

# FIGO Constitution

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## ARTICLE 1

### **MISSION AND VISION STATEMENT:**

The International Federation of Gynecology and Obstetrics (hereinafter referred to as “FIGO”, reflecting the Swiss origins of the organisation as “Fédération Internationale de Gynécologie et d’Obstétrique”) has a vision that women of the world achieve the highest possible standards of Physical, Mental, Reproductive and Sexual Health and Wellbeing throughout their lives.

FIGO is a professional organisation that brings together gynaecological and obstetrical associations from all over the world.

FIGO is dedicated to the improvement of women's health and rights, and to the reduction of disparities in healthcare available to women and newborns, as well as to advancing the science and practice of gynaecology and obstetrics. The organisation pursues its mission through advocacy, programmatic activities, capacity strengthening of member associations, education and training.

## ARTICLE 2

### **MEMBERSHIP**

The membership of FIGO shall comprise Statutory Members and Society Members.

#### ***Definitions:***

- 2.1 Statutory Members shall comprise the President, the Vice-President, the President-Elect, the Honorary Secretary, the Honorary Treasurer and the immediate past-President (together the Officers).
- 2.2 Society Members shall comprise the national society or national federation of any country or territory representing the gynaecologists and obstetricians of that country or territory.

#### ***Guidance:***

- 2.3 In exceptional circumstances, where a given territory is submitted to a different authority, the gynaecological and obstetrical association of this territory may be eligible for independent

membership of FIGO. However, only under exceptional circumstances can this possibility lead to the eligibility of two or more societies from one country under one authority.

2.4 National societies must be non-profit making bodies and have a constitution in conformity with their national laws.

2.5 Groups of specialists forming a national association or federation of physicians shall be considered as fulfilling the conditions of Article 2 relating to Society Members.

### ***Regional Groupings***

2.6 Society Members are grouped as follows:

- Africa – Eastern Mediterranean
- Asia – Oceania
- Europe
- Latin America
- North America

These groupings may be changed by the Officers from time to time.

## **ARTICLE 3**

### **BECOMING A MEMBER**

3.1 Becoming a Statutory Member or Officer

3.1.1 The President and the Vice-President shall be elected by the General Assembly for only one term of three years, i.e. for the duration of the term of office of the Executive Board. The President-Elect shall be elected by the General Assembly for a similar term. S/he shall assume the presidency for the term of the next ensuing Executive Board. On the death or incapacity of the President, the Vice-President shall assume the presidency until the President-Elect is confirmed as President for the subsequent term of office.

3.1.2 In addition, the General Assembly shall elect an Honorary Secretary and Honorary Treasurer for a duration of three years. They may be re-elected for one further consecutive term only.

3.1.3 The Officers shall appoint a full-time Chief Executive to manage the affairs of FIGO.

3.1.4 At least six months before a General Assembly, the Officers will ask all Society Members for their nominations for the election of Officers and for the election of Society Members to the Executive Board and shall provide them with criteria and guidelines to be applied when nominating

candidates. All nominations supported by adequate data will be submitted to the General Assembly for vote. The Officers will circulate the list of nominations to Society Members at least one month before the Congress starts.

3.1.5 The Officers shall complete such documentation as may be required of them under the terms of the Memorandum and Articles of Association of FIGO and the Companies Act 2006 to give effect to their appointment and to the end of their term of office. In particular, the Officers shall consent to be Directors/Trustees of the UK registered charity and its related entities.

### 3.2 Becoming a Society Member

A society may become a Society Member provided it fulfils the following conditions:

3.2.1 it sends an application in writing to the President of FIGO together with a copy of its constitution showing that it satisfies the requirements set out in the guidance under Article 2;

3.2.2 it declares its intention to abide by the Constitution of FIGO;

3.2.3 it undertakes to make financial contributions in such form and within such time limits as may be decided by the Executive Board;

3.2.4 it is elected by the Officers having regard to any direction of the Society Members meeting in General Assembly (such meetings being hereafter referred to as General Assembly or General Assemblies), neither of which shall be required to state the reason for its decision or direction; and

3.2.5 it is the national society or national federation representing the gynaecologists and obstetricians of a particular country or territory. In exceptional circumstances, where a given territory is submitted to a different authority, the gynaecological and obstetrical association of this territory may be eligible for independent membership of FIGO. However, only under exceptional circumstances can this possibility lead to the eligibility of two or more societies from one country or territory under one authority. In any case, national societies must be non-profit making bodies and have a Constitution in conformity with their national laws.

### **Guidance**

3.3 An application by a national society or federation to be a Society Member shall be considered by the Officers at the earlier of the next General Assembly and the next meeting of the Officers.

In any event each successful application shall be subject to ratification by the General Assembly held immediately following the appointment as a Society Member.

- 3.4 The nomination for the President will, except for some compelling reason, involve simply the endorsement as President of the President-Elect already in office.
- 3.5 Becoming a member of the Executive Board is dealt with under Article 8.

## **ARTICLE 4**

### **CESSATION OF MEMBERSHIP**

Any notice required to be given under Article 4 shall be addressed to the President but sent to the Chief Executive at the Secretariat under Article 10.3.

#### 4.1 Cessation of Society Membership

Society Membership of FIGO shall cease:

- 1.1.1 by resignation on the expiry of one months' notice in writing; and
- 4.1.2 in pursuance of a decision taken by the Officers having regard to the views of the General Assembly, on the basis of a report by the Executive Board, by a two-thirds majority of the delegates present and entitled to vote;

#### 4.2 Cessation of Statutory Membership

- 4.2.1 An Officer shall retire by one month's notice in writing;
- 4.2.2 If a vacancy occurs among the Officers, a substitute shall be appointed by the remaining Officers, being the Statutory Members of the organisation, from among the members of the Executive Board; this substitute shall remain in office until the earlier of the next General Assembly or the next meeting of the Officers. Such substituted Officers shall complete the relevant documentation in accordance with Article 3.1.5.

#### 4.3 Suspension of Society Membership

- 4.3.1 The Officers may suspend from FIGO any Society Member the attitude, action or policy of which the General Assembly regards as detrimental to the reputation or interests of FIGO or the behaviour of which casts discredit upon the gynaecological and obstetric professions. No suspension may be founded upon reasons of a philosophical, religious or political nature. The suspension shall be in the discretion of the Officers.
- 4.3.2 Society Members whose contributions are in arrear shall not be entitled to vote at a General Assembly until contributions are brought up to date; see Article 7.2.5

### ARTICLE 5

#### FINANCIAL OBLIGATIONS

- 5.1 Annual contributions payable by Society Members.
- 5.1.1 Each Society Member shall pay to FIGO a yearly contribution the amount of which shall be determined by the Executive Board, taking into consideration the number of regular members of each Society.

#### ***Guidance***

- (a) Each Society Member shall pay an annual per capita contribution the amount of which shall be determined every three years by the Executive Board taking into account current inflation and relative currency valuations. Each Society Member shall indicate the number of its members. The Executive Board may determine both the minimum and the maximum levy for Society Members. However, in general, the levy will be proportional to individual members in a given society.
- (b) The governing body of each Society Member shall send each year to the FIGO Secretariat the names and addresses of its members.
- (c) If the transfer of Pounds Sterling is not feasible, the equivalent of the annual dues may be deposited in the national currency of the Society Member with an official bank in its country at the disposal of FIGO.
- (d) Contributions shall remain due until the expiration of the period of notice.
- 5.1.2 Society Members of FIGO shall be exonerated from personal liability in respect of the financial commitments of FIGO other than the obligation to pay any outstanding contributions under Article 5.1.1.

5.2 Guarantee of shortfall by Statutory Members.

Statutory Members shall guarantee the financial commitments of FIGO which are not met by FIGO's assets to the extent of ten pounds sterling each. Such guarantee shall cease on the retirement of the Officer.

## ARTICLE 6

### MEETINGS

6.1 Meetings of Society Members

6.1.1 The Society Members meeting in General Assembly is the supreme authority of FIGO except in respect of matters reserved to the Statutory Members under Companies Act 2006. The General Assembly shall be composed of the delegates of each Society Member, or their alternates.

6.1.2 The General Assembly shall meet:

**In regular session:** on the occasion of each world congress organized by FIGO.

**In extraordinary session:** whenever it is convened by the Executive Board or at the request of at least one fifth of the Society Members.

6.1.3 The General Assembly will decide on the frequency of the Congress and the country or territory in which the Congress is to be held based upon the recommendations of the Executive Board.

6.1.4 In general, the place of the Congress will be rotated through the five regions in orderly succession, i.e. North America, Europe, Africa-Eastern Mediterranean, Latin America and Asia-Oceania.

6.1.5 The Executive Board will decide on the countries/territories to put forward to the General Assembly for consideration as possible Congress locations based upon the recommendations of a selection panel that will be appointed by the Executive Board and will be appointed by the Executive Board to identify suitable countries/territories.

6.1.6 In exceptional circumstances where, in the opinion of the Executive Board, it proves impractical or unfeasible to hold the Congress in the country/territory selected by the General Assembly, the Executive Board will have the authority to select an alternative venue normally located within the same geographic area as the country/territory originally selected by the General Assembly. In such exceptional circumstances, the Executive Board should give priority, wherever possible, to the countries/territories originally considered, but not selected, by the General Assembly.

6.1.7 It is desirable, but it may not always be possible, for the FIGO Presidency and the Congress venue to be from the same geographic region.

6.1.8 The President of the Congress shall be the President of FIGO for the time being.

## 6.2 Meetings of Statutory Members

The Officers shall meet at such times as they determine and in accordance with the Companies Act 2006. The Chief Executive shall attend all meetings of the Statutory Members in an ex-officio capacity.

## 6.3 Meetings of Executive Board

6.3.1 The Executive Board shall meet once yearly and additionally whenever it is convened by the President or at the request of at least one third of its members.

6.3.2 When the annual meeting of the Executive Board does not coincide with a congress of FIGO, it will be convened at the Secretariat of FIGO or at such other place as shall be decided by the Executive Board.

## **QUORUM OF MEETINGS**

### 6.4 General Assembly

6.4.1 The debates in the General Assembly shall be validly held irrespective of the number of members present, except when amendments to the Constitution or the dissolution of FIGO are under consideration; see Articles 6.4.2 and 6.4.3

6.4.2 One half of the Society Members entitled to vote must be present when the Society Members meet in General Assembly to take a decision on a proposed amendment to the Constitution.

6.4.3 Should this quorum not be reached, the General Assembly shall be convened again from one to seven days after that meeting. This second meeting of the Society Members in General Assembly may take valid decisions irrespective of the number of members present.

6.4.4 The quorum for a meeting to dissolve FIGO shall be as set out in Article 9.2.

6.5 Executive Board

The quorum of a meeting of the Executive Board shall be one third of its members for the time being present in person or represented.

6.6 Statutory Members

The quorum of a meeting of the Statutory Members shall be:-

6.6.1 in general meeting one third of the number of Statutory Members or two whichever shall be greater; and

6.6.2 in a meeting of the Directors/Trustees one third of the number of Directors/Trustees or two whichever shall be greater.

**ARTICLE 7**

**THE GENERAL ASSEMBLY**

7.1 Meetings of the General Assembly shall take place in accordance with Article 6.1.

The President of FIGO shall act as President of such General Assembly and the Officers of FIGO shall act as the Officers of such General Assembly. Each session of the General Assembly shall be chaired by the President or by his/her nominee who shall normally be the Vice President or another Officer.

7.2 Voting at General Assembly Meetings

7.2.1 Each Society Member represented at the General Assembly shall have a number of votes proportional to the number of its declared members; the following scale shall be applied:

up to 500 declared members	1 vote
from 501 to 1000 declared members	2 votes
from 1001 to 2000 declared members	3 votes
from 2001 to 3000 declared members	4 votes
from 3001 to 5000 declared members	5 votes
from 5001 to 7000 declared members	6 votes
from 7001 to 12000 declared members	7 votes



- 7.2.2 Each proportional vote shall give the right to the appointment of two delegates to attend the General Assembly; they shall be entitled to speak. Votes shall, however, be cast in accordance with the above scale.
- 7.2.3 Members of the Executive Board shall attend the General Assembly and shall sit in a consultative capacity.
- 7.2.4 Moreover, when a vote is taken by the Society Members meeting in General Assembly on the approval of reports on the management of FIGO, no member of the Executive Board shall be entitled to vote except for the President (or the person chairing a General Assembly) in the circumstances outlined under Article 7.3.7. .
- 7.2.5 Society Members whose contributions are not up to date twenty four hours prior to the commencement of the first session of the General Assembly will lose their voting rights at each session of the General Assembly and lose the right to participate in the Executive Board. Restoration of voting rights in subsequent General Assemblies and the right to participate in the Executive Board will become effective upon resumption of payment of contribution and settlement of arrears.
- 7.3 General Assembly business
- 7.3.1 The agenda shall be sent by the Honorary Secretary to all Society Members at least three months before the date fixed for the General Assembly;
- 7.3.2 Society Members shall make their observations or express their agreement to the agenda when informing the FIGO Secretariat of the composition of their delegation under Article 7.6
- 7.3.3 The General Assembly shall hear reports on the work of the Executive Board and the general activities of FIGO.
- 7.3.4 The General Assembly shall, after the accounts for the preceding financial period have been audited and approved by the Statutory Members in accordance with Companies Act 2006 consider the report of the Treasurer and comment thereon.
- 7.3.5 The debates in the General Assembly shall be validly held irrespective of the number of members present, except when amendments to the Constitution or the dissolution of FIGO are under consideration. The points on which the General Assembly may take decisions are those appearing on the agenda. However, Society Members meeting in Ordinary General Assembly may take valid

decisions on points not included in the agenda if four-fifths of the representatives of Society Members present so decide.

7.3.6 The election of the new members of the Executive Board (and Officers set out in clause 2.1) shall take place at the last session of this General Assembly.

7.3.7 Except in cases where a qualified majority is required by the provisions of this Constitution (for example, under Article 7.3.5) decisions of the General Assembly shall be made by a simple majority of the representatives of Society Members present and entitled to vote with the President (or if appropriate the person chairing the relevant meeting) having the right to exercise a second vote in the case of equality of votes **PROVIDED THAT** the President (or the person chairing the General Assembly) may in the case of an equality of votes pursue other efforts to secure a majority vote before exceptionally exercising his/her casting vote. For the avoidance of doubt the person chairing the General Assembly may exercise a casting vote notwithstanding that he/she is a member of the Executive Board.

7.3.8 The President (or person chairing the General Assembly) may decide that a meeting shall be held in private.

7.3.9 The official languages of FIGO will be English, French and Spanish. However, FIGO may issue publications in other languages as appropriate.

#### 7.4 Extraordinary General Assembly

7.4.1 A Society Member which is prevented from being represented at an Extraordinary General Assembly may cast its vote by correspondence on items appearing on the agenda (excluding amendments to the Constitution); in order to be valid such a vote must reach the President (or nominated deputy) at least eight days prior to the opening of the General Assembly. The vote by correspondence should be addressed to the President in accordance with Article 10.3. This provision does not apply to Ordinary General Assemblies.

7.4.2 When a Society Members meeting in Extraordinary General Assembly is called by the Executive Board or at the request of at least one fifth of the Society Members, the minimum notice for the organisation of such an Assembly is three months; the agenda shall be sent by the Honorary Secretary in the same way as for a Society Members' meeting in Ordinary General Assembly; the Society Members shall address their suggestions and the list of their delegation to the FIGO Secretariat in the same way as for an Ordinary General Assembly.

7.5 **Guidance**

The agenda for the General Assembly shall be prepared by the Executive Board, but provision will be made for adequate time for introducing other topics for discussion by representatives of the Society Members meeting in General Assembly.

7.6 Delegations

7.6.1 Society Members shall inform the Honorary Secretary at least one month before each General Assembly of the composition of their delegation and, if possible, the names of alternates.

7.6.2 In order to permit the checking of credentials, delegates shall deposit the documents appointing them as representatives of their national society or federation at FIGO's Secretariat at the congress' headquarters, not less than twenty-four hours before the beginning of the General Assembly.

7.6.3 The Officers and members of the Executive Board cannot be delegates to the General Assembly from their respective Society Members. However, for the avoidance of doubt, the Officers and Executive Board Members shall be entitled to participate in the debates held at the General Assembly

7.7 Observers

In addition to the official delegates, all active members of the Society Members who are interested in the work of FIGO may with the approval of the President attend the General Assembly as observers; the same privilege may be extended to representatives of international medical organisations and other persons who express the desire to attend.

## ARTICLE 8

### EXECUTIVE BOARD

8.1 Election of Executive Board

8.1.1 The Executive Board shall be elected by the General Assembly. The members shall include six elected Officers (as set out in Article 2.1) and up to 24 representatives of Society Members.

8.1.2 The names of the outgoing members of the Executive Board shall be made known at the first session of the General Assembly.

8.1.3 The number of members of the Executive Board shall not, including the Officers, exceed one-third of the total number of Society Members and shall not be less than twenty-one members.

- 8.1.4 Society Members should be nominated for seats on the Executive Board taking into consideration their contribution, past and present, to FIGO, to the advancement of the specialty of gynaecology and obstetrics, to the promotion of health care for women and children, and also taking into consideration that geographical, cultural and linguistic representation is maintained on the Executive Board.
- 8.1.5 Members of the Executive Board are elected to serve for six consecutive years. Society Members may be re-elected without restriction.
- 8.1.6 In order to maintain continuity, one-half of all the Society Members' seats on the Executive Board will generally become vacant every three years.
- 8.1.7 The former Officers shall remain in office until the end of the Congress. After the closing ceremony of the Congress, the new Executive Board shall meet. The agenda of this meeting shall be prepared by mutual agreement between the outgoing President and the new President of FIGO.

### ***Guidance***

- 8.2.1 The Officers and Executive Board will consider Society Members nominated for a position on the Executive Board and, during the first session, the President will present to the General Assembly a slate of societies for election taking into account the need for geographical, cultural, and linguistic representation to be maintained on the Executive Board.
- 8.2.2 To ensure appropriate regional representation on the Executive Board, each geographic region – as listed in Article 2.6 – containing ten or more Society Members will be entitled to at least four representatives on the Executive Board. Geographic regions listed in Article 2.6 containing less than ten Society Members will be entitled to at least two representatives on the Executive Board. The voting at the General Assembly will be organised in such a way as to ensure this, taking into account the geographic location of those Executive Board members whose representation will continue into the subsequent term.
- 8.2.3 Subject to the requirements of Article 8.1.6, up to a maximum of a further six (Society Members) will be elected by all of the Society Members at the General Assembly eligible to vote, who should give consideration when casting their votes to the support given by candidate Society Members to their previous support of, and involvement in, FIGO activities.
- 8.2.4 It is emphasised that no Society Member can have more than one representative on the Executive Board.

- 8.2.5 Members of the Executive Board are appointed in their capacity as representatives of their Society Member and not as individuals; whenever they are prevented from attending an Executive Board meeting, they will be requested to provide a substitute from their Society Member, or failing this, to request another member of the Executive Board to represent their Society Member.
- 8.2.6 At the second session of the General Assembly a simple majority of votes will be needed for the election of candidates. The election of the new members of the Executive Board and Officers shall only take place at the last meeting of the General Assembly.
- 8.2.7 The Vice-President deputises for the President. In the event of the demise or resignation of the President the Vice-President will assume presidential office for the rest of the term.
- 8.2.8 The Vice-Presidency should be awarded as an honour to a person or to a country, but in view of the office of the President-Elect, the Vice-Presidency is not to be considered as a step towards the Presidency.
- 8.2.9 The office of President-Elect has been created to provide a period of three years, in which a person may serve on the Executive Board in preparation for the Presidency.
- 8.2.10 Consideration must be given to geographic rotation in the selection of the President-Elect.
- 8.2.11 The Officers cannot serve as national delegates of Society Members represented on the Executive Board. If they are holding such positions when elected, they will resign from such a post which involves national representation. During their term of office they will speak and act only in the interest of FIGO as a whole. If their election results in a vacancy on the Executive Board, that Society Member will name another representative.
- 8.2.12 The Presidents of regional groupings, or their representatives, shall be invited to attend the Executive Board meetings as observers.
- 8.2.13 The agenda shall be planned in such a manner that part of the Executive Board meeting is open to observers who are members of the Society Member acting as host.
- 8.3 Duties of Executive Board
- 8.3.1 The Statutory Members shall appoint the body responsible for the auditing of accounts of FIGO which body shall be eligible for re-election in accordance with the terms of Companies Act 2006.
- 8.3.2 The Statutory Members shall give effect to the decisions of the General Assembly to the extent that same are compatible to their duties under the Companies Act 2006.

#### 8.4 Powers of Executive Board

8.4.1 The Executive Board shall exercise the widest powers for the management of the affairs of FIGO. It shall approve the yearly budget and determine the use to be made of the available funds subject to the provisions of the Charities Acts.

8.4.2 The Executive Board shall determine the action to be taken to achieve the aims and objectives of FIGO.

#### 8.5 Delegation

8.5.1 Unless determined otherwise by the Executive Board, for transactions involving financial arrangements and property, FIGO shall be validly represented by the President or by its Honorary Treasurer and/or Chief Executive in concurrence with the President except in those instances where the written authority of two Officers is required under the terms of the Companies Act, the Charities Acts and other relevant legislation.

8.5.2 The Chief Executive shall be responsible to the Executive Board for the fulfilment of all measures decided by the Executive Board. S/he is in charge of the current business of FIGO. S/he is responsible for ensuring that the agenda and related papers are prepared for meetings of the Officers and of the Executive Board. For all important questions, the Chief Executive consults the Officers. In respect of matters reserved to the Officers under the Companies Act 2006, the Officers may delegate to the Chief Executive such matters as are authorised under the Law.

8.5.3 The Honorary Secretary shall draw up minutes of the meetings of the Officers and Executive Board which shall be formally approved at the following meeting.

8.5.4 The Honorary Secretary shall be responsible for the custody of the records of FIGO. Those records required by the Companies Act 2006 are to be kept at the registered office.

#### 8.6 Voting

Decisions of the Executive Board shall be made by a majority of its members.

#### 8.7 Proxies

8.7.1 A member of the Executive Board may appoint another member of the Executive Board to represent him/her; the latter shall lodge a written proxy. An Officer may appoint an alternate subject to the provisions of the Companies Act 2006.

8.7.2 A member of the Executive Board may also be represented by a substitute appointed by the Society Member he represents; such substitute shall submit a written proxy. The same shall apply in the event of a vacancy occurring during a term of office.

## 8.8 Suspension

Should an Executive Board member be absent for two consecutive Executive Board meetings, the Society that s/he represents will be subject to suspension from membership of the Executive Board. For the avoidance of doubt a suspended member shall be eligible to stand for re-election to the Executive Board at the next General Assembly.

## ARTICLE 9

### CONSTITUTION

#### 9.1 Amendments to the Constitution

9.1.1 Any proposed amendment to the Constitution must be submitted to the Society Members and the Executive Board three months before a General Assembly.

9.1.2 The proposed amendment may be submitted by the Executive Board or by a quarter of the number of Society Members. A proposed amendment submitted by the Society Members shall be served on the President in accordance with Article 10.3.

9.1.3 In no case may the Constitution be amended unless the amendment was adopted by a majority of the votes of the Society Members entitled to vote and present at the General Assembly as set out in Article 6.4.

9.1.4 As an exception to Article 7.4.1 vote by correspondence shall not be permissible.

#### 9.2 Dissolution of FIGO

A decision to dissolve FIGO shall be taken by an Extraordinary General Assembly specially convened for the purpose and attended by at least two-thirds of the Society Members entitled to vote.

9.2.1 Should this quorum not be reached a further Extraordinary General Assembly shall be convened within six months after the initial Extraordinary General Assembly. A two-thirds majority of the Society Members entitled to vote and present at the Extraordinary General Assembly shall be required to decide on the dissolution.

9.2.2 At the second Extraordinary General Assembly a postal vote shall be permissible. Upon a decision to dissolve FIGO being reached the Statutory Members shall immediately meet and determine a mechanism under the terms of Companies Act 2006 so that effect can be given to such decision. Article 10.3 shall apply.

9.2.3 In the event of FIGO being dissolved under the above provisions or as a result of a legal or judicial process, the net assets of FIGO must be transferred to one or more associations that have a similar charitable purpose in conjunction if so required with the Charity Commission. The assets of FIGO may neither be returned to the Society Members nor to donors (except in this last case as provided for under the Law of England and Wales) nor be used for their benefit.

## **ARTICLE 10**

### **MISCELLANEOUS**

#### 10.1 Committees

10.1.1 The Chair of the Scientific Programme Committee shall be appointed by the President-Elect subject to the approval of the Officers. The number and identity of members of the Committee shall be determined by the Chair of the Committee in consultation with the President-Elect. The number of members of the Committee shall be not less than five and not more than eight.

10.1.2 The Society Member which accepts the responsibility for electing a local organising committee for the Congress will make all local arrangements under the responsibility of the Congress Organising Committee, according to the guidelines set by the Executive Board.

10.1.3 The Executive Board may appoint committees, expert advisory panels, task forces and working groups to deal with particular problems relating to research, education and practice in the specialty of gynaecology and obstetrics and to issues of women's health. These bodies will have their mandate determined by the Executive Board and will be subject to periodical review by the Executive Board.

#### 10.2 Relations with other international organisations.

10.2.1 Specialised international scientific societies devoted to the study of subjects relating to gynaecology, obstetrics and human reproduction, including groups other than gynaecologists, may be recognised by FIGO as approved organisations for co-operation and mutual exchange of information. Such recognition will be decided upon by the Executive Board and the Officers having regard to the terms of the Charities Acts.



10.2.2 A delegate of such organisations may be invited to participate in the world congresses and to attend the sessions of the Society Members meeting in General Assembly in each case as an observer.

10.2.3 Joint actions between such organisations and FIGO or any of its committees may be implemented with the agreement of the Executive Board.

### 10.3 Notice

Any notice required to be given by a Society Member, a Statutory Member or a Member of the Executive Board shall be addressed to the President and delivered to the Chief Executive at the office of the FIGO Secretariat for the time being by post, fax, email or in person. The current address for the service of notices is as available on [www.figo.org](http://www.figo.org).

#### *NOTE*

*This Constitution was adopted by the FIGO General Assembly on 6<sup>th</sup> October 2015 and replaces all previous FIGO Constitution and Bye-laws documents.*