



SOCIÉTÉ INTERNATIONALE D'ONCOLOGIE PÉDIATRIQUE INTERNATIONAL SOCIETY OF PAEDIATRIC ONCOLOGY

CONSTITUTION

Last revised by the General Assembly on November 18, 2018

Last reviewed by the Board of Directors on August 28, 2019

ARTICLE 1: NAME AND DOMICILE

1.1 The official name of this organisation shall be the Société Internationale d'Oncologie Pédiatrique with the acronym SIOP hereafter referred to as “the Society” or “SIOP”. It is also to be known by the English translation; namely, the International Society of Paediatric Oncology. The name of the organisation and its acronym SIOP may only be used by a member for professional identification or in a curriculum vitae. A member shall not use the name or acronym for any commercial purpose or to advertise his/her services without the express approval of the ~~Executive Board~~ **Board of Directors**. A violation of this prohibition may result in censure, suspension or expulsion of the member from the Society by the ~~Executive Board~~ **Board of Directors**. **In addition, all members should be aware of their ethical, legal and professional responsibilities incumbent to the specific community in which they work and should avoid professional misconduct that might bring the society or the reputation of the profession into disrepute, recognising that this may result in censure, suspension or expulsion of the member from the Society by the Board of Directors. The SIOP logo and name can be used by members for labelling clinical trial study protocols, however SIOP is not the sponsor of these studies and accepts no legal responsibility for the overall conduct and outcomes.**

The Society was founded in 1969.

Under the name of "International Society of Paediatric Oncology" there exists an association governed by the present statutes and by the provisions of articles 60 ff. of the Swiss Civil Code.

1.2 SIOP has its domicile where its administration is domiciled, currently Geneva, Switzerland. The administration and consequently the domicile of SIOP may be changed by the ~~Executive Board~~ **Board of Directors**. The membership will be notified in advance of such a change at an Annual Business Meeting of the Society.

1.3 SIOP

ARTICLE 2: VISION AND MISSION OF SIOP AND CHARITABLE STATUS OF THE SOCIETY

SIOP is a non-profit organization, and acts in a selfless manner. Its financial resources include Membership dues as described in the section 1.6 of SIOP Bylaws, voluntary contributions, grants and donations, private and public subsidies funds from conferences, other events, activities, fundraising, income from royalties or licensing agreements derived from journals or

other resources authorized by the law. Members do not receive funds or additional benefits. SIOP ~~aims for~~ holds a charitable tax-exempt status in Switzerland.

2.1 Vision

No child should die of cancer.

2.2 Mission

SIOP's Mission is:

- To ensure that each child and young adult with cancer has access to state-of-the-art treatment and care.
- To ensure that all involved in childhood cancer worldwide, have access to the latest advances through meetings, networking, and continuing professional development.
- To support those caring for children and young adults with cancer to provide the best curative and palliative therapies.
- To advocate for appropriate long term, follow up for children and young adults after treatment for cancer.

2.3 Goals and Objectives

The Vision and Mission of SIOP will be realized through specific Goals and Objectives as defined by the ~~Executive Board and~~ Board of Directors.

ARTICLE 3: BODIES OF THE SOCIETY

3.1 Assembly

The Assembly is defined as those members with voting rights who are present at the Annual Business Meeting and in good standing for that specific year. The Assembly is the highest and final decision-making body of the Society. The Annual Business Meeting is held during the Annual Scientific Congress.

3.2 Executive Board

The Executive Board consists of the core officers of the Society: namely the President, Treasurer, ~~and~~ Secretary General and the Chair of the Scientific Committee. In addition an Officer-Elect (President-Elect, Treasurer-Elect ~~or~~ Secretary General-Elect and Chair of the Scientific Committee-Elect) will serve one year as a member of the Executive Board, in rotation, for the year before taking up the full role of President, Treasurer or Secretary General respectively. The Executive Board is responsible to, but makes daily operational decisions on behalf of, the Assembly.

3.3 Board of Directors

The Board of Directors consists of the Executive Board, ~~the Chair of the Scientific Committee~~, the Continental Presidents ~~and~~ the Past President, the Advocacy Committee Chair and the Paediatric Oncology in Developing Countries (PODC) Committee co-chairs. SIOP committees and working groups report to respective members of the Board of Directors.

ARTICLE 4: OFFICERS OF THE SOCIETY

4.1 Officers

The Officers include all members of the Executive Board and Board of Directors. The President, Treasurer and Secretary General are elected by all members with voting rights. Continental Presidents are elected by members with voting rights in the respective continents. The Chair of the Scientific Committee is elected by all members with voting rights, but it is the responsibility of the sitting Scientific Committee to nominate candidates for the position of Chair.

A new President, Treasurer or Secretary General is elected at least 1 year before the term of office of the sitting Officer ends. The Officer-Elect sits on the Executive Board for 1 year before he/she takes up the full office. The outgoing President sits on the Board of Directors as Past-President for 1 year following completion of their term of office as president to be able to follow-up main topics she/he has set up during her/his presidency.

The Advocacy Committee Chair and the Paediatric Oncology in Developing Countries (PODC) Committee co-chairs are nominated and elected by the members of their respective committees after consultation with the other Officers of the society.

4.2 Duties of the Officers

Each officer has a defined role with specified duties as defined in the SIOP Policy and Procedures Manual. Officers are under an obligation to members of the Society to fulfil their roles during their term of office. If an officer is unable to fulfil their role for the whole of their term of office the ~~Executive Board~~ Board of Directors will take appropriate measures to ensure continuity in management of Society business.

4.3 Powers to Contract – Signatories

The President, Treasurer and Secretary General shall be the authorized signatories of the Society.

The Society shall be validly bound by the joint signatures of any two (2) of the authorized signatories.

4.4 Terms of Office

The terms to be served by each officer are as follows:

President	3 years	non-renewable, automatic succession from President Elect
President Elect	1 year	non-renewable, automatic succession from new President Elect
Past President	1 year	non-renewable, automatic succession from President
Secretary General	3 years	maximum of two terms,
Secretary General-Elect	1 year	non-renewable, automatic succession from new Secretary Elect

Treasurer	3 years	maximum of two terms
Treasurer-Elect	1 year	non-renewable, automatic succession from new Treasurer Elect
Continental Presidents	3 years	Maximum of two terms
Chair of Scientific Committee	3 years	non-renewable, automatic succession from Chair of Scientific Committee-Elect
Chair of Scientific Committee-Elect	1 year	non-renewable, automatic succession from new Chair of Scientific Committee-Elect
Paediatric Oncology in Developing Countries (PODC) Committee co-chairs	3 years	Maximum of two terms
Advocacy Chair	3 years	Maximum of two terms

4.5 Conflict of Interest

The Society requires that its officers declare any potential conflict of interest throughout their terms of office. Should the Board of Directors consider and determine that a conflict of interest declared or not by an officer is detrimental to the Society's vision and purpose, the Board of Directors may recommend that the Assembly of Delegates decide whether the member should step down from being an officer until the conflict of interest is resolved.

ARTICLE 5: MANAGEMENT OF THE SOCIETY'S FINANCES

5.1 The Financial Year

The Financial Year starts on 1st August and ends on July 31st.

5.2 Responsibilities for Finances

The Treasurer has primary responsibility for the Society's finances. All transfers/disbursements to/from SIOP accounts must be approved and signed by the Treasurer and either the President or the Secretary General.

5.3 Annual Budget

An annual budget and Treasurer's report will be prepared by the Treasurer. The report will include a financial statement for the respective financial year(s). The report, including the financial statement, will be reviewed and revised as necessary by the ~~Executive Board~~ **Board of Directors** prior to the Annual Business Meeting.

5.4 Auditing of the Accounts

The ~~Executive Board~~ **Board of Directors** will appoint an independent certified Auditor. The Auditor will be instructed by the ~~Executive Board~~ **Board of Directors** to audit the accounts of the Society on an annual basis. The Auditor will have the right to inspect all financial documents and therefore has direct access to these. The report generated by the auditor will be reviewed and discussed by the ~~Executive Board~~ **Board of Directors**. The finalised report will be endorsed by the Auditor, accepted by the ~~Executive Board~~ **Board of Directors**, and made available upon request to the Assembly prior to the Annual Business Meeting.

5.5 Approval of Financial Reports

The Treasurer will present the financial reports at the Annual Business Meeting for approval by the Assembly.

ARTICLE 6: AMENDMENTS

- 6.1** This Constitution or any portion thereof may be amended by an affirmative vote of two-thirds (2/3) of the Assembly at the Annual Business Meeting, provided that proposed amendments have been circulated to members at least two (2) months prior to the Annual Business Meeting. A quorum, defined as five per cent (5%) of the membership with voting rights in good standing on the date of the Annual Business Meeting must be present for amendments to be accepted or rejected.
- 6.2** Proposed amendments may originate from any member of the Society. They should be submitted to the ~~Executive Board~~ **Board of Directors** at least six (6) months prior to the Annual Business Meeting, and should have the endorsement of at least twenty (20) SIOP members with voting rights who are in good standing when the proposed amendments are submitted to the ~~Executive Board~~ **Board of Directors**.
- 6.3** Amendments properly proposed to the ~~Executive Board~~ **Board of Directors** will be presented at the following Annual Business Meeting, with the recommendation of the ~~Executive Board and~~ Board of Directors for approval by the Assembly.
- 6.4** Between meetings of the Assembly, the Board of Directors will assume those responsibilities of the Assembly that it cannot accomplish through e-mail voting and that require action before the next Assembly meeting.

ARTICLE 7: DISSOLUTION

- 7.1** Dissolution shall be proposed, processed, and voted upon in a manner identical to that stipulated for Amendments.
- 7.2** In the case of dissolution of the Society, funds remaining after payment of all outstanding debts will be donated to one or several international organisation(s) for paediatric cancer research benefiting from the tax exemption, selected by the out-going ~~Executive Board~~ **Board of Directors**. This decision is irrevocable.

ARTICLE 8: EXTRAORDINARY SESSION

An extraordinary General Assembly can be convened whenever deemed necessary by decision of the Board of Directors at the request of one-fifth (1/5) of the members.