

Bylaws of the European Oncology Nursing Society 2024

01/04/2024

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 Byelaws 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 or any other purpose 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 **EONS** Board and 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.

- **Members**
- **Advisory Council**
- **EONS Board**
- **Working Groups**
- **Secretariat**

2.1.1 Full members are empowered to:-

- nominate, elect and dismiss the members of the **EONS** Board
- approve the strategic plans as proposed by the **EONS** Board
- approve changes to the Constitution
- approve the financial statement presented by the Treasurer **and Chief Operating Officer (COO)**
- 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 (either in person or online) under the chairperson of the President and in her or his absence, the Past President or President Elect 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 **EONS** Board.

2.1.3 The agenda and formal notice of General **meeting** and/or Advisory Council meeting will be posted on the EONS website by the Secretariat or the EONS COO 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 **EONS** 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.

2.2.1 Patient Advisory Board

EONS is establishing a Patient Advisory Board in 2024 (EONS Strategy 2024-2028). The Patient Advisory Board shall be composed of one (1) representative of each Patient association who we have selected and invited to be on the board together with the chairperson of any of the Society's ad-hoc committees. The role of the Patient Advisory Board is to advise the EONS Board on policy and the strategic development of the Society. A meeting of the Patient Advisory Board will take place yearly (face-to-face or online).

2.3 EONS Board

The **EONS** 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 EONS Board are outlined in Standing Operation Procedures and the EONS document entitled: "*Responsibilities of the EONS Board*".

2.3.1 The **EONS** Board is composed of a President, Past President and President Elect, a Secretary, Treasurer and five members-at-large, one of which will be an **Early Career Nurse**.

2.3.2 Ideally the Presidents of the Society should be from different countries.

2.3.3 The **EONS** Board shall be the Trustees of the Society.

2.3.4 The EONS Board is empowered to:-

- plan the strategic development of the Society in consultation with the Society's Advisory **Council**.
- implement any strategies thus derived.
- oversee all aspects of the Society's activities including fundraising, budgetary, fiscal, educational, research, administrative and lobbying activities and enter 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 a **Chief Operating Officer** (who will not be a member of the Board, **and they will have a non-voting role**) to manage the 'day to day' activities of the Society and further its aims and objectives under the direction of the **EONS** Board.
- agree the job-description, term(s) of office and remuneration of the Chief Operating Officer and staff members employed by the Society.

2.4. Working Groups

2.4.1 **Five** working groups are responsible for the EONS strategy and other activities:

- Communication
- Advocacy
- Research
- Education
- **Early Career Nurses**

Each working group is presided over by two co-chairs, one of whom is appointed by the **EONS** Board for a period of two years. The two co-chairs of each working group shall provide a report of the working group's activities at four-yearly **EONS** Board meetings and shall prepare a written annual report to present to the General Meeting. The Society will provide administrative and financial support for its permanent committees. The Working Group Chair is responsible for selecting and appointing a co-chair from the Working Group to assist and support the chair. **Each working group will provide information about the number of members, terms of service, and the selection process in each Term of Reference (ToR).**

2.4.6 **Finance**

The **EONS** Board shall have oversight and responsibility for the financial affairs of the Society and will agree upon the Society's annual budget and reserves at the start of each financial year (commencing the 1st of January each year). 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 EONS Board will be empowered to commission professional financial and legal support where necessary, and will receive an updated financial report from the Treasurer at two yearly Board meetings. **The EONS Board will, in conjunction with the Society's Treasurer and the Chief Operating Officer, and the Society's accountant** 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 **EONS** Board shall establish ad-hoc committees to undertake projects as the need arises. Projects proposals and projected budgets should be submitted to the **EONS** Board on the official project template for approval. The project needs to be approved by the **EONS** Board and members of the projects shall be appointed by the EONS Board. Individuals who are members of the society, but not in a active role on its Board or Working group, 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 need to be EONS members. All proposals and projects must be developed and

managed in line with the EONS Standard Operational 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 four yearly **EONS** Board meetings 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 Byelaws, 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 **EONS** Board members are normally required to attend all EONS Board meetings but at least 66% of the Board should be present for the Board to be quorate **(including at least 2 Presidents or 1 President and the Treasurer)**.
- 4.1.2 If an EONS Board member is unable to attend a meeting of the EONS Board due to professional or personal reasons, they must inform the President in writing.
- 4.1.3 Ad-hoc replacement of **EONS** 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.
- 4.3 Ad-hoc replacement of Patient Advisory Board members at meetings of the Patient Advisory Board 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 **EONS** 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 **EONS** 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 **EONS** Board as Past President of the Society.
- 6.3 The President Elect, the President and the Past President are not eligible for reappointment.
- 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 Early Career Nurse (ECN)**, will be appointed for a two-year term. Each appointee may have two extensions of their term, up to a total of six years. **With the exception of the ECN to a a fixed two term and this cannot be renewed.** Beyond this term, they will not be eligible for nomination for a two-year period. Occasionally, the **EONS** Board may appoint non-voting member(s) to provide advice on specific issues outside the elected Board's expertise. These roles will be confined to specific time frames and/or projects, and the appointed person(s) will not have voting rights. Such appointments will be made at the **EONS** Board's discretion.
- 6.6 The chair and **co-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 organisation. The values of transparency, accountability and

responsible leadership need to be ensured by the following points which are up to the board to enforce and review as necessary.

- 7.1 Regardless of the source, all requests for the nomination of an EONS President, **EONS** Board Member or Working Group Member to represent EONS externally must be by reviewed and approved by the **EONS** Board either at the next Board Meeting or via Email.
- 7.2 EONS Presidents, **EONS** Board Members and Working Group Members are advised to consider potential conflict of interest before applying for any other must use the EONS Nomination Request Forms before applying for a honorary positions at any other international cancer organisations. Applicants are encouraged to read and consider carefully the current EONS Byelaws and the EONS Conflict of Interest policy (COI) 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** 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 made 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 of 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 one day per week or 4 days per month to his or her work for the Society.
- 8.4 The **EONS** Board also has the authority to provide remuneration to the acting or permanent **Chief Operating Officer's** employer, or directly to the acting or permanent **Chief Operating Officer** if they are self-employed.
- 8.5 All moneys raised in the name of the Society will be held in an account at the KBC Bank, Stokkel, Brussels, Belgium and the Belfius Bank, Uccle, Brussels, Belgium. This may change at the discretion of the **EONS** Board.
- 8.6 The **EONS** Board has the authority to provide payment or alternative arrangement to the acting or permanent **Chief Operating Officer**. The individual in this position may be engaged either as a full-time employee or as a consultant, in which case they can submit monthly invoices to EONS for the agreed-upon fee.
- 8.7 Terms of contract and rates of remuneration for the above services will be decided by the **EONS** Board on a biannual basis. These will be commensurate with, but shall not exceed normal market rates for the work undertaken. **The EONS Board members are prohibited from receiving any remuneration, direct or indirect, related to their activities as Board Members of EONS. Any reimbursement (or payment) of expenses is always to be in line with the [Travel Policy or the Ethical Sponsorship policy].**
- 8.8 The **EONS** 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.

9. LANGUAGE

- 9.1 The working language of the society will be English, but every effort will be made to overcome language problems.

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 Board.