

**SOCIÉTÉ INTERNATIONALE D'ONCOLOGIE PÉDIATRIQUE
INTERNATIONAL SOCIETY OF PAEDIATRIC ONCOLOGY**

BY-LAWS

ARTICLE 1: MEMBERSHIP

1.1 Procedure

Application for membership must be made to the Secretary General of the Society by means of a completed official SIOP application form (available online).

Applicants approved by the Secretary General will have provisional membership of the Society. Provisional members will be listed by name and considered at the Annual Business Meeting following their application. They will be formally accepted as members of SIOP unless reasoned objections are raised by one or more members. In such a case a vote will be taken and the member may be elected by a 2/3 majority of a quorate Assembly as defined in 6.1 below.

The Assembly shall be the final judge of the moral, ethical, and professional qualifications requisite for election to or termination of membership.

1.2 Guidelines

No national, political, racial or religious affiliation shall constitute a bar to membership of the Society, and there will be no numerical limitations on membership. SIOP is committed to further and foster the best interests of children with cancer. The merits of applicants for membership will be judged according to this broad criterion.

1.3 Categories of Membership

Ordinary Members
Ordinary Members from Supported Countries
Nurse Members
Members in Training
Emeritus Members

1.4 Eligibility

Applicants to all categories of membership must be supported by a member with voting rights who is in good standing (see 1.6 below).

Ordinary Members

Health and science professionals at the doctorate level (or equivalent degree) who have an exclusive or predominant interest in the clinical, laboratory, epidemiologic or other research application to the field of childhood cancer.

Ordinary Members from Supported Countries

Health and science professionals at the doctorate level (or equivalent degree) who have an exclusive or predominant interest in the clinical, laboratory, epidemiologic, or other research application to the field of childhood cancer, from countries specified by the World Bank as low income and lower-middle income or upper-middle income countries.

Nurse Members

Fully qualified nurses who have an exclusive or predominant interest in the broad aspects of the care of children with cancer.

Members in Training

Individuals who are five or fewer years after the completion of their basic medical degree or five or fewer years after the completion of further qualifications. Applicants who have had a career break or career change and do not satisfy the above requirements for timing will be considered individually.

Member-in-Training status is applicable for a maximum of three years. After three years and/or completion of training, Members in Training will automatically qualify as Ordinary Members.

Emeritus Members

Health and science professionals who have retired or ceased to work full-time but wish to maintain an interest in the field of childhood cancer.

1.5 Duties and Privileges of Members

Ordinary Members, Ordinary Members from Supported Countries and Nurse Members.

Members in these categories may:

- Vote
- Hold office within the Society
- Nominate candidates for office or second nominees for office
- Serve on and chair committees and working groups
- Submit and/or sponsor abstracts from non-SIOP members for consideration by the Programme Committee for the Annual Scientific Congress, (the permissible number of abstracts submitted or sponsored by an individual member shall be established by the Executive Board)
- Receive all publications and communications of the Society
- Pay a reduced registration fee to attend the Annual Scientific Congress
- Receive the official journal of the Society

Members in Training and Emeritus Members

Members in these categories may not; vote, hold office, nominate or second candidates for office but are eligible for all other rights and privileges of the Society.

1.6 Annual Membership Dues and Subscriptions

Members in Good Standing

Members will be considered in good standing if their annual dues and subscriptions are paid in full before the end of each financial year (31st July).

Payment of Subscriptions

The annual dues and subscription to the Society's official journal entitles the members to the rights and privileges as listed above. Dues and subscriptions for a specific financial year may be paid from the beginning of that financial year i.e. from 1st August. Notice that payment is due will be sent to members in January of each year unless payment has already been received. If payment has not been received by the end of April a reminder will be sent. Newly elected members will be notified separately about payments due in their first year of membership.

Failure to Pay Dues and Subscriptions

A member who has not paid their dues and subscription before 1st August will be deemed delinquent and will be notified by the Treasurer that he/she is no longer in good standing.

Thereafter the rights and privileges of membership may not be exercised. If dues and subscription are not paid in full by the end of the respective calendar year membership will cease automatically.

An individual stripped of their membership in this way may re-apply for membership following the same procedures required of new applicants.

Further default in payment of dues and subscriptions will bar individuals from future membership unless valid reasons for non-payment are given. Decisions regarding the validity of given reasons rests with the Executive Board.

Levels of Subscriptions

The level of dues and subscriptions varies according to membership category. Current levels can be found on the SIOP website and on the online application form.

New levels of dues and subscriptions may be proposed by the Executive Board for approval by the Assembly at the following Annual Business Meeting. Proposals to change the levels of dues and subscriptions must be circulated to the membership at least 2 months before the respective Annual Business Meeting.

ARTICLE 2: CONTINENTAL BRANCHES

The Society is a global organisation and members may be elected regardless of their country of origin. The main body of the Society will be divided for administrative purposes into Continental Branches, as follows:

Europe

Mexico, Central America and South America
Canada and the United States
Asia
Oceania
Africa

Each Continental Branch is led by an elected Continental President. The purpose of the Continental Branches is to address problems of delivery of care, scientific research and advocacy which are specific to the respective continents. Continental Presidents will represent their region within the SIOP Management Structure and are expected to act in close liaison with established regional societies and associations pertaining to paediatrics and paediatric and adolescent oncology.

ARTICLE 3: THE MANAGEMENT STRUCTURE

The management structure of SIOP is organised into 3 tiers.

3.1 The Executive Board

The Executive Board includes the President, Treasurer, Secretary General, President-Elect, Treasurer-Elect and Secretary General-Elect and constitutes the senior tier of management. The Executive Board is responsible for the day to day business of the Society and for development of policy and strategy required to deliver SIOP's goals and objectives. The Executive Board will take major decisions regarding conduct of SIOP business and scope of objectives subject to approval by the Assembly as appropriate.

3.2 The Board of Directors

The Board of Directors includes the Executive Board plus the Scientific Committee Chair, 6 Continental Presidents and Past-President. The Board of Directors is responsible for generating ideas and formulating policy and strategy and will be the reference body for members wishing to submit suggestions for policy and strategy. SIOP committees and working groups will report to named members of the Board of Directors who have appropriate knowledge and experience. It is expected that these named members of the Board of Directors will chair or serve on the respective committee/working group.

3.3 Committees and Working Groups

SIOP committees and working groups are given a specific remit and charged with specified tasks as defined by the Board of Directors. Each committee and working group reports to the specified member of the Board of Directors who serve as the Board liaison to that committee/working group. Each committee/working group has its own terms of reference. Terms of reference may be altered in response to circumstances to facilitate and enable tasks/remit to be fulfilled.

Committees and working groups currently reporting to the Board of Directors include: the Scientific Committee; Scientific Programme Advisory Committee; Psychosocial/Psychoncology Committee; Supportive Care Working Group; Nurse's Committee; PODC Committee; Advocacy Committee (includes ICCPO representatives); Education and Training Task Force. The Chair of the Scientific Committee is the member of the Board of

Directors responsible for all communication of the named committees and working groups related to the scientific content of the SIOP annual meetings.

Members may petition the Board of Directors if they perceive a need for an additional committee/sub-committee or working group. The petition should detail the rationale for the new committee/sub-committee/working group and explain why the aims cannot be achieved through the existing SIOP management structure. The petition should be signed by at least 10 members with voting rights in good standing. The Board of Directors will review the petition and request revisions as required. The final petition will be presented to the Assembly for approval/rejection by majority vote.

ARTICLE 4: ELECTIONS

4.1 Officers of the Board of Directors

Candidates for the positions of President, Treasurer and the Secretary General must be nominated and seconded by members of the Society with voting rights in good standing. Nominations, including the name and contact details of the candidate and a brief statement of their suitability for the specified office, should be submitted to the Board of Directors, at least 20 months before the end of the term of office of the sitting President, Treasurer or Secretary General via the Secretariat. The Secretariat will circulate a call for nominations for specific officers in good time to allow this deadline to be met.

A shortlist of candidates deemed to be qualified for office by the Board of Directors will be contacted by the sitting Secretary General to ascertain their willingness to stand for election to the specified office. If two or more candidates for a specific office are proposed and willing to stand for election a secret postal and/or electronic ballot will take place.

Elections are decided by simple majority of votes cast by members with voting rights in good standing. The Secretary General shall be responsible for ballot counts and the results verified by the sitting President or Treasurer. Election results will be announced in advance of the following Annual Business Meeting at which the newly elected officer will take up his/her position.

4.2 Continental Presidents

Candidates for Continental President will be nominated and seconded by members with voting rights in good standing and whose place of domicile is within the respective continent. Members will be allocated to a continent on the basis of information on place of domicile held by the Secretariat. Nominations should be submitted in good time, following a call from the Secretariat, and will be processed as described in 4.1. Elections will take place as described in 4.1 but only those members with voting rights who are domiciled in the respective continent will be eligible to vote for that Continental President. Newly elected Continental Presidents will take up office as described in 4.1.

4.3 Scientific Committee Chair

Candidates for Scientific Committee Chair will be nominated and seconded by members of the sitting Scientific Committee. However, members with voting rights in good

standing may also nominate and second candidates. Nominations will be processed as in 4.1 above. Candidates for Scientific Committee Chair must have suitable qualifications and experience in basic/translational/clinical science related to childhood cancer. It is likely that suitable candidates will be serving members of the Scientific Committee. Elections will be held and the newly elected officer will take up office as in 4.1 above.

4.4 Elections and Appointments to Committees and Working Groups

Scientific Committee

Every SIOP member will be allocated to a discipline group as selected by each member themselves. Representatives of specified discipline groups will be nominated to serve on the core Scientific Committee or sub-group of the core Scientific Committee by members of their respective discipline groups. Candidate discipline group representatives will be identified and elections conducted as in 4.1 above.

Other Committees and Working Groups

Members and chairs of other committees and working groups will be proposed by the Board of Directors and their appointment ratified by the Executive Board. Applications for membership of other committees and working groups may be made by any SIOP members in good standing via the Secretariat. Applicants will be considered by the Board of Directors and suitable applicants referred to the Executive Board as above.

4.5 Election Ties

If the outcome of any election is a tie the members of the Executive Board vote between the candidates to decide the final outcome.

4.6 Interim Appointments of Officers or Committee Members

In the event of an officer of SIOP or key member of a committee or working group being unable to complete their term of office the Executive Board may appoint a suitably qualified and experienced replacement to continue the role on an interim basis. If the interim appointment is made, of necessity, more than one year before the end of the usual term then an early election for a substantive appointee to the role will be held. If made one year or less before the end of the usual term of office then the interim appointee will serve the remainder of the term and election of a new appointee to the role will take place in the usual way.

Additional members may be appointed to the Board of Directors on an ad hoc basis to undertake specific tasks or meet specific needs. Such appointments will be for a limited, pre-determined time period.

4.7 Variation in the Term of Office for Committee and Working Group Members

In exceptional circumstances the Executive Board may prolong the term of office of an individual committee/working group member or chair to ensure continuity of committee/working group composition or to ensure the completion of specific tasks or projects.

ARTICLE 5: ROLES AND PROCEDURES

5.1 Officers

Detailed role descriptions and person specifications for officers of the society will be drafted by the Executive Board and Board of Directors and will be codified in the Standard Operating Procedures.

5.2 Elections

Detailed Standard Operating Procedures for conduct of elections will be drafted by the Executive Board and Board of Directors with the assistance of the Secretariat.

5.3 Committees and Working Groups

Terms of reference, purpose(s) and functional procedures of SIOP committees and working groups will be drafted by the Executive Board and the Board of Directors and will be codified in the Standard Operating Procedures.

5.4 Policy and Procedures Manual

Role descriptions and person specifications for officers of the Society and Standard Operating Procedures for Elections, Committees and Working Groups and the conduct of other SIOP business will be included in a Policy and Procedures Manual. The manual will be available on the SIOP website. Changes to the manual may be made and implemented following discussion by the Board of Directors and approval by the Executive Board to ensure the smooth running of the Society. Any substantive changes to procedures will be subject to final approval by the Assembly and will be regarded as interim until such approval is given.

ARTICLE 6: SOCIETY MEETINGS

The Society meets at least once a year. This meeting consists of two parts: the Annual Business Meeting and the Scientific Congress.

6.1 The Annual Business Meeting

The Annual Business Meeting is attended by members of the Society. Members with voting rights (Ordinary Members, Ordinary Members from Supported Countries and Nurse Members) attending the Annual Business Meeting constitute the Assembly.

The Assembly is responsible for the election of Officers, admission of new members and deciding the general direction of the Society. It decides the amount for the annual members' dues and subscriptions. It gives final approval, or proposes modifications to, amendments to the Constitution, By-laws and Policy and Procedures Manual, which have been pre-approved by the Executive Board. It adopts the annual budget and approves the financial accounts.

One-twentieth (5%) of the total membership with voting rights is necessary to constitute a quorum for the transaction of business at the Annual Business Meeting. If fewer members than this are present the Assembly is not considered quorate for voting purposes.

An Extraordinary General Meeting can be called on the written request of half plus one of the members of the Society with voting rights.

Members without voting rights (Members in Training and Emeritus Members) may attend the Annual Business Meeting and contribute to discussion but may not vote on issues of the day.

6.2 The Scientific Congress

The Scientific Congress is open to all SIOP members and other interested individuals. Papers may be presented by members of the Society and by non-members, if sponsored by a Member with voting rights.

6.3 Organisation of the Society meetings

The Organisation of the Society Meetings rests with the designated local organiser in co-operation with the Executive Board and the Secretariat. The Scientific Committee will be responsible for the selection of scientific papers to be presented from among those submitted by eligible members or their guests. The Scientific Committee will be assisted in this by the Scientific Programme Advisory Committee. The Scientific Committee in co-operation with the Executive Board will formulate rules for the submission of papers and similar practical details, including the criteria for selection and award of prizes and scholarships.

6.4 Venues

There is no fixed venue for the Annual Business Meeting and Scientific Congress. Venues will be chosen by the Executive Board in consultation with the Board of Directors and the Secretariat. Venues must meet suitability criteria for hosting a large international Congress. Regional interests will be represented by the Continental Presidents at meetings of the Board of Directors.

Proposed venues will be subject to approval by the Assembly.

ARTICLE 7: FUNDS

Funds to support the operation of the Society and its activities shall be derived from membership subscriptions and other legal sources. An active fundraising program will be conducted on behalf of the Society by its Secretariat/Management Company in accordance with the Society directives. Acceptance of funds from other sources and the use of such funds require Executive Board approval.

7.1 Dues, Subscriptions and Fees

The Members' annual dues and subscriptions; registration and admission fees for the Annual Scientific Congress and educational activities shall be prescribed by the Executive Board. The amount of the annual subscription is authorised by majority vote of the Assembly at the Annual Business Meeting. It is the responsibility of the Treasurer to collect the dues and subscriptions.

7.2 The financial operations of the Society will be guided by a budget presented to the Executive Board. The budget will cover the financial year 1st August to 31st July but will not be formally ratified by the Assembly until the Annual Business Meeting, usually held at the end of September/beginning of October. Therefore, the Executive Board will approve the budget in time for the beginning of the financial year and grant permission to work with this budget for the two to three months in advance of the Annual Business Meeting. During this interim period the budget will be regarded as provisional.

7.3 An audit of the Society's accounts will be made annually by a certified public accountant. It will be presented to the Executive Board and a copy will be made available, upon request, to any member of SIOP.

7.4 SIOP does not have any responsibility for the financial aspects of Continental/Regional meetings. The Executive Board must receive final accounts for any direct subsidy given by SIOP to the organisers of a SIOP Continental Meeting.

7.5 Continental Branches of SIOP have the right to request collection of extra membership fees if approved by their own members at their annual general assembly and by the Executive Board. The extra fees for Continental Branches will be collected by the SIOP Secretariat and then transferred to the Continental Branch on a regular basis. It should be noted that payment of this extra fee alone by an individual does not constitute SIOP membership and does not entitle that individual to any of the SIOP membership privileges.

ARTICLE 8: AMENDMENTS

8.1 These By-laws or any portion thereof may be amended by a simple majority of the affirmative votes cast by a quorum of the Assembly at an Annual Business Meeting of the Society. The proposed amendments must have been submitted to and approved by the Executive Board and circulated to the members at least two (2) months prior to the Annual Business Meeting.

8.2 Proposed amendments may originate with the Society. They should be submitted to the Executive Board at least six (6) months prior to the Annual Business Meeting, and should have the endorsement of at least 20 SIOP members with voting rights in good standing.

8.3 Amendments properly proposed to the Executive Board will be presented at the succeeding Annual Business Meeting by the Secretary General.

ARTICLE 9: PARLIAMENTARY PROCEDURE

The procedure at all meetings shall be according to the most recent edition of Robert's Rule of Order Revised.

This version of the and Bylaws was approved by the Annual Business Meeting at the meeting in London, United Kingdom, October 2012.