



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

CONSTITUTION

Approved by the General Assembly of Delegates on October 13, 2023

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 Board of Directors. A violation of this prohibition may result in censure, suspension or expulsion of the member from the Society by the 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, treatment guidelines, position statements and protocols (if pre-approved through the SIOP Publication & Endorsement Committee); 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 Board of Directors. The membership will be notified in advance of such a change at an Annual Business Meeting of the Society.

**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 holds a charitable tax-exempt status in Switzerland.

2.1 Vision

No child should die of cancer: cure for more, care for all

2.2 Mission

Improve the lives of children and adolescents with cancer through global collaboration, education, training, research and advocacy.

2.3 Goals and Objectives

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

ARTICLE 3: BODIES OF THE SOCIETY

3.1 Assembly of Delegates

The Assembly of Delegates 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 of Delegates is the highest and final decision-making body of the Society. The Annual Business Meeting is held during the Annual Scientific Congress.

3.2 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.

3.3 Board of Directors

The Board of Directors consists of the Senior Management Team, the Continental Presidents, the Past-President, the Advocacy Committee Chair, the Young SIOP Network Chair, the SIOP Nursing Network Chair and the Global Health Network 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 of the Society must be members in good standing. The Officers include all members of the Senior Management Team and Board of Directors. The President, Treasurer and Secretary General are nominated and elected by all members with voting rights.

Continental Presidents are nominated and elected by members with voting rights in the respective continents.

The Chair of the Scientific Committee is nominated by members of the sitting Scientific Committee. However, members in good standing may also nominate candidates.

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 recommend the final election slate 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 *as ex officio* on the Board of Directors and Senior Management Team for 1 year before assuming the full office. The outgoing President sits on the Board of Directors and Senior Management Team as Past-President for 1 year following completion of their term of office as President to be able to follow-up main topics initiated during their presidency.

The Young SIOP Network Chair, the SIOP Nursing Network Chair and the Global Health Network Co-Chairs are nominated and elected by the members of their respective committees after consultation with the other Officers of the society.

The Advocacy Committee Chair is nominated by all members with voting rights and appointed by the President in consultation with the Board of Directors.

Candidates for all above roles can self-nominate.

4.2 Duties of the Officers

Each officer has a defined role with specified duties as described in the Bylaws and/or the Terms of Reference (ToRs) of their respective committee or network. 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 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
Global Health Network Co-chairs	3 years	Maximum of two terms
Advocacy Chair	3 years	Maximum of two terms
Nursing Network Chair	3 years	Maximum of two terms
Young SIOP Network Chair	3 years	Maximum of two terms

In exceptional circumstances only, an incumbent officer may be asked by the Board of Directors to extend their service further until a new officer is elected.

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, purpose, or work the Board of Directors will recommend appropriate action, which may include 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 Board of Directors prior to the Annual Business Meeting.

5.4 Auditing of the Accounts

The Board of Directors will appoint an independent certified Auditor. The Auditor will be instructed by the 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 Board of Directors. The finalised report will be endorsed by the Auditor, accepted by the Board of Directors, and made available to the Assembly of Delegates 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 of Delegates.

ARTICLE 6: AMENDMENTS

Constitution

- 6.1** This Constitution or any portion thereof may be amended by an affirmative vote of two-thirds (2/3) of the Assembly of Delegates 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 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 Board of Directors.
- 6.3** Amendments properly proposed to the Board of Directors will be presented at the following Annual Business Meeting, with the recommendation of the of Board of Directors for approval by the Assembly of Delegates.
- 6.4** Between meetings of the Assembly of Delegates, the Board of Directors will assume those responsibilities of the Assembly of Delegates that it cannot accomplish through e-mail voting and that require action before the next Assembly of Delegates meeting.

Bylaws

- 6.5** The 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.

- 6.6** The SIOP Secretariat and Governance Committee keep 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 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 Board of Directors. This decision is irrevocable.

ARTICLE 8: EXTRAORDINARY SESSION

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