit on the Internal Scientific Committee.
- accept the findings of ISC regarding grants
- consider medal nominations put forward by ISC
- manage any requests for Humanitarian Aid.
- if these duties cannot be complied with, the functions of the EC member will be delegated to a co-opted Board member.

The following is a list of some of the duties of individual officer positions. These may vary depending on the needs of the society.

a) President

The President will:

- actively promote the Society and its aims,
- build bonds with other related bodies,
- seek sources of money for the furtherance of the Society's aims,
- convene and chair at least two yearly Executive Committee meetings as well as yearly Board meetings.

b) Vice President

The Vice President in collaboration with the Central Office will:

- assist in all presidential duties,
- deputise for the President when requested.

c) Secretary-General

The Secretary-General will:

- keep an updated list of all members,
- keep accurate minutes of Executive and Board meetings as well as the General Assemblies and ensure their distribution,
- write all necessary correspondence for the Society,
- send all new members the Statutes and Rules of the Society,
- organise Executive and Board meetings,
- work closely with the President to ensure that all necessary parties are informed in good time of meetings and decisions,
- review and update statutes, rules, policies and forms as necessary,
- with the Central Office keep a meetings calendar,
- supervise the ESC website,
- produce a regular members' newsletter.

d) Assistant Secretary

The Assistant Secretary will:

- assist in all secretarial duties,
- deputise for the Secretary when requested.

e) Treasurer

The Treasurer will:

- oversee the records of all financial transactions,
- review & plan budgets,
- present an up-to-date financial report at each Executive Committee and Board meeting,
- send out appropriate reminders for the yearly subscriptions,
- prepare a financial report for inspection by the nominated members of the Society (Article VIII) at least 2 months prior to the General Assembly. A written summary of this report, once countersigned, must be presented to all members of the Society at the General Assembly and be distributed with the minutes of the meeting to all members,
- review the funding for all ESC grants.

f) Assistant Treasurer

The Assistant Treasurer will:

- assist in all the Treasurer's duties,
- deputise for the Treasurer when requested.

6. Internal Scientific Committee (ISC)

6.1. Terms of Reference

- The Internal Scientific Committee comprises 8 individuals (4 or 5 Board members and 3 or 4 non Board members): including Chair, Vice Chair and Executive Committee nominated member.
- All must be fully paid up ESC members at election.
- One of the Executive Committee members is always a member of ISC.
- The Board makes all the appointments and elects the Chair; by secret ballot and using simple majority.
- ISC non-Board members are eligible to stand for the posts of Chair and Vice Chair.
- The mandate is as follows:
 - a. The Chair serves for a period of 2 years, with a further 2 years if re-elected.
 - b. The ISC itself nominates a Vice Chair (by secret ballot and using simple majority) for a period of 2 years, with a further 2 years if re-elected. The Vice Chair does not necessarily become the Chair.
 - c. The mandate of the other members is: 2 years, renewable twice: a total of 6 years.
- Renewal at any level is not automatic – the member must submit an application form and follow the usual appointment process.
- The committee is quorate if 3 are present, including either the Chair or Vice Chair.
- Members should be aware of which other committees or groups they may join. See table at 4.2.

6.2. Election Procedure for ISC Members

The election procedure is included in the Policies. An application form is held at the Central Office. Voting occurs at the meeting of the new Board. Voting occurs after the election of the Executive Committee.

After the board meeting, the Board reviews the list of successful candidates for ISC and elects a Chair from those who stated they would wish to be considered for this post if they were elected. The appointment is by simple majority.

The ISC chair and ISC members elect a deputy.

6.3. Duties and Responsibilities

- Identify candidates for the ESC medal but ISC is not involved in the final choice.
- Encourage Board Members to support grant applications.
- ESC grants for projects and courses.
 - Conflict of interest. If a member of ISC applies for a grant for a project or course, then s/he will not be a part of the review group nor take any part in the monitoring process. All ISC members must declare any conflict of interest regarding any of the grant applications.
 - The Treasurer or VT should be part of the financial decision regarding a grant.
 - ISC will inform the EC and the Board of the winners.
 - The ISC chair will nominate one or possibly two ISC members to oversee and mentor the project / course.
 - Starts up monies are provided and the rest allocated in stages dependant on the way the project / course progresses.
 - Frequency of reports to be decided by the allocated mentors.
 - If the project / course continue beyond the term of the nominated ISC mentor(s) then an arrangement needs to be agreed whereby a detailed hand over to another ISC member(s) is arranged.
 - Any ISC member that does not assist in evaluating the projects and / or courses on 2 consecutive occasions can be asked to step down by the EC. The EC may choose to appoint a new member (BM or non BM) for the duration of that term. This co-opted person would then need to apply in the usual way if s/he wished to continue on the committee.
- Management of Abstracts.

- ISC will allocate one or two persons (with co-options as required) to oversee the management of abstracts for congresses. They will liaise with the congress scientific committee on this.
- Review applications from other organisations requesting support ('auspices') from the ESC and make recommendations.
- Members will be expected to review journal articles.
- Advise on suitable lecturers to attend ESC sessions at other conferences.
- Make or send a detailed report at/to each Board meeting and, on request, at the Executive Committee.
- Assist with congress as requested. For example: chairing sessions, marking abstracts or posters.
- The ISC will provide its own workplan and budget for the year.
- Other duties as agreed with EC/Board.

7. Editorial Team

7.1. Terms of Reference

- The Journal will be managed by an Editorial team consisting of an Editor-in-Chief (EiC), one or two Deputy Editors-in-Chief (E(s)iC) and up to 8 Editors. The Editorial Team may co-opt members to serve on the Committee when their contribution will play a vital role in the running of the Society or where an Editorial Team member can no longer carry out their role. This co-option will be ratified by the EC and will last until the next round of applications.
- They will be supported by an Editorial Board. They will work in very close collaboration with:
 - a. Each other.
 - b. The ESC Board, Executive Committee, Internal Scientific Committee, Expert Groups and other committees or groups as agreed with the Executive Committee.
 - c. The Central Office.
 - d. The publisher.
- Members of the Editorial team must be fully paid up ESC members.
- Members should be aware of which other committees or groups they may join. See table at 4.2.
- Mandate for
 - a. Editor-in-Chief is 4 years renewable on application for a further 4 years. In exceptional circumstances, the Executive Committee may allow the EiC to apply for a further 4 years.
 - b. Deputy Editor-in-Chief is 4 years renewable on application for a further 4 years. The EiC and Editors appoint the Deputy E(s)iC using simple majority voting; that appointment is ratified by the Board. A deputy does not automatically become the EiC.
 - c. Other team members is 4 years, renewable once on re-election.
 - d. To ensure continuity, the past EiC can be nominated as Honorary Editor-in-Chief.
- Renewal at any level is not automatic – the member must submit an application form and follow the usual appointment process.

7.2. Election Procedure for the Editorial Team

The election procedure is included in the Policies. An application form is held at the Central Office.

7.3. Task and duties

Editor-in-Chief

- Decides ultimately whether a submitted manuscript will be published in the Journal.
- Decides on changes in the number of pages and/or issues in consultation with the publisher.
- Meets at least annually with the Publisher and the Executive Committee of the Society to review the performance of the Journal and to agree on future action and policy. The aim of such meetings shall be to formulate and maintain good working practices and to establish a clear and agreed editorial and promotional focus to enable accurate targeting of expenditure

and effort.

- Delivers the contributions in good order to the Publisher, on or by the agreed deadlines set in the Journal's production schedule, to enable the Journal to be published on time.
- Should have experience of being an editor, either as an Editor of the EJCRHC or of another journal.

Deputy E(s)iC

- Supports the Editor-in-Chief in the accomplishment of his tasks and duties and can stand in for the Editor-in-Chief.

Joint tasks and duties of the EiC, the deputy E(s)iC, and the Editors:

- Procure and select manuscripts for the Journal.
- Coordinate the peer review of or evaluate independently all submissions for consideration for publication.
- Comply with the Journal's policy on the ethics of the Journal.

Editorial Office (Central Office)

- Manages the non-scientific secretarial matters pertaining to the Journal, particularly the receipt of manuscripts, the forwarding of the latter to the EiC and to the publisher.
- Organises the meeting between the EiC, the Executive Committee and the Publisher.
- Supports the Editor-in-Chief in the management of the non-scientific related tasks.

8. Editorial Board

An Editorial Board is formed by the Editor-in-Chief, Deputy E(s)iC and Editors from experts in different fields in order to facilitate the peer-review process. Their tasks and remit will be described. If any member of the Editorial Board is unable to complete their remit, the Editor-in-Chief will appoint a replacement.

8.1. Terms of Reference

The Editorial Board will support the Editorial Team. They will work in very close collaboration with the Editor-in-Chief, Deputy E(s)iC and the Editors.

- Members of the Editorial Board must be fully paid up ESC members.
- Members should be aware of which other committees or groups they may join. See table at 4.2.
- Mandate for Editorial Board members is four years, renewable twice. The number of Editorial Board members depends on our specific needs with regard to expertise in different domains.
- The Editorial Team – after due consideration – will appoint the new members of the Editorial Board.
- Renewal is not automatic – the member must submit an application form and follow the usual appointment process.

8.2. Selection Procedure for the Editorial Board

The selection procedure is included in the Policies. An application form is held at the Central Office.

8.3. Duties and Responsibilities

The tasks and duties of the Editorial Board are as follows:

- to contribute an editorial or an article pertaining to the field of expertise of the Editorial Board member (at least one in four years).
- to actively and regularly participate in the peer-reviewing process of manuscripts (at least two every year), when kindly asked to do so by the Editors.

9. Expert Groups (EG)

At their meeting of 27 & 28 September 2019, the Board agreed to suspend this Rule till a decision at the next Board meeting on 13 May 2020.

Expert groups are groups of internationally recognized experts in different fields of contraception and reproductive health. Proposals for new EGs are discussed and agreed by the Internal Scientific Committee (ISC) and the Executive Committee (EC).

9.1. Terms of Reference

- Each Expert Group is linked to the EC. The exact mechanism of this 'link' will be agreed by the EC with the EG concerned.
- Expert group membership:
 - each group to contain between 5 and 7 experts, who can be either board or non-board members
 - members of Expert Groups must be fully paid up ESC members.
- The Board elects the expert group members by secret ballot and using simple majority. Mandate:
 - a. Members may serve for 4 years, renewable once (a total of 8 years) if re-elected by the Board.
 - b. Following the Board meeting and election of EG members, the Board will appoint an interim coordinator for each EG from one of the current / newly elected EG members of that group. This person will oversee the election of the coordinator for that group. Ideally this procedure will occur within 3 months.
 - c. The coordinator is elected by the group, using a secret ballot and simple majority. The mandate is for 4 years, NOT renewable. The coordinator need not be a Board member. This name needs to be ratified by the EC. In exceptional circumstances, the EC can refuse an appointment. If the group has 2 nominations and the vote is equal and the group cannot agree among themselves, the EC will make the decision.
 - d. A deputy coordinator is elected by the group, using a secret ballot and simple majority. The mandate is for 4 years, NOT renewable. The deputy coordinator need not be a Board member. If the group has 2 nominations and the vote is equal and the group cannot agree among themselves, the EC will make the decision. The deputy coordinator will support and can stand in for the coordinator. The deputy does not automatically become the coordinator.
- Renewal at any level is not automatic – the member must submit an application form and follow the usual appointment process.
- If a member is not active during his/her first mandate, the coordinator should advise the EC who can decide to block any reapplication for a 2nd mandate.
- Members can only belong to one EG. It is acceptable for a member of the Executive committee, Internal Scientific committee or Editorial Team or Board to be a member of an Expert Group
- Members may APPLY for up to two Expert Groups and should show their preference on the Application form. However, they can only be elected to ONE group.

9.2. Election Procedure for EG Members

The election procedure is included in the Policies. An application form is held at the Central Office. Voting occurs at the meeting of the new Board. Voting occurs after the election of the EC, ISC and Editorial Team.

9.3. Duties

- It is expected that most interaction between EG members will be by email. Funding for face-to-face meeting is detailed in the Policies document.
- Each group is responsible for preparing an annual progress report, which will be published on the ESC website.
- All members will be invited to the congress (travel expenses and accommodation supported; registration fee waived) where one session should be organised by each group if requested by the Scientific Committee of the Congress.

- Each group should also prepare a statement, either spontaneously or at the request of the Board, when any new significant development occurs.
- Expert group members will help with congress, seminar or other ESC meeting as requested. For example: chairing a session, marking abstracts or posters.
- EG members may be asked to review journal articles.
- Each group will provide a clear job profile, which can be used when advertising vacancies.
- Each Expert Group should provide a work plan for its year including costs of any meetings. This should be produced by July & agreed by the Treasurer and EC each year in September for the following year. A work plan template is included in the Policies.
- Between September and December each group to review its membership and should advise the ISC of any vacancies and potential re-elections.

10. Publications

The ESC may have publications such as a Newsletter and a scientific Journal, proposed by the Executive Committee (EC) and approved by the Board of Directors.

10.1. The ESC Newsletter

The content of the ESC Newsletter will consist of a forum for members as well as Society related and other relevant information. Either the Secretary General or the Assistant Secretary of the EC will be the Newsletter Editor and will be appointed by the EC.

10.2. The Journal

Will be published at regular intervals as agreed by the Editorial Team & EC. It is free to paid-up members of ESC.

10.3. Board update

The Secretary General will produce a regular update for the Board.

11. Affiliation by other European societies to ESC

International or national European organisations with similar or related aims may apply for affiliation to the ESC. Members of affiliated societies shall pay a 50 percent reduced yearly fee (suggested by the Executive Committee, approved by the Board). Those seeking affiliation must submit an application in writing to the Secretary General. The Board shall ratify the final affiliation. This decision shall be followed by a signed contract including rights and duties of members of affiliated societies. The Central Office of the ESC shall receive a complete list of members including email and postal addresses from the affiliated Society. Members of affiliated societies have the same rights as other ESC members including voting rights.

Members of affiliated societies are entitled to:

- receive an electronic form of the Journal of the ESC
- receive an electronic form of the Newsletter
- receive information about congresses and other meetings organised or supported by the ESC
- preferential registration rate at ESC congresses

Affiliated societies will:

- inform the Secretary of the Central Office of any change of address
- pay a yearly subscription

12. Congresses, meetings and events

The ESC organises its own congresses and workshops and other events as it sees fit. The ESC may also organise a session or a speaker, at the request of another organisation or society. An organisation or society with similar aims and objectives to the ESC, may request to organise an activity under the "auspices" of the ESC.

12.1. Congress

At their meeting of 27 & 28 September 2019, the Board agreed to suspend this Rule till a decision at the next Board meeting on 13 May 2020.

The ESC organises a congress usually every 2 years at which a General Assembly (GA) is held. In the intervening year, a seminar is usually held. The ESC may choose to alter this arrangement as agreed by the Board. The venue of the congress is decided by the General Assembly. Call for applications is made by the Central Office 4 years prior to the congress year. Applications are reviewed by the Executive Committee and Board. Presentations by the countries are made at the GA. A short objective evaluation from the Board may follow a presentation. Then the GA votes by secret ballot and absolute majority. The organiser of the next congress (in 2 year's time) will also make a short presentation at the General Assembly.

Countries wishing to host a congress should apply to the Central Office for further details. Information is included in the Policies document.

12.2. Seminar

At their meeting of 27 & 28 September 2019, the Board agreed to suspend this Rule till a decision at the next Board meeting on 13 May 2020.

The ESC seminars are usually held in the year when there is no congress. A short presentation should be made at the Board meeting in support of the bid. The Board votes by secret ballot and simple majority.

Any ESC member or country wishing to organise a seminar shall submit a bid in writing to the Central office. Further details on the application process are available from the Central Office and are included in the Policies document. Call for applications is made by the Central Office 2 years prior to the non congress year.

12.3. Workshop

The ESC may choose to organise an educational workshop or other similar event as it sees fit. Details will be made available.

12.4. ESC session during another organisation's meeting

Besides its own regular congresses and workshops, the ESC may support a speaker or organise a session during a national or international congress of societies with similar aims to the ESC.

Requests are collected by the Central Office. The Central Office is responsible for the negotiation about financial aspects of the participation. A maximum of 7 % of the income from the last Congress can be dedicated each year to cover expenses of ESC speakers. The Executive Committee is responsible for the final selection of meetings which will be supported, according to the budget available. The ISC is responsible for the preparation of the scientific programme. The selected speakers must provide a short report for the EC & ISC.

The process is included in the Policies.

12.5. Meetings or events with which the ESC is associated

Each request to organise an activity under the "auspices" of the ESC, should meet the following criteria:

- the ESC must be involved in the programme,
- the theme and programme must concur with the aims of the Society,
- the request must be discussed and approved by the Executive Committee.

12.6. Simultaneous translation

English is the official language of the ESC. Simultaneous translation can be available in 2 languages other than English, and / or the language of the host country, for ESC congresses, seminars, general assemblies and other major meetings agreed by the Executive Committee (EC). The final decision on these languages shall be made by the EC.

13. ESC granted projects and scholarships

Individuals or organisations may apply for financial support from the ESC for activities that are in accordance with the aims of the Society as described in the Statutes. They comprise:

13.1. Process for scientific project

This grant may be used to support an individual, group, institute or organisation with a project related to the aims of the ESC. Examples include: research, audit, review, needs assessment. The money must be used for a definite project within a definite time period.

1. Applicants must be paid up ESC members.
2. Applicants should be Europeans. However, a European applicant is allowed to submit a project that will take place outside Europe.
3. Applications are considered twice year.
4. A time frame will be included; e.g. the project must start within, say 12 months and must be completed within 3 years, with a final report sent to ISC within 6 months of completion.
5. The application would ask for a much more detailed budget including salary costs, overheads etc. This would be attached as an appendix to the application form.

13.2. Process for educational course

This grant may be used to support a regional or local course or meeting within Europe related to the aims of the ESC.

1. Applicants must be paid up ESC members.
2. Applicants should be Europeans. However, a European applicant is allowed to submit a grant for a course that will take place outside Europe.

13.3. Humanitarian aid

The ESC will provide funding to support a humanitarian aid project. The venue may be anywhere in the world, but **MUST** be oriented and related to contraception, sexual and/or reproductive health. The money **MUST** be used for a defined project within a definite time frame. Applications will be reviewed as required.

13.4. Other ESC Granted projects or Scholarships

New proposals are discussed and agreed by the ISC & EC. Details are made available on the website and in the Policies.

14. ESC awards

An ESC **Medal** is established to honour outstanding national or international recognised activity in contraception, abortion, sexual or reproductive health in accordance with the aims of the Society.

An ESC **Society Award** is established to honour outstanding organisational support and activity within the ESC itself in accordance with the aims of the Society.

Applicants for both these ESC awards should either be current members of ESC or, if retired or not working, a previous member of ESC. In certain circumstances an applicant who is no longer living may be considered; in this instance the nominator should seek further advice from the Central office.

Both ESC awards will be conferred on a maximum of two members of the ESC at the time of the ESC congress/. ie one Medal and one Society Award. Only in very exceptional circumstances more than one award will be conferred (maximum 4).

Nominations for such honours are put forward by the members of the Board of Directors. A written proposal on a nomination form should be signed by at least 3 Board members and the CV of the nominee must be attached. Nomination forms are available from the website or the ESC central office. Proposals should be sent to the ESC CO not later than 3 months prior to the Board meeting in the year preceding the congress.

All proposals will be initially scrutinized by the Executive Committee (EC) and will then be presented to the Board. Both ESC awards are decided during the Board meeting in the year preceding the congress. Members vote by secret ballot using simple majority for both awards.

Conferral of the ESC awards is carried out by the President of the ESC or nominated deputy. The awarded person may be asked to present a lecture if its bestowal was based on scientific activities, and the award lecture should be published in the ESC Journal.

The processes are included in Policies and Procedures

15. Committee of Past Presidents

The ESC Committee of Past Presidents consists of all past ESC Presidents on a voluntary basis. The essential role of the Committee is to assist in ensuring continuity and stability in the life of the ESC. The activities of the Committee are limited to providing advice and proposals. The Committee will, when requested, be the „Ambassador“ for the ESC towards European or international institutions dealing with contraception or reproductive health. Special attention should be paid to establishing contacts and collaboration in European countries which are not yet represented in the ESC. The Committee could help or even negotiate in the case of serious problems with ESC representatives or within the Society. The Committee may send one member to participate in Board meetings but with no right to vote. The committee meets every other year during the ESC congress and produces a report to the Board. Members are invited by the ESC. Continuation of the Committee will be evaluated by the Board from time to time.

16. Declaration of interest

16.1. General

The Executive Committee has agreed that members of the Executive Committee, Board, all members of other ESC committees or expert groups and the members of any groups working under the auspices of the ESC, including those contributing to congresses, seminars and workshops should disclose any perceived conflict of interest. This is a normal request and is common now to most organisations.

Such conflicts of interest may arise as a result of receiving sponsorship or payment of expenses by commercial organisations; consultancy fees; editorial fees; research grants; speaker's fees; travel costs over and above those required to attend a meeting or other benefits in kind. It can also include holding of shares in pharmaceutical organisations or medical equipment manufacturers by yourself or immediate family; membership of charities or pressure groups with conflicting interests.

Having such a relationship or affiliation as noted above does not prevent an ESC representative working on any committee or group; giving a presentation or other activity, provided that the conflict of interest is declared. This declaration may be to either the chairman of the committee or group or to the ESC Central Office or an audience.

ESC officers will be asked to sign that they agree to declare any conflict of interest. They may wish to provide the ESC Central Office with a current list of any conflicts of interest they

have.

16.2. Sponsored symposia

The Executive Committee agreed that members of the Executive Committee and Internal Scientific Committee, are advised that at any ESC organised meeting they should NOT

- chair or co chair a sponsored symposium or other sponsored session
- make a presentation on any product-oriented topics during the sponsored session
- make a presentation at a sponsored symposium which is in parallel with the major official programme

17. Voting

17.1. Simple or Absolute

The two types of voting used are defined as following:

- Simple majority – where the person or thing with the most votes wins
- Absolute majority – where the winner must achieve 50%+1 of the votes

Absolute majority voting is used in the following situations

- Election of Executive Committee members
- Election of the post of Editor-in-Chief

The following notes are pertinent:

- If the vote is between 2 things or persons, then simple and absolute are the same.
- When there are more than 2 persons / things a 2nd round of voting is required if none has achieved 50%+1 in the first round.
- Simple majority is used to decide the 2 names / things going forward to the 2nd round; ie those that achieved the most votes in the first round.
 - If the 2nd and 3rd names / things have the same number of votes, then a previously agreed procedure is in place: if it is a thing / place, the President has the casting vote; if a person, the winner is decided by the toss of a coin.
- In the 2nd round, persons who voted in the 1st round for unsuccessful places / persons can redistribute their vote between the two 2nd round candidates.

Simple majority is used in all other situations

The following notes are pertinent:

- If, for example, 5 people stand for 2 vacancies, then the 2 successful candidates are those with the most votes.
- If two names / things have the same number of votes, then a previously agreed procedure is in place: if it is a thing / place, the President has the casting vote; if a person, the winner is decided by either a second round of voting between the two individuals or the toss of a coin.

17.2. Secret or Open Ballot

A secret ballot is used to make all appointments (e.g. to the EC or ISC). An open ballot, for example, by a show of hands, can be used for non-appointment decisions ie when the Board, for example, is asked to make a decision between 2 or more ideas. However, the President can ask for a secret ballot if s/he feels it is more appropriate.

17.3. Proxy votes

No proxy votes are allowed, including at the General Assembly and at all ESC committee or group meeting.

17.4. Other voting issues

When there is only one applicant:

- Voting still takes place.
- Voting should include the following 3 options; For or Yes; Against or No and Abstain.

Counting votes: the following will be recorded:

- The number of Yes votes; Abstentions and No votes (if applicable)
- Spoilt votes will be recorded, but will NOT be included in the total vote.

Multiple voting.

- In the case of voting for a long list of applicants multiple voting may be agreed by the Executive Committee. See Policies for further guidance.

17.5. Voting methods

Voting may be undertaken by any method agreed by the Executive Committee. This may include postal voting; voting in person; by internet or e-voting using the ESC or other approved website.

17.6 Voting at the Congress* Board meetings

- or equivalent, if no congress that year.

The current / old Board only will vote on any and all matters included in the agenda for that Board meeting. Examples include: nominations for the medals, acceptance of Affiliated groups.

The new Board, comprising those whose mandate continues together with those who are re-elected and newly elected members will vote on the membership and posts of all the committees and groups.