

# REGULATIONS FOR THE CREATION AND PERFORMANCE OF STUDY GROUPS FOR THE PANAMERICAN LEAGUE OF ASSOCIATIONS OF REMAUTOLOGY (PANLAR)

The objective of the PANLAR study groups (GE-PANLAR) development is to create a work environment that promotes research and education in multiple sub-specialization areas of our speciality, in which PAN-AMERICA rheumatologists may be able to participate and / or develop projects that allow us to advance in scientific knowledge and rheumatology education.

The study groups are voluntary associations of PANLAR members who wish to deepen the study of an area of our speciality, which in line with the purpose of PANLAR would help develop a rheumatology of excellence in the Americas, being the main provider of education and science, practice standards and benchmarks in rheumatology within our geographic region.

The spirit of the regulation includes two aspects: 1) Facilitate the development and the work of study groups in an inclusive environment and 2) Study groups are not independent, and must comply with the PANLAR guidelines and decisions.

**Article 1. Objective:** The main objective of the GE-PANLAR is to develop research and / or education in different areas of rheumatology.

**Article 2. Members:** Any PANLAR member wishing to participate, may be a member of the GE-PANLAR. A PANLAR member may be a member of as many GE-PANLARs he wishes to. In order to become a member, a written request should be addressed to the GE-PANLAR coordinator, and a reliable verification of membership to any PANLAR member Association shall be provided.

**Article 3. Financing:** The GE-PANLARs may have any of the following funding sources:

- 1) Funds allocated by PANLAR for GE-PANLARs. The GE-PANLARs may request funds to PANLAR for specific projects, presenting the project and its budget. These projects will be evaluated and their approval / rejection will be suggested by the Group Study Committee and will be finally approved by the Executive Committee. They may also access specific PANLAR funds made available, which are governed by the relevant regulations. All requests should be addressed to Group Study Subcommittee, who then shall submit it with an approval or rejection suggestion to the Education Committee. In case it is approved, it must be submitted to the Finance Committee's Project Approval Subcommittee. Each one of them will raise its opinion to the Executive Committee. The Education Committee will give its opinion on the scientific relevance of the project and to the Project Approval Subcommittee on the PANLAR's economic possibilities to fund it. The final decision of the Executive Committee will be based on both analyzes.

- 2) Obtaining funding for specific projects, with dedicated budgets. These may be requested by the GE-PANLARs to any financing entity, with the approval of the Executive Committee, recommended by the Study Groups Subcommittee, and the Education Committee. The borrowed funds will be deposited to the PANLAR accounts, and will be managed by PANLAR, according to the budget presented. An extra 10% should be considered in the budget for the budget management (overhead) that will remain for PANLAR. Additional funds may be requested / granted for these projects, with funds entering other agencies / institutions. These should be reported to the PANLAR Group Study Subcommittee..
- 3) Obtaining unrestricted grants which are unadjusted to the budget. These may be requested by the GE-PANLAR, with the approval of the Executive Committee, on the recommendation of the Subcommittee Group Study and Education Committee, or directly from PANLAR for specific projects (eg. Development of treatment recommendations, preparation of systematic reviews, development of educational courses, etc.). These funds will be credited to the accounts of PANLAR and will be administered by PANLAR, and used as a budget prepared by the GE-PANLAR grant applicant. If there were any remaining funds, their destination will be decided by the PANLAR Executive Committee, who will prioritize them for their use in projects coming from the GE-PANLAR funds generator.

#### **Article 4. Applications and Projects Approval**

All projects, applications, recommendations, etc. that the GE-PANLARs wish to present as their own initiative to PANLAR, should be directed to the Group Study Subcommittee. Who will analyze them and send them, with their opinion, to the Education Committee in no more than 20 days. The Education Committee will resolve those issues that are within its scope in no more than 20 days lapse, and will also send within that period, those applications or projects that cannot / should be resolved by the Executive Committee.

Calls for presentation of general or specific projects shall be governed by the regulations of these calls. Special situations that are covered by other regulations follow the path of said rule (for example, special calls on subsidies, special calls on collaborative education, etc.)

#### **Article 5. Responsibilities and obligations**

The GE-PANLAR will have the following responsibilities:

- 1) To present at least one research or annual education project. This is not necessary if you have a longer project running (eg. multiyear projects). This project should be presented at a scientific meeting regarding PANLAR (congresses, courses, etc. PANLAR, or PANLAR Members National Congress Societies)
- 2) Collaborate in the promotion and organization of scientific activities of the corresponding area that are on the PANLAR activities agenda.
- 3) Upon request, they may have a space on the PANLAR Web page, and keeping it updated will be the responsibility of the GE-PANLAR. This page will have a similar format in all GE-PANLARs in line with the general image of the PANLAR webpage. This format will be defined by the Group Study Sub Committee
- 4) The GE-PANLARs cannot organize scientific meetings (symposia, conferences, seminars). If you want to perform any of these activities, you will have to request them

to the PANLAR Executive Committee, who will consider their implementation according to the development and Courses Conferences regulations.

- 5) The GE-PANLARs may organize courses (in person or virtual), but must be approved by the PANLAR Study Group subcommittee and Education Committee.

#### **Article 6. Organization of GE-PANLAR**

The study groups are part of the PANLAR Committee on Education and Science. The overall coordination of the groups will be in charge of the Study Group Subcommittee, who will report to the Education and Science Committee.

Each study group will have a Coordinator and Vice Coordinator who will be elected by all GE-PANLAR members by simple majority, and must be ratified by the Study Group Subcommittee. The office term shall be of two years and the election will be held in the same period as the PANLAR Executive Committee and Board of Directors election. The position may be renewed as many times as the members wish, but after two consecutive renewal periods, it must be ratified by the PANLAR Executive Committee.

Each GE-PANLAR may take additionally, some other internal organizational structure, provided that it respects the spirit of these regulations. This organization must be presented and approved by the Study Group Subcommittee and ratified by the Executive Committee.

#### **Article 7. Coordinator:**

- 1) The following are the coordinator's responsibility and obligations:
- 2) Submit an annual report on the GE-PANLAR activities to the PANLAR Education and Science Committee and Executive Committee.
- 3) Present the Study Group projects to the corresponding person.
- 4) Have communication links with the Study Groups Committee.
- 5) Keep an updated list of GE-PANLAR members to be sent annually to the PANLAR Committee on Education and Science and the administrative secretary.
- 6) Submit a GE-PANLAR annual financial report.

#### **Article 8. Creation of a Study Group**

Any member may request the creation of a PANLAR Study Group. These should be submitted to the Study Group Committee: the objectives, previous or planned activities and a project to be completed during the first year of its creation. They must also appoint a suggested coordinator and vice coordinator, to be ratified by the Executive Committee.

There should be at least 10 members initially in order to be established as a PANLAR Study Group.

The Executive Committee and / or the Board of Directors may designate persons considered as suitable for the creation of a study group, and considered important to PANLAR.

#### Article 9. **Dissolution of a Study Group**

The Study Group Committee may request the Executive Committee the dissolution of a Study Group, by malfunctions (not meet its obligations), or for some other reason it deems valid. The Board of Directors will have the final decision regarding the dissolution.

#### Article 10. **Other Groups**

Agreements between PANLAR and independently constituted groups prior to this regulation, having an organization and legal status will be considered as special groups and should have a memorandum of understanding with PANLAR which will be regulated by the government committee. Working groups with different objectives to those of a study group should submit an application and will be also evaluated by the special groups subcommittee.

Similarly, PANLAR can make temporary or permanent agreements with special groups and / or with other associations or organizations (universities, etc.) for global or specific, temporary or permanent projects, which must always be governed by the Memoranda of Understanding between PANLAR and the organization, group or association.

#### Article 11. **The benefits of being a GE-PANLAR member.**

1. Members of GE-PANLAR Groups may be announced as its members in its Curriculum Vitae.
2. GE-PANLAR members will have discounts on all educational PANLAR activities registrations.
3. GE-PANLAR members may be members of the Study Group Subcommittee, if elected by the PANLAR Executive Committee.
4. GE-PANLARs may advise the scientific committee of PANLAR scientific meetings on topics that should be discussed, as well as to suggest exponents for different topics.
5. The GE-PANLARs may use the PANLAR logo in the announcement and development of their activities

#### Article 12. **Situations not covered.**

Any situation not covered by these rules shall be resolved by the Directors Committee by the suggestion of the Governance Committee.