



**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 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 including rehabilitation professionals, psychologists, social workers, nutritionists, epidemiologists, pharmacists, scientists, etc., as well as ~~including~~ administrators (MPH, MBA) who work on behalf of children with cancer from high-, upper-middle- and low/lower-middle-income countries
- Emeritus Members
- Young SIOP (new members under age 40 including physicians, nurses or allied health and other professionals, fellows and residents, students, scientists, or non-profit advocates) from high-, upper-middle- and low/lower-middle-income countries
- CCI (Childhood Cancer International), Survivors/Parents; non-profit advocates and organizations from high-, upper-middle- and low/lower-middle-income countries

The Membership Committee jointly with the Chief Executive Officer 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 matches the above-mentioned membership categories and their can become a member.

## 1.5 Duties and Privileges of Members

Members may:

- Vote
- Hold office within the Society
- Nominate candidates for office
- Serve on and chair committees, networks and working groups
- Receive all Society publications and communications
- 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, 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 are paid in full before the end of each calendar year (31<sup>st</sup> 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 1<sup>st</sup> January. Notice that payment is due will be sent to members by email, starting in November of the prior year. The Chief Executive Officer 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 1<sup>st</sup> 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 31<sup>st</sup> 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 Chief Executive Officer for approval by the Board of Directors. Proposals to change the levels of dues 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 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 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 4 tiers.

### **3.1 Senior Management Team**

The Senior Management Team consists of the core officers of the Society: namely the President, immediate Past President (for 1 year), Treasurer, Secretary General and the Chair of the Scientific Committee. In addition, an Officer-Elect (President-Elect, Treasurer-Elect, Secretary General-Elect and Chair of the Scientific Committee-Elect) will serve one year as an *ex officio* member (non-voting member) of the Senior Management Team, in rotation, for the year before taking up the full role of President, Treasurer, Secretary General, or Chair of the Scientific Committee, respectively. On occasions when the Senior Management Team deliberates on a specific topic, other Board of Director Members with expertise in the topic area may be invited to participate on an ad-hoc, non-voting, basis. The Senior Management Team is responsible to, but makes daily operational decisions on behalf of, the Board of Directors and the Assembly of Delegates.

### **3.2 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, Nursing Network Chair, the Young SIOP 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.

The Advocacy Chair-Elect, Continental Presidents-Elect, Nursing Network Chair-Elect, Global Health Network Co-Chair-Elect and are invited to participate in Board of Directors meetings as *ex officio*.

### **3.1 Committees and Networks**

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

### **3.2 Standing Committees of the Board of Directors (“Board Committees”)**

There are 3 Board Committees that are made up entirely of members of the Board of Directors: Governance Committee, Finance Committee and Congress Development Committee. These committees are not open to the general SIOP membership. A Terms of Reference (TOR) describe the scope of work of each of these Standing Committees.

### **3.3 Core Committees**

SIOP has six Core Committees (Advocacy, Education and Training, Membership, Publication and Endorsement, Scientific, and Programme for Advancing Research Committee (PARC)). Core Committees are chaired by members of the Board of Directors (except the Education and Training and Membership Committees) or by the SIOP Chief Executive Officer in the case of the Publication and Endorsement Committee. Membership to the Core Committees is open to SIOP Board members. SIOP general members are invited to join according to the respective Committee's 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.

### **3.4 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. Short-term projects may require a Task Force; however, these are considered to be temporary sub-groups. A Special Interest Group (SIG)

within a Network can be formed if agreed upon by the Chair/co-Chairs and Steering Group. Each Network reports to the Board of Directors and has its own TOR<sup>1</sup>. 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.

### **3.5 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 and Committee communications related to the scientific content of the SIOP Annual Congress (Nursing Network, Global Health Network, Paediatric Psycho Oncology Network, Supportive Care Network, Nutrition Network, Women Leaders in Pediatric Oncology, or Young SIOP Network as well as the Programme for Advancing Research Capacity [PARC] Committee and Education and Training Committee).

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.

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<sup>1</sup> 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.

## **ARTICLE 4: ELECTIONS**

### **4.1 Members of the Board of Directors**

Candidates for any position on the Board of Directors (not including Continental Presidents) must be members in good standing 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 for the President, Secretary General, Treasurer and Scientific Committee Chair and members (see 4.3) 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.

Elections for the Education & Training Committee, and Network chairs/co-chairs and members differ from the above process and are described in each respective ToR as approved by the Governance Committee and the Board of Directors.

### **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. 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 Advocacy Chair is appointed by the SIOP President in consultation with the SIOP Board of Directors.

#### **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 or can self-nominate or be nominated by a SIOP member 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. The Global Health Network Core Steering Group chooses three candidates for the slate and submits the slate to the co-Chairs of all Global Health Network Working Groups (Steering Group) for endorsement. The final nomination slate is submitted to the Board for approval. 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 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, Psycho Oncology Network, Childhood Cancer International 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.

#### **4.8 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 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 or 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 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 Committee and Network TORs.

**5.2 Elections**

The SIOP Secretariat conducts elections according to Article 4 of the Bylaws.

**5.3 Committees and Networks<sup>2</sup>**

TORs, purpose(s) and functional procedures of SIOP Committees and Networks are drafted by SIOP members participating in the said Committee or Network, with assistance from the Secretariat, and then proposed for approval by the Governance Committee. Once approved the Board of Directors is notified. 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.

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<sup>2</sup> Currently, there are 3 Board, 6 Core Committees and 7 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.



## **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. Members attending the Annual Business Meeting constitute the Assembly of Delegates.

The Assembly of Delegates is asked for approval of the Strategic Plan, developed and presented by the Board of Directors 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**

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 Chief Executive Officer 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 of Delegates 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 of Delegates 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).