

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

BYLAWS

ARTICLE 1: MEMBERSHIP

1.1 Procedure

Application for membership must be made to the Society by means of a completed official SIOP application available as an online form on the SIOP website.

Member applications are approved by the Membership Coordinator provided that they have a demonstrable professional or personal interest in paediatric oncology and have paid their dues. Member applications do not require sponsorship by an existing member.

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 and young people/adolescents 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
Nurse Members from Supported Countries
Members in Training
Emeritus Members
Emeritus Members from Supported Countries
Young Investigators
Associate Members
Friends of SIOP
Organisations/Institutions
Corporate/Industry

The Executive Director reviews the categories of membership periodically, at least once every two years, and makes a proposal to the Board of Directors on removing categories and adding new categories, if deemed necessary.

1.4 Eligibility

Anyone who has an interest in cancer in children and adolescents can become a member.

Ordinary Members

Health and science professionals at the doctorate level (or equivalent degree such as a medical degree) who have a predominant interest in the clinical, laboratory, epidemiologic or other research application to the field of cancer in children and adolescents.

Ordinary Members from Supported Countries

Health and science professionals at the doctorate level (or equivalent degree such as a medical degree) who have a predominant interest in the clinical, laboratory, epidemiologic, or other research application to the field of cancer in children and adolescents, 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 a predominant interest in the broad aspects of the care of children and adolescents with cancer.

Nurse Members from Supported Countries

Fully qualified nurses who have a predominant interest in the broad aspects of the care of children and adolescents with cancer from countries specified by the World Bank as low-income or lower-middle-income countries.

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.

Honorary Members

Recognizes individuals, whose support of and/or contributions to the advancement of paediatric oncology deserve special recognition. Honorary Membership is the highest honour bestowed by the Society and is automatically given to our Lifetime Achievement Award Recipients. An Honorary Member has lifetime rights and privileges of an ordinary member.

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 cancer in children and adolescents.

Emeritus Members from Supported Countries

Health and science professionals who have retired or ceased to work full-time but wish to maintain an interest in the field of cancer in children and adolescents from countries specified by the World Bank as low-income or lower-middle-income countries.

Young Investigators

New Members under 40 receive a 2-year membership. This membership category is not renewable. This membership is for SIOP members or associate members under the age of 40 years*, from any clinical or academic background, and no postgraduate qualifications are necessary (*if the potential YI is able to demonstrate that they have been away from the field, for example, for a career break, carers or parental leave or long-term sick leave, this will be taken into account when considering the upper age limit).

Associate Members

For health and science professionals, such as a social worker, nutritionist, psychologist, art therapist, physician assistant, statistician or other specialists who participate in research or the care and treatment of children or adolescents with hematologic or neoplastic diseases.

Friends of SIOP

For non-health professionals interested in the treatment of childhood cancer and other SIOP initiatives.

Paediatric Haematology /Oncology Societal Membership

National/Regional Paediatric Oncology Societies. Membership is individually negotiated, and the development of a final membership agreement is at the discretion of the Board.

Partners

This can include foundations, charities, cancer leagues and societies, research institutes, treatment centres, hospitals, scientific and professional societies, ministries of health, public health agencies, or patient support organisations. This category of membership is available to organisations that are substantially engaged in cancer control, support SIOP's mission and have appropriate organisational structure.

1.5 Duties and Privileges of Members

Members may:

- Vote
- Hold office within the Society
- Nominate candidates for office nominees for office
- Serve on and chair committees, task forces and working groups
- Submit and/or sponsor abstracts from non-SIOP members for consideration by the Scientific Programme Committee for the Annual Congress
- Receive all publications and communications of the Society
- Pay a reduced registration fee to attend the Annual Congress
- Receive the official journal of the Society
 - Nurse members have a choice between receiving the official journal of the Society, which is Pediatric Blood and Cancer, or the European Journal of Oncology Nursing.

1.6 Annual Membership Dues

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 calendar year (31st December).

Payment of Annual Membership Dues

The annual dues entitles the members to the rights and privileges as listed above. Dues for a specific calendar year may be paid from the beginning of that calendar year, i.e. from 1st January. Notice that payment is due will be sent to members by email, starting in November of the prior year. The Executive Director in collaboration with the Membership Coordinator sends reminders for membership dues and membership renewals periodically.

Failure to Pay Dues

A member who has not paid their dues before 1st February will be deemed delinquent and will be notified by the Membership Coordinator that they are no longer in good standing.

Thereafter, the rights and privileges of membership may not be exercised. If dues are not paid in full by 31st January of the respective year, membership will cease automatically.

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

Members are strongly encouraged to pay their membership dues by end of January, at the latest, so that they can benefit from a full calendar year of services, including communications from the SIOP Secretariat and eligibility to cast their vote in elections (where applicable).

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 Director for approval by the Board of Directors. Proposals to change the levels of dues and subscriptions must be circulated to the membership at least 1 month before the respective Annual Business Meeting. Whenever deemed necessary, member online voting for the changes in the rates of membership dues and subscriptions is allowed and will be organized by the SIOP Secretariat.

ARTICLE 2: CONTINENTAL BRANCHES

The main body of the Society has Continental Branches, as follows:

Europe
Latin America
North America
Asia
Oceania
Africa

The purpose of the Continental Branches, each led by an elected President, is to provide a regional perspective of priorities for childhood and adolescent cancers and to contribute to addressing challenges specific to the respective continents. They will also conduct activities and engage their respective Continental Branch members to support the mission and goals of SIOP, including advocacy, advancement of scientific knowledge and research, education, training and clinical practice. The Continental Presidents who are standing members of the SIOP Board of Directors, also act as liaison with SIOP's strategic partners in their region. To achieve the goals and objectives of the Continental branch and its membership, a Continental Branch may establish itself as a separate legal entity.

ARTICLE 3: THE MANAGEMENT STRUCTURE

The Management Structure of SIOP is organised into 3 tiers.

3.1 The Board of Directors

The Board of Directors includes a maximum of 19 members including the President, Scientific Committee Chair, Treasurer, Secretary-General, Local Organizing Committee (LOC) Chair, Advocacy Chair, Nursing Steering Committee Chair, 2 PODC Co-Chairs, 6 Continental Presidents, President-Elect, Secretary-General-Elect, Treasurer-Elect, and the Society's Past-President. The Past-President sits on the Board for 1 year only immediately following the end of their Presidential term. It is possible that in some years, the Board composition may be fewer than 19 members; this happens when the roles of President-Elect, Secretary-General-Elect, and Treasurer-Elect are not filled and when the immediate Past-President has completed their 1 year of Board service following the end of their Presidency.

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. It is expected that members of the Board of Directors will participate in Board-level and/or society-wide Committees, Task Forces and Working Groups.

Continental Presidents-Elect, Nursing Steering Committee Chair-Elect, PODC Co-Chair-Elect and the Young Investigator Network Chair are invited to participate in Board of Directors meetings as observers.

3.2 Committees, Task Forces, Working Groups and Networks

There are two types of Committees: Standing Committees of the Board of Directors and Special-Interest Committees, Task Forces, Working Groups and Networks.

The Governance Committee is tasked with developing definitions of the terms “committee”, “task force”, “working group” and “networks.”

3.3 Standing Committees of the Board of Directors

There are 2 Committees that are made up entirely of members of the Board of Directors: the Governance Committee and the Finance Committee. These committees are not open to the general SIOP membership. TORs describe the scope of work of these Standing Committees.

3.4 Special-Interest Committees, Task Forces, Working Groups and Networks

Special-interest (non-Board-level) SIOP Committees/Task Forces/Working Groups/Networks are given a specific remit and charged with specified tasks. Each Committee/Task Force/Working Group/Network reports to the Board of Directors and has its own Terms Of Reference (TORs)¹. TORs may be altered in response to circumstances to facilitate and enable tasks/remit to be fulfilled. Committees/Task Forces/Working Groups/Networks may be time-limited according to the specific remit/tasks they are charged with. The Board of Directors will conduct periodic reviews (once a year) of the effectiveness and need for individual Committees/Task Forces/Working Groups/Network and may dissolve a Committee/Task Force/Working Group/Network if its remit has been fulfilled or if there is no longer interest and participation from the membership in the said Committees/Task Forces/Working Groups/Networks.

¹ Each TOR should have a start and end date, should include language on annual Board review of whether the aims and goals of the committee/taskforce/working group are still relevant, as well as language on automatic disbandment if the Board does not extend the TOR.

SIOP Committees/Task Forces/Working Groups/Networks are listed on the SIOP website. Only those Committees/Task Forces/Working Groups/Networks which are listed on the SIOP website are considered as official SIOP groups.

The Chair of the Scientific Committee is the member of the Board of Directors responsible for all communication of the named Committees/Task Forces/Working Groups/Networks related to the scientific content of the SIOP annual meetings (e.g. Nursing Steering Committee, Paediatric Psycho Oncology, or Young Investigators).

Members may petition the Board of Directors if they perceive a need for an additional Committees/Task Forces/Working Groups/Networks. The petition should detail the rationale for the new Committees/Task Forces/Working Groups/Networks and explain why the aims cannot be achieved through the existing SIOP management structure. The petition should be signed by at least 10 members in good standing. The Board of Directors will review the petition at their monthly Board of Directors meeting. Revisions may be requested. The SIOP Secretariat communicates the Board's decision to the petitioners.

The annual review of the Committees/Task Forces/Working Groups/Networks, conducted by the Governance Committee of the Board, is organized by the Secretariat and aims to review the continued relevancy of the group as measured by the achievement of their goals and objectives, stated in their TOR, and alignment with the SIOP mission.

At the discretion of the President and Secretary-General, or at the suggestion of the Secretariat, a Committee/Task Force/Working Group/Network representative can be invited to the Board of Directors meeting to present their latest work and accomplishments.

With the exception of SIOP Committees, which are chaired by a member of the Board of Directors, communication between chairs of SIOP Committees/Task Forces/Working Groups/Networks and the Board of Directors will be through the SIOP Secretariat. Issues of conflict of interest (COI) or unacceptable member conduct should be brought to the attention of the Secretariat so that an immediate communication can be sent out to the Board of Directors.

ARTICLE 4: ELECTIONS

4.1 Members of the Board of Directors

Candidates for any position on the Board of Directors must be nominated by members of the society in good standing or have the option to self-nominate. Nominations are held electronically and an email with detailed instructions about the process is sent to all members in good standing by the SIOP Secretariat. Candidates deemed eligible for the online voting process are proposed by a Nomination Committee that is comprised of the Board of Directors. The nomination process begins in January and is usually concluded by May. The newly elected Board members enter office in October during the Annual Congress.

If two or more candidates for a specific office are proposed and willing to stand for election, an electronic ballot will take place.

Elections are decided by simple majority of votes cast by members 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 by email once the votes are tallied and are formally presented at the following Annual Business Meeting at which the newly elected officer will take up their position.

4.2 Continental Presidents

Candidates for Continental President for Asia, Africa, Oceania and North America will be nominated by members 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 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.

The Continental Presidents of Europe and Latin America are elected by members of, respectively, SIOPE and SLAOP and not by SIOP members because both SIOPE and SLAOP are separate legal entities.

4.3 Scientific Committee Chair

Candidates for Scientific Committee Chair will be nominated by members of the sitting Scientific Committee. However, members in good standing may also nominate 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 Nursing Steering Committee Chair

Candidates for Nursing Steering Committee Chair will be nominated by nurse members in good standing. 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. Nursing Steering Committee members vote for the Nursing Steering Committee Chair.

4.5 Advocacy Committee Chair

Candidates for Advocacy Committee Chair will be nominated by members in good standing. Nominations should be submitted in good time, following a call from the Secretariat, and will be processed as described in 4.1. The Board of Directors selects the Advocacy Chair from the list of nominations received during the open call for nominations.

4.6 PODC Co-Chairs

Candidates for PODC Committee Co-Chairs will be nominated by PODC members in good standing. Nominations should be submitted in good time, following a call from the SIOP Secretariat, and will be processed as described in 4.1. Elections will take place as described in 4.1.

4.7 Elections and Appointments to Committees, Task Forces and Working Groups

Scientific Committee Members

Scientific Committee members are identified through an open call for nominations, sent out by the SIOP Secretariat through emails to all members, and elections are conducted as in 4.1 above. As an exception to the above process, the Nursing Steering Committee and the Young Investigators Network assign representatives to the Scientific Committee.

Other Committees, Task Forces, Working Groups, Networks

Chairs of other Committees/ Task Forces/ Working Groups/ Networks will be elected by the members of the said Committees/ Task Forces/ Working Groups/ Networks in accordance with their TORs. Members can freely join any Committees/ Task Forces/ Working Groups/ Networks by contacting the appropriate Chair or by contacting the SIOP Secretariat.

4.8 Election Ties

If the outcome of any election is a tie, the President, Treasurer and Secretary General will vote between the candidates to decide the final outcome.

4.9 Interim Appointments of Officers or Committee Members

In the event of an officer of SIOP or key member of a committee/task force/working group/network being unable to complete their term of office, the 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.

The Board of Directors may appoint additional members or advisors to a Committee/ Task Force/ Working Group/ Network on an ad hoc basis to undertake specific tasks or meet specific needs. Such appointments will be for a limited, pre-determined time period.

4.10 Variation in the Term of Office for Committee Chairs

In exceptional circumstances, the Board of Directors may prolong the term of office of an individual Committee/ Task Force/ Working Group/ Network chair to ensure continuity of Committee/ Task Force/ Working Group/ Network composition or to ensure the completion of specific tasks or projects.

ARTICLE 5: ROLES AND PROCEDURES

5.1 Members of the Board of Directors

Detailed role descriptions for members of the Board of Directors are drafted by the Board of Directors and the Secretariat and are codified in the SIOP Standard Operating Procedures.

5.2 Elections

Detailed Standard Operating Procedures for conduct of elections are drafted by the Board of Directors with the assistance of the Secretariat.

5.3 Committees, Task Forces, Working Groups, and Networks²

TORs, purpose(s) and functional procedures of SIOP Committees/ Task Forces/ Working Groups/ Networks will be drafted by SIOP members participating in the said Committee/ Task Force/ Working Group/ Network, with assistance from the Secretariat, and then proposed for approval by the Board of Directors. The SIOP Secretariat archives a copy of the TOR in its files.

5.4 Bylaws

The SIOP Secretariat and Governance Committee keeps the Bylaws up-to-date and review them at least once a year for accuracy. The Bylaws are available for members to access through the SIOP website.

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 attending the Annual Business Meeting constitute the Assembly.

The Assembly is responsible for the election of members of the Board of Directors and deciding the general direction of the Society. It decides the amount for the annual members' dues and subscriptions. It adopts the annual budget and approves the financial accounts. Brief annual updates from the SIOP Committees/ Task Forces/ Working Groups/ Networks are also shared with members during the Annual Business Meeting or in the week preceding the Annual Business Meetings.

The membership provides final approval of, or proposes modifications to, any amendments to the Constitution, which have been pre-approved by the Board of Directors via online voting throughout the year.

Five percent (5%) of the total membership 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.

6.2 The Scientific Congress

The Scientific Congress is open to all SIOP members and other interested individuals. Congress presentations (e.g. posters, symposia, sessions, Meet-the-Expert sessions, etc.) may be submitted for presentation by members of the Society and by non-members.

² Insert distinction between Committee/ Task Force/ Working Group/ Network once it is developed.

6.3 Organisation of the Congress

The Organisation of the Congress rests with the designated local organiser in cooperation with the Secretariat and the Scientific Committee, taking account of input from the Congress Development Committee (CDC). The Society retains a Professional Congress Organizer (PCO) company to lead on the logistical organization of the Congress. The Scientific Committee will be responsible for the scientific content of the Congress, including the selection of invited speakers/sessions and selection of scientific presentations to be presented from among those submitted by eligible members. The Scientific Committee will be assisted in this by the Scientific Programme Advisory Committee (SPAC). The Scientific Committee in cooperation with the Executive Director will formulate rules for the submission of abstracts and similar practical details, including the criteria for selection and award of prizes and scholarships. The CDC takes a longer, more general view to consider how the format and accessibility of the Congress should be structured and developed over multiple years, reflecting on successes and challenges with previous Congresses.

6.4 Venues

There is no fixed venue for the Annual Business Meeting and Scientific Congress. Venues will be chosen by 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 Board of Directors. Historically, venues have generally rotated between Europe, North America and locations in the “rest of the world” (i.e. Africa, Asia, Latin America, Oceania). However, the Board can deviate from this order, when necessary.

When deemed necessary, the Board of Directors may decide to hold the Congress and Annual Business Meeting virtually or as a hybrid meeting.

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 in accordance with the Society directives. Acceptance of funds from other sources and the use of such funds require Board of Directors’ approval.

7.1 Membership Dues and Congress Fees

The annual membership dues and registration fees for the Annual Scientific Congress shall be prescribed by the Board of Directors. The amount of the annual dues is authorised by majority vote of the Assembly at the Annual Business Meeting. It is the responsibility of the Treasurer to collect the dues.

7.2 Annual Operating Budget

The financial operations of the Society will be guided by a budget presented to the Board of Directors. 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 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 Annual Audit

An audit of the Society's accounts will be made annually by a certified public accountant. It will be presented to the Board of Directors and a copy will be made available, upon request, to all members of SIOP via the Society's website.

7.4 SIOP Continental/Regional Meetings

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

ARTICLE 8: AMENDMENTS

8.1

These Bylaws or any portion thereof may be amended by a simple majority of the affirmative votes cast by half plus one of the Board of Directors.

8.2

Proposed Bylaw amendments may originate from within the Society. They should be submitted to the Board of Directors at least two (2) weeks prior to a Board meeting.

ARTICLE 9: PARLIAMENTARY PROCEDURE

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