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

- Physicians (MD, DO) from high, upper-middle and low/lower-middle income countries
- Physician Affiliates (Partnering organisations with individual membership and Memorandum of Understanding with SIOP)
- Nurses from high, upper-middle and low/lower-middle income countries
- Allied Health and other Professionals (incl. rehabilitation professionals, psychologists, social workers, nutritionists, epidemiologists, pharmacists, scientists, etc., including administrators (MPH, MBA) who work on behalf of children with cancer) from high, upper-middle and low/lower-middle income countries
- Young SIOP (new members under age 40 (physicians, nurses or allied health and other professionals, fellows & residents, students, scientists, also non-profit advocates) from high, upper-middle and low/lower-middle income countries
- Emeritus Members
- CCI (Childhood Cancer International), Survivors/Parents; non-profit Advocates and Organizations from high, upper-middle and low/lower-middle income countries

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.

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 entitle 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 Membership Committee and 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 20 members including the President, Scientific Committee Chair, Treasurer, Secretary-General, Local Organizing Committee (LOC) Chair, Advocacy Committee Chair, Young SIOP Network Chair, Nursing Network Chair, 2 Global Health Network 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 20 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 and Networks.
Continental Presidents-Elect, Nursing Network Chair-Elect, Young SIOP Network Chair-Elect, Global Health Network Co-Chair-Elect and the Young SIOP Network Chair are invited to participate in Board of Directors meetings as observers.

3.2 Committees and Networks

There are three types of SIOP structures: Board Committees, Core Committees, and Networks.

3.3 Standing Committees of the Board of Directors (“Board Committees”)

There are 2 Board 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 Core Committees

SIOP has six Core Committees (Advocacy, Congress Development, Education and Training, Membership, Publications and Surveys, and Scientific). Core Committees are chaired by members of the Board of Directors or by the SIOP Executive Director in the case of the Publications and Surveys Committee. Membership to the Core Committees is open to SIOP Board members as well as to the SIOP general members as per the respective Committee’s terms of reference (TOR). These Committees are critical for the operation of the Society. Core Committee substructures are called Working Groups (WGs), and Committees may have one or more WGs, as needed.

3.5 Networks

Program-related SIOP Networks are given a specific remit and charged with specified tasks. A Network may have one or more substructures, called WGs. Each Network reports to the Board of Directors and has its own TOR\(^1\). The WGs also have TORs. TORs may be altered in response to circumstances to facilitate and enable tasks/remit to be fulfilled. Networks may be time-limited according to the specific remit/tasks they are charged with. The Governance Committee, on behalf of the Board of Directors, will conduct periodic reviews (once a year) of the effectiveness and need for individual Networks. On the recommendation of the Governance Committee, the Board of Directors may dissolve a Network if its remit has been fulfilled or if there is no longer interest and participation from the membership in the said Network.

3.6 Further Clarifications about Committees and Networks

Official SIOP Committees, Networks and WGs are only those listed on the SIOP website.

The Chair of the Scientific Committee is the member of the Board of Directors responsible for all SIOP Network communications related to the scientific content of the SIOP Annual Congress (Nursing Network, Paediatric Psycho Oncology Network, Supportive Care Network, Nutrition Network or Young SIOP Network).

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\(^1\) Each TOR should have a start and end date, should include language about an annual Board review of whether the aims and goals of the Network are still relevant, as well as language on automatic disbandment if the Board does not extend the TOR.
SIOP members may petition the Board of Directors if they perceive a need for additional Networks. The petition should detail the rationale for the new Network and explain why the aims cannot be achieved through an existing SIOP Network. The petition should be signed by at least 10 SIOP members in good standing. The Board of Directors will review the petition at their monthly Board of Directors meeting and may request revisions. The SIOP Secretariat communicates the Board’s decision to the petitioners.

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

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

With the exception of SIOP Board and Core Committees, which are chaired by a member of the Board of Directors, communication between chairs of SIOP 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 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 SIOP 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 regional 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 Network Chair

Any nurse member in good standing may nominate candidates for Nursing Network Chair selecting from the current list of members of the Nursing Network’s Steering Group. Nominations should be submitted in good time, following a call from the Secretariat, and will be reviewed for eligibility by the Nursing Network’s Steering Group. Elections will be facilitated by the SIOP Secretariat via SurveyMonkey or similar app. Only the Nursing Steering Group members vote for the Nursing Network Chair. The immediate past Chair of the Nursing Network becomes an ex officio (non-voting) member of the Nursing Steering Group for 6 months.

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 Global Health Network Co-Chairs

Candidates for Global Health Network Co-Chairs will be nominated by Global Health Network 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. Only Global Health Network members, who have paid their SIOP membership dues, may vote for the Global Health Network Co-Chairs. The SIOP Secretariat facilitates the vote via SurveyMonkey or similar app.

4.7 Young SIOP Chair

Candidates for the Young SIOP Network Chairs will be nominated by Young SIOP 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. Only Young SIOP members, who have paid their SIOP membership dues, may vote for the Young SIOP Chair. The SIOP Secretariat facilitates the vote via SurveyMonkey or similar app.
4.8 Elections and Appointments to Committees and Networks

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 Network and the Young SIOP Network assign representatives to the Scientific Committee.

Other Committees and Networks
Chairs of other Committees and Networks will be elected by the members of the said Committees and Networks in accordance with their TORs. Members can freely join any Network by contacting the appropriate Chair or by contacting the SIOP Secretariat.

4.9 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.

4.10 Interim Appointments of Officers or Committee Members

In the event of an officer of SIOP or key member of a Committee or 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 and to a 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.

4.11 Variation in the Term of Office for Committee and Network Chairs

In exceptional circumstances, the Board of Directors may prolong the term of office of an individual Committee or Network Chair to ensure continuity of Committee and 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 and Networks**

TORs, purpose(s) and functional procedures of SIOP Committees and Networks will be drafted by SIOP members participating in the said Committee or 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 in good standing of the Society. Non-member attendance of the Annual Business Meeting is allowed for the purposes of learning about the Society and its work as long as non-members do not vote in elections conducted during the Annual Business Meeting. Members 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 and 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**

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2 Currently, there are 2 Board and 6 Core Committees and 5 Networks. All Committees are chaired by a member of the Board of Directors (exception is the Publications and Surveys Committee, which is Chaired by the SIOP Executive Director) and Networks are chaired by a member of the Network.
The Scientific Congress is open to all SIOP members and other interested individuals. Both SIOP members and non-members may submit Congress presentations (e.g. posters, symposia, sessions, Meet-the-Expert sessions, etc.) for consideration by the Scientific Committee. Submission of an abstract does not guarantee the acceptance of the abstract in the Scientific Programme of the Annual Congress.

6.3 Organisation of the Congress

The Organisation of the Congress rests with the designated LOC Chair in cooperation with the Secretariat and the Scientific Committee, taking account of input from the Congress Development Committee. The Society retains a Professional Congress Organizer 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. The Scientific Committee will be assisted in this by the Scientific Programme Advisory Working Group. 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 Congress Development Committee 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. The Board of Directors may meet by videoconference or teleconference (including over the internet).