



BRITISH GYNAECOLOGICAL CANCER SOCIETY

CONSTITUTION *(as amended May 2004).*

(1) The Society shall be called the British Gynaecological Cancer Society.

The aims of the Society are to advance the science and art of gynaecological oncology for the benefit of the public.

In furtherance of this object, but not further or otherwise, the Society shall have the following powers:

- i. To facilitate the interchange of information on gynaecological cancer between members of the Society and between the Society and others.
- ii. To study, evaluate and offer guidance on methods used for clinical management and laboratory investigations. This may include the interchange of samples, a system of external review for clinical trials, and effective use of available biological material.
- iii. To promote research and the publication of the results.
- iv. To organise scientific meetings.

(2) MEMBERSHIP OF THE SOCIETY

Membership of the Society shall be in the following categories but no person shall be a member unless his or her membership has been accepted by the Council, who shall have an absolute discretion not to accept any person as a member without giving a reason for this.

i. Ordinary membership

This shall be open to medical practitioners and members of allied professions, including Clinical Nurse Specialists, who are actively involved in the study/management of gynaecological cancers.

Application for membership must be supported in writing by two members of the Society. Admission to membership shall be at the time of the Annual General Meeting (AGM) and applications must reach the Honorary Secretary at least two months before the AGM.

The Council shall consider each applicant. The Permanent Secretary shall circulate a list of eligible applicants for the year, giving name and place of work, at least one month before the AGM to all members of the Society. Objections should be lodged with the Honorary Secretary at least one week before the AGM.

The Council shall reconsider any applicant if one or more objections are lodged by members of the Society. The Society through its Council reserves the right to refer to the

supporters of the applicant either before inclusion in the list for circulation or if any objection is raised against the applicant.

ii. Honorary membership

The Society shall be empowered to elect Honorary Members. This is the highest honour that the Society can confer and shall be restricted to those of eminence in the field of Gynaecological Oncology or in some allied subject.

Nominations for Honorary Membership shall be made by the Council for ratification at the AGM.

Honorary Members shall not be liable for payment of the Annual Subscription and they have no voting rights.

iii. Termination of membership

Membership of the Society may be terminated in any of the following ways:

(a) By resignation of the member.

(b) By default of payment of the Annual Subscription over a full calendar year.

(c) In the event of a member failing to attend at least one meeting of the Society over a period of two years without adequate reason, he or she may be assumed to have resigned.

(d) By the Council at its discretion if such termination appears to be in the interests of the Society; provided that any persons whose membership it is proposed to terminate shall have a right to be heard in their own defence at the next AGM.

(3) OFFICERS

The officers shall be:

- * President
- * Honorary Treasurer
- * Honorary Secretary
- * Honorary Meetings Secretary

(4) TENURE OF OFFICERS:

- i. The President shall be elected for a maximum of three years plus a preceding year sitting on Council as President-elect. He/she shall not then be eligible for re-election to the same office.
- ii. The Honorary Treasurer shall be elected for a maximum of three years plus a preceding year sitting on Council as Honorary Treasurer Elect. He/she shall not be eligible for re-election to the same office.
- iii. The Honorary Secretary shall be elected for a maximum of three years plus a preceding year sitting on Council as Honorary Secretary Elect. He/she shall not be eligible for re-election to the same office.
- iv. The Honorary Officers listed in subsections 4i, 4ii, 4iii shall sit on council as immediate past officers with the same status as co-opted members for one year after their tenure as an officer has ended, to advise and assist their successor.
- iv. The Honorary Meeting Secretary shall be the host and organiser of the next meeting of the Society and shall hold this office for the six months preceding this.
- v. At each AGM members of the Society shall ratify the continued tenure of all Officers.
- vi. The tenure of any Officer can be ended at any time by a two thirds majority vote of the Council, if exceptional circumstances arise.

- vi. Officers who fail to attend meetings of the Council without sufficient reason shall be automatically retired.

(5) ELECTION OF OFFICERS

- i. In years when Officers are to be elected the Permanent Secretary shall send nomination papers to all members of the Council at least two months before the Council meeting before the AGM. Any council meeting occurring within seven days of the AGM shall not count in making this calculation.
- ii. Nominations, proposed and seconded, shall be returned to the Honorary Secretary within three weeks. Those nominated must have normally served on the Council.
- iii. The Permanent Secretary shall send ballot papers to all members of the Council at least three weeks before the Council meeting.
- iv. The ballot papers shall be counted at the Council meeting. Members of the Council unable to attend the meeting shall be responsible for ensuring that their ballot papers reach the Honorary Secretary in time to be taken to the meeting.
- v. In the event of there being more than two nominations for any Office and if no candidate is given more than a fifty per cent majority at the first ballot there shall be a second ballot. The Council excluding the candidate with the lowest number of votes. This shall continue until one candidate has more than fifty per cent.
- vi. The Permanent Secretary shall circulate the Council's nominations for Officers to all members of the Society at least two months before the AGM. Alternative nominations of any full member of the Society, who has served on the Council, can be made by any two full members of the Society for any Office. These should reach the Honorary Secretary within three weeks. In this event the Permanent Secretary shall circulate ballot papers to all members of the Society at last one month before the AGM. The ballot shall be counted at the AGM. Members unable to attend shall be responsible for ensuring that their ballot papers reach the Honorary Secretary in time to be taken to the meeting.
- vii. In the event of any Office being left vacant at the end of the ballot this vacancy shall be filled at once in the Council.

(6) COUNCIL

The Council shall consist of the Officers and eleven Members who shall be elected at the AGM.

Nine of the ordinary Council Members are to represent disciplines relating to the Society as follows:

1. Pathology
2. Basic Sciences
3. Medical Oncology
4. Clinical Oncology
5. Surgical Oncology
6. Clinical Nurse Specialists
7. Medically qualified trainees
8. Gynaecological cancer unit leads
9. Gynaecological cancer centre leads

The remaining two ordinary Council Members may be filled by members from any discipline.

Each member shall serve for three years.

Retiring Members of the Council shall be eligible for re-election after a lapse of one year.

Council Members who fail to attend two consecutive meetings of the Council without sufficient reason shall be automatically retired from the Council.

The Council is empowered to co-opt members to serve on the Council for a period of one year for a specific purpose.

The host for the next Scientific Meeting shall be a co-opted member of the Council in the role of Honorary Meeting Secretary, if not already a member.

Co-opted members shall have no voting rights.

(7) ELECTION OF MEMBERS OF COUNCIL

- i. The Permanent Secretary shall send nomination papers to all members of the Society at least three months before the AGM.
- ii. Nominations, proposed and seconded by members of the Society, and indicating willingness to serve, should be returned to the Honorary Secretary at least two months before the AGM.
- iii. The Permanent Secretary shall circulate ballot papers not less than one month before the AGM. Each ballot paper shall bear a unique number.
- iv. The ballot shall be counted at the AGM: members unable to attend shall be responsible for ensuring that their ballot papers reach the Honorary Secretary in time to be taken to the meeting. On their own responsibility and at their own risk the member may post their ballot to the honorary secretary or permanent secretariat with the request that they take the ballot to the AGM.
- v. The number of vacancies shall be determined and that same number shall determine the number of candidates, having the greatest number of votes, that shall be elected.

(8) RESPONSIBILITIES OF THE COUNCIL

The ordinary business of the Society shall be conducted by the Council. A quorum shall consist of four voting members of which at least two and no more than three shall be Officers of the Council.

The Council shall meet at least twice each year and one of the meetings shall be in the same week as the AGM.

The Council shall be empowered to institute:

- i. Committees and to decide their composition. The Council is also empowered to dissolve Committees.
- ii. Working Parties. These are *ad hoc* committees and shall be set up by the Council to deal with specified matters. When business is completed the Working Party shall be dissolved automatically. The President and Honorary Secretary are *ex-officio* members of all Committees and Working Parties.
- iii. Reports from Committees and Working Parties are made to the Council and are confidential to them.
- iv. A list of committees and working parties shall be compiled and retained by the permanent secretariat. The chairman of these bodies or failing that the president or honorary secretary as *ex officio* members shall report the progress of the committee or working party to the council at least once every year at which time the council shall determine the continued need for and existence of the committee or working party. All actions and decisions of Committees and Working Parties should be reported back to the Council as soon as possible.

- v. The council shall be empowered to employ a paid permanent secretary to undertake the administrative work of the society at the direction of and under the supervision of the president and secretary of the society.

(9) AMENDMENT TO STATUTES

The Council must give notice in writing to members of the Society of any change in the Statutes and ensure that written objections from members of the Society are taken into consideration. Any alteration of the Statutes must be by a two thirds majority of votes cast in a ballot of all members of the Society attending the AGM, provided that no amendment shall be made to the objects, this rule or the dissolution provisions without the Charity Commissioners' prior approval in writing and no amendment shall be made which would cause the Society to cease to be a charity in law.

(10) ANNUAL GENERAL MEETING

The General Meeting of the Society shall be held every year at the time of the first Scientific Meeting. The Honorary Secretary shall circulate the Agenda for the meeting at least one month before it is held. The President shall present a report on the year's work of the Society.

The Honorary Treasurer shall present his report together with a duly audited balance sheet.

(11) EXTRA-ORDINARY GENERAL MEETING

Any other General Meeting can be convened by the Council or at the request of 25 members of the Society.

The Permanent Secretary shall give notice and circulate the Agenda at least two weeks before an Extra-Ordinary General Meeting.

A quorum for the Annual General Meeting and for any Extra-Ordinary General Meeting shall be two of the Officers and one quarter of the members of the Society.

- (12) There will be the annual subscription which shall be proposed by the Council and approved by the membership at the Annual General Meeting.

- (13) The Society can only be dissolved by a two thirds majority vote of the membership in favour of such action.

The assets after settling all outstanding debts shall be given to a Charity in this country with similar aims and ideals approved by the Council of the Society.

The amended constitution was discussed at the council meeting on 19th May 2004 and agreed at the Annual General Meeting of the Society held at the Royal College of Obstetricians and Gynaecologists on 20th May 2004.

MK Heatley, Secretary

T Lopez, President