



Bylaws of the European Oncology Nursing Society 2020

19/09/2020

1. MEMBERSHIP

1.1 The Society consists of:

- Full Members
- Associate Members

1.2 Full membership is restricted to:

National cancer nursing societies, pan-European specialist nursing groups involved in cancer care and nurses electing to pay an individual membership fee to the Society.

1.3 Associate membership is reserved for:

- national specialist nursing groups involved in cancer care.
- institutions and organisations involved in cancer care.

1.4 Members shall give an undertaking to comply with the Constitution and the Bye-Laws of the Society.

1.5 Any society applying (or reapplying) for full or associate membership will be asked to supply EONS with a copy of its membership list and will voluntarily supply an updated list of its members on each subsequent year of its membership when payment of its annual or biannual fees becomes due. Membership of the Society is contingent upon compliance with this requirement.

1.6 Membership lists will only be used by the Society to calculate its total *de facto* membership and for the communication of EONS news and events. This information will not be used for commercial purposes or distributed to other organisations. In the unlikely event that a complete membership list is not available, the society seeking membership (or renewal) of its EONS membership must make alternative arrangements to ensure that EONS information is effectively distributed to its members.

1.7 Any full member of the Society (i.e. an individual member or the member of a society holding full EONS membership) is eligible to stand

for and hold office within the Society or to nominate and/or second another person for election to such an office. Full member societies may also nominate or second a candidate of their choice for election to any office within EONS.

- 1.8 Associate members are not eligible to hold positions on the Executive Board, cannot serve on permanent committees and do not have voting rights.

2. STRUCTURE OF THE SOCIETY

2.1 The Society is governed by its full members.

2.1.1 Full members are empowered to:-

- nominate, elect and dismiss the members of the Executive Board
- approve the strategic plans as proposed by the Executive Board
- approve changes to the Constitution
- approve the financial statement presented by the Treasurer
- nominate and elect the recipients of awards
- approve the annual membership fee
- dissolve the Society

2.1.2 Individual and associate members (including members of EONS member societies) may attend the Society's General Meeting under the chairmanship of the President and in her or his absence, the Past-President at least once a year. Observers who do not fit into the above categories are also allowed at this public meeting. Between General Meetings, Extraordinary General Meetings are allowed with electronic voting on relevant organisational changes proposed by the Executive Board.

2.1.3 The agenda and formal notice of General and/or Advisory Council meetings will be posted on the EONS website by the Secretary at least two weeks prior to the date of any such meeting inviting eligible members / observers to attend.

2.1.4 The reports of the General Meeting will be published on the EONS website.

2.2 Advisory Council

The Advisory Council shall be composed of one (1) representative of each national cancer nursing society together with the chairperson of any of the Society's ad-hoc committees. The role of the Advisory Council is to advise the Executive Board on policy and the strategic development of the Society. A meeting of the Advisory Council will take place each year. Individual members may attend Advisory Council meetings as non-voting observers, but EONS is unable to meet either their expenses or those of national oncology society representatives.

2.3 Executive Board

The Executive Board shall conduct the affairs of the Society in accordance with the policies determined by the members and the

Advisory Council. The responsibilities and duties of the Executive Board are outlined in Standing Operation Procedures and the EONS document entitled: *Responsibilities of the Executive Board*.

- 2.3.1 The Executive Board is composed of a President, Past-president and President-elect, a Secretary, Treasurer and four members-at-large, one of which will be a Young Cancer Nurse.
- 2.3.2 Ideally the Presidents of the Society should be from different countries.
- 2.3.3 The Executive Board shall be the Trustees of the Society.
- 2.3.4 The Executive Board is empowered to:-
 - plan the strategic development of the Society in consultation with the Society's Advisory Board
 - implement any strategies thus derived
 - oversee all aspects of the Society's activities including fund-raising, budgetary, fiscal, educational, research, administrative and lobbying activities, and enter into collaborative arrangements with other like-minded organisations in pursuance of the Society's aims and objectives
 - request, receive and approve reports from the chairpersons of permanent, working and ad-hoc committees, Treasurer, Secretary and other post holders nominated or appointed by the board
 - appoint an Executive Director (who will not be a member of the Executive Board) to manage the 'day to day' activities of the Society and further its aims and objectives under the direction of the Executive Board
 - agree the job-description, term(s) of office and remuneration of the Executive Director and any other person employed by the Society.

2.4. **Working Groups**

- 2.4.1 Four working groups are responsible for the EONS strategy and other activities:
 - Communication
 - Advocacy
 - Research
 - Education

Each working group is presided by a Chair appointed by the Executive Board for the period of two years. The Chair of each working group shall provide a report of the working groups activities for each Executive Board meeting and shall prepare an written annual report to present to the General Meeting. The Society will provide administrative and financial support for its permanent committees. The Chair is responsible for selecting and appointing a vice-chair from the Working Group to assist the chair.

2.4.6 **Finance**

The Executive Board shall have oversight and responsibility for the financial affairs of the Society and will establish the Society's annual budget and reserves at the start of each financial year (commencing 01 January 2019). It will also formally approve the Society's annual report and accounts and ensure that rigorous procedures are in place for the segregation of duties in respect of its financial affairs. To this end, the Executive Board will be empowered to commission professional financial and legal support where necessary, and will receive an updated financial report from the Treasurer at each Executive Board meeting. The Executive Board will, in conjunction with the Society's Treasurer and other nominated Executive Board members or professional advisors, prepare the Society's annual accounts and be responsible for updating and renewing the regulations of the Society in respect of its financial affairs.

2.5 **Ad-hoc Committees and projects**

2.5.1 The Executive Board shall establish ad-hoc committees to undertake projects as the need arises. Projects proposals and projected budgets should be submitted to the Executive Board on the official project template for approval. The project needs to be approved by the Executive Board and members of the projects shall be appointed by the Executive Board. Individuals who are not members of the Society, but who possess knowledge or expertise relevant to the work of an ad-hoc committee may be co-opted onto the committee for a defined period of time. These individuals do not need to be a registered nurse. All proposals and projects must be developed and managed in line with the EONS Governance Procedures for projects.

2.5.2 The Society will provide administrative and financial support for its ad-hoc committees. The Chairperson of each ad-hoc committee shall provide a written report of the committee's progress for each Executive Board meeting and shall prepare an annual report to present to the general meeting.

3. MEETINGS OF THE SOCIETY

3.1 Extraordinary meetings of the Society can be called by the President two calendar months in advance by the circulation of the agenda and proposed changes to the Constitution or Bye-Laws if there are any. The Extraordinary General Meeting may be an online vote if this is more convenient.

4. REPRESENTATION AND QUORUM

4.1 The Executive Board members are normally required to attend all Executive Board meetings but at least 66% of the Executive Board should be present for the Executive Board to be quorate.

- 4.1.2 If an Executive Board member is unable to attend a meeting of the Executive Board, he/she must inform the President in writing giving the reasons why.
- 4.1.3 Ad-hoc replacement of Executive Board members is not allowed.
- 4.2 Ad-hoc replacement of Advisory Council members at meetings of the Advisory Council is only possible if the President is informed in writing prior to the meeting.

5. ELECTIONS

- 5.1 Individual members will have one vote.
- 5.2 National cancer nursing societies may have up to 5 postal votes depending upon authorised membership numbers at the rate of one vote per 500 members. Voting is normally conducted by e-mail. But where a vote is taken in an open meeting, there should be one person present from each member society per 500 members for each vote cast.
- 5.3 Any vacancy on the Executive Board arising during the first year of office will be filled by the person polling the second highest number of votes. If this person is not in a position to accept this appointment, it will be offered to the person with the third highest number of votes. In the event that this person is unable to take up the post, a new election will be called to fill the vacant position on the Executive Board.

6. TERMS OF OFFICE

- 6.1 The President-elect is elected for a two year period. At the end of this period, the President-elect becomes the President of the Society for a further period of 2 years.
- 6.2 For a further two-year period, the retiring President remains on the Executive Board as immediate Past-President of the Society.
- 6.3 The President-elect, the President and the immediate Past-President may not have their appointments renewed.
- 6.4 If the office of the President becomes vacant it shall be filled by the President-elect.
- 6.5 The Secretary, Treasurer and Members-at-Large including the Young Cancer Nurse shall be appointed for a period of two years. Each appointee may have two renewals of his/her appointment up to a maximum of 6 years. After this period he/she will become ineligible for nomination for a period of two years. From time to time, the Executive Board may appoint a non-Executive Board member(s) to advise them on specific matters for which the elected Board lacks expertise. The role(s) will be time-limited and /or project-specific. The person(s) will not be eligible to vote. The appointment(s) will be made at the discretion of the Executive Board.

One of the members at large should be a Young Cancer Nurse (YCN) i.e. a cancer nurse under 35 at the time of their nomination. The YCN may not stand for re-election as YCN if the appointee is over 35 on the date of the next election.

6.6 The chair and vice-chair of the Society's working groups shall be appointed for a period of two years. This term of office can be renewed for a further two periods of two years after the first term.

6.7 Chairs and members of ad-hoc projects and task groups shall be appointed for a period of two years or until the particular project has been completed. A two year appointment can be renewed for a further two year period.

7. **Conditions Governing the Terms of Office**

The EONS Presidents and Board Members need to ensure that they are always acting in the best interests of cancer nursing and of EONS as an organization. The values of transparency, accountability and responsible leadership need to be ensured by the following points which are up to the EONS board to enforce and review as necessary.

7.1 Regardless of the source, all requests for the nomination of an EONS President, Board Member or Working Group Member to represent EONS externally must be reviewed and approved by the EONS Board either at the next Board Meeting or via Email.

7.2 EONS Presidents, Executive Board Members and Working Group Members must use EONS Nomination Request Forms before applying for Board or honorary positions at any other international cancer organisations. Applicants are encouraged to read and consider carefully the current EONS By-laws and potential conflicts of interest on each position prior to filling out the EONS application request. The application request should include strategies the applicant would put in place for preventing conflicts of interest affecting EONS.

7.3 Whenever an EONS Presidency office holder (Past-President, President or President-Elect) is elected to a Presidency role in another international umbrella cancer organisation she/he is declaring that he/she will step down from the EONS Presidency role and pass the responsibility on to the President-elect and/or new elections will be held depending on the roles being discharged.

7.4 The person discharging herself/himself from a Presidency role, is enabled to remain on the EONS Executive Board until the end of his/her term.

7.5 Whenever an acting EONS Board Member is elected as President-Elect or President of an international umbrella cancer organisation, he/she is declaring that she/he is unable to stand for election to any EONS Presidency roles.

7.6 Whenever an EONS Board decision is regarding any nomination all

related communications shall be made through official EONS channels to announce the EONS nominee(s).

8. FINANCE

- 8.1 Once their membership has been accepted, members will be invoiced as close to the 01 January each year as possible. Membership fees for individual members fall due when their membership has been accepted and thereafter on the 1st January each year. Membership fees should be received by EONS within six weeks of the invoice date. Non payment of annual fees will result in no further information being sent and loss of all voting / funding / membership benefits three months after the invoice has been sent.
- 8.2 Membership of the Society will be completely discontinued if fees remain unpaid for a further nine months and will only be reinstated on payment of the full annual fee for the year of application or any part thereof.
- 8.3 The President's employers, or the President her/himself, if he/she is self-employed, shall receive financial compensation to enable the President to commit five days per month to his or her work for the Society. The amount paid will be decided biannually by the Executive Board.
- 8.4 The Executive Board is also empowered to offer remuneration to the acting / permanent Executive Director's employers, or the acting / permanent Executive Director him/herself, if he/she is self-employed, the amount to be decided on a biannual basis by the Executive Board.
- 8.5 All moneys raised in the name of the Society will be held in an account at the KBC Bank, Stokkel, Brussels, Belgium. This may change at the discretion of the Executive Committee.
- 8.6 The Executive Board is empowered to offer remuneration to the acting / permanent Executive Director for additional services undertaken on behalf of and to the benefit of the Society as required. The post-holder will either be employed as a full time employee or a consultant who may issue monthly invoices to EONS for the agreed amount.
- 8.7 Terms of contract and rates of remuneration for the above services will be decided by the Executive Board on a biannual basis. These will be commensurate with, but shall not exceed normal market rates for the work undertaken. Executive Board members liable for remuneration from the Society under these arrangements will be excluded from any discussion of these arrangements and will absent themselves from any meeting or part thereof when conditions and remuneration for their services are discussed.
- 8.8 The Executive Board shall be responsible for establishing that 'best value' and additional benefits accruing to the Society as a result of these activities are evaluated on a regular basis.
- 8.9 The Executive Board shall be responsible for ensuring that full and

complete disclosure of benefits / benefits in kind, and any other potential or actual conflict of interest affecting members of the Executive Board is declared in the Society's annual report and accounts.

- 8.10 The recipients of any benefits / benefits in kind listed above will be responsible for the conduct of own their fiscal and legal responsibilities in respect of the tax regimes in their country of residence.

9. LANGUAGE

- 9.1 The working language of the society will be English, but every effort will be made to overcome language problems - especially during the Society's conferences.

10. AUDIT

- 10.1 The Society's accounts will be subjected to annual audit or independent examination in accordance with the Belgian law governing ASBLs.

11. COMMUNICATIONS

- 11.1 All official announcements and communication by the Society with its membership will be made according to the EONS communications strategy agreed by the EONS Communications Working Group and the Executive Board.