



## **The British Neuro-oncology Society Constitution**

### **1. The Object of the Society**

- 1.1. The British Neuro-oncology Society (BNOS), hereafter known as 'The Society', is established to promote research and education in neuro-oncology, and an improvement in treatment and outcomes for patients with any form of tumour affecting the central nervous system.
- 1.2. The logo of the Society is that commissioned and selected by the British Neuro-oncology Society Council during 2019. No other logo shall be used to publicly represent the Society unless subsequently agreed by both the Society Council, and Membership.

### **2. Membership of the Society**

- 2.1. The membership of the Society will represent and consist of individuals involved in the various scientific and clinical disciplines concerned with research and management of children and adults with any form of tumour affecting the central nervous system. Membership of the Society is also open to individuals from charities, patient/carer organisations, and not-for-profit organisations with an interest in research and management of children and adults with any form of tumour affecting the central nervous system.
- 2.2. Members are required to pay an annual statutory subscription agreed by Council (see 3.0 below) on the advice and recommendation of the Honorary Treasurer, and to abide by the Rules of the Society (defined in section 6.0). Members will each have one vote on any resolutions/proposals under ballot/election at Annual General Meetings (AGMs) or Extraordinary General Meetings (EGMs) of the Society. Benefits of membership will include discretionary rates for attendance at the BNOS annual conference and any other meetings arranged by the Society, access to the Members section of the BNOS website and access to additional benefits as they become available and are announced by Council.
- 2.3. The members shall agree to elect a Council (see 3.0 below) comprised of a minimum of twelve, of whom four will be official Officers: President, Vice-President, Honorary Secretary and Honorary Treasurer.

2.4. Senior Life Members who are no longer in full time employment will be offered a reduced rate of annual subscription as agreed by Council on the advice/recommendation of the Honorary Treasurer.

2.5. Honorary Members will be elected from time to time as decided by Council and will pay no membership fee.

### **3. Council**

3.1. The Council is responsible for controlling the management of the Society and implementing the policy of the Society.

3.2. The four Officers of the Council (President, Vice-President, Honorary Secretary and Honorary Treasurer) will be elected by either Council (President/Vice-President) or Membership (Honorary Secretary/Honorary Treasurer).

3.3. The President and Vice-President will each serve a two-year term of office. The Vice-President will succeed the standing President on completion of his/her two-year term in office. The President and Vice-President will act as Chair and Deputy Chair at all Society Council and general and scientific meetings of the Society. The President and Vice-President will be expected to actively represent and promote the aims and ideals of the Society. The posts of President and Vice-President are not extendable but, for reasons of continuity, outgoing Presidents should serve a further twelve-month period as an active Council member.

3.4. The Honorary Secretary will hold a register of Members and will, in consultation with the President and the Society Administrator (see 4.0 below), execute communications on behalf of the Society with outside individuals and bodies as appropriate. He/she will also organise, in consultation with the President and the Society Administrator, the Agenda for Council meetings, AGMs and EGMs. The Honorary Secretary is responsible for elections to Council and the elections of the Officers, with the exception of the election of Honorary Secretary, or if he/she is standing to become President. The period of tenure for the Honorary Secretary is three years but is, after this period, renewable at the AGM in open competition with other nominees.

3.5. The Honorary Treasurer will be responsible for the financial accounts of the Society which will be presented to the Membership at the AGM each year. He/she will also be responsible for dispersing bursaries, prize monies and expenses accordingly as ratified by Council. The period of tenure for the Honorary Treasurer is three years but is, after this period, renewable at the AGM in open competition with other nominees.

3.6. A range of subcommittees will be formed, at the President's discretion, from the existing Council, plus co-opted specialist members (see 3.8) to implement with due efficiency, cost-effectiveness and speed the strategic aims, activities, and business of the Society.

- 3.7. Council Members will reflect, as well as possible, the various geographic regions of the UK as well as the diverse subdisciplines involved in neuro-oncology. While the minimum number of twelve Council members is mandatory, for reasons of practicality the upper limit of numbers will be decided by Council based upon strategic needs and representation of various subdisciplines. Members serve a three-year term on Council and may be re-elected for one further term, in open competition with other nominees. After this term, the Council Member must stand down for a period of two years before seeking possible re-election. It will be within the Presidential discretion to advise the AGM on the component membership of Council.
- 3.8. Council has the discretion to co-opt representatives of brain tumour charities and not-for-profit organisations to assist the membership of Council. These individuals do not have voting rights on Council.
- 3.9. Notification of vacancies on Council for Members, or for Offices of Honorary Secretary and Honorary Treasurer, will be sent electronically to the membership with notification of the programme for Annual Conferences and will appear on the BNOS website in advance of the meeting. Individuals who would like to be considered will be required to submit to the Administrator an expression of interest of up to one-page maximum outlining how they feel they could contribute to Council and to BNOS. Elections will take place via a confidential online voting system open to BNOS members only. Applicants to Council roles are not themselves required to be BNOS members at the time of applying; however, if recruited to Council, successful applicants will be expected to join the BNOS membership. References will be sought for the post of Honorary Treasurer.
- 3.10. As an expression of their commitment to the Society, all Council members will be required to execute a standard form on confidentiality and Intellectual Property rights agreement in favour of BNOS. Council must consider the interests and reputation of BNOS at all times. No Council member is permitted to carry out any work under, or on behalf of, BNOS for any external individual/organisation without full prior agreement from Council. The carrying out of such activity without full prior agreement could result in the removal of the member from Council.

#### **4. Staff**

- 4.1. The Society will appoint members of staff, on a paid or voluntary basis, from time to time as is strategically and financially appropriate.
- 4.2. The paid members engaged by the Society will carry out various roles as required to provide a range of administrative and operational support, including development and management of the website and membership database, attending to enquiries on behalf of the Society, taking minutes at both Council meetings and AGMs/EGMs, liaising with Council Officers and Members where appropriate, and the carrying out of other projects to further develop the aims and objectives of the Society. In particular, these posts will provide substantive support for the Honorary Secretary and the President.

## 5. Meetings

- 5.1. There will be an AGM at the time of the Annual Conference, held in June/July each year. The Annual Conference will move between different locations within the UK each year and will be arranged by key Council members in conjunction with the BNOS Administration team, the Professional Conference Organiser (PCO) and a local organising group at the meeting location. A statutory format for the Conference formulated by the former Communications and Conference subcommittee, and ratified by Council, will be used to plan each conference. Additional, occasional, scientific and medical meetings may be arranged by the Society alone or in collaboration with other learned Societies or brain tumour patient and carer organisations (including charities and not-for-profit organisations).
- 5.2. Council meetings will be held at least three times each year, the venue of these meetings will be decided by the President and Honorary Secretary. ALL Council members will be expected to attend at least two of these Council meetings each year and if unable to attend will give apologies for absence and, if in the case of being an Officer of the Society or Chair of a subcommittee, will electronically send a written report in advance of the meeting to the Society Administrator. In the event of any Council member failing to attend at least two Council meetings in one calendar year he/she will be contacted and put on warning and will be asked to stand down following a third consecutive absence. Council will only be considered as quorate if at least six members are present, including either the President or Vice-President. Expenses for standard class rail or road travel may be claimed by Council Members attending Council meetings. No additional claims will be met unless specifically endorsed by the President of the Society.

## 6. Rules of the Society/Probity

- 6.1. The Society is fully committed to the rules of ethics of research and clinical governance.
- 6.2. Members are required to declare any interests or sponsorship in presentations and publication of their work.
- 6.3. Members will abide by the rules of statutory and other bodies in relation to ethical and other considerations.
- 6.4. Members will not publicly represent the Society unless expressly requested to do so by the President on behalf of Council.
- 6.5. Members will endeavour to engage in any work related to the furtherance of the field of neuro-oncology either in pursuit of new scientific knowledge or improved treatment and outcomes for patients. Members will also aim to increase public awareness of brain tumours and help to inform and engage the general public to the best of their own ability in matters pertinent to the discipline.
- 6.6. Removal of Membership will be carried out by Council and only after written notice is given to the Member. The Member shall be afforded a full opportunity of showing good

reason why he/she should not be removed. If, at a Council meeting, a resolution for removal of such a member is passed by four fifths of Council Members present, then the Member will cease to be a member of the Society.

## **7. Patients/Carers and Non-Statutory Bodies**

- 7.1. The Society is committed to transparency and where reasonably possible to the provision of information to patients and carers, as well as providing such information/advice generically to brain tumour patient and carer organisations. Such advice and information will, at all times, be in the interests of patients suffering from tumours of the central nervous system.
- 7.2. The Society will utilise the BNOS website to provide appropriate advice and information to both professional and patient/carer populations.
- 7.3. Information submitted to BNOS for inclusion on its website from researchers, clinicians, as well as patients and carer organisations notifying of important events, functions, meetings and grant calls is welcomed. Final ratification of this will be made by the Honorary Secretary.

## **8. Changes to the Constitution**

- 8.1. Any changes to the Constitution must be ratified at the AGM.