

Constitution

1. TITLE

The Association shall be called the British Association of Head and Neck Oncologists. (Originally founded in 1968 as the Association of Head and Neck Oncologists of Great Britain.) Registered Charity No. 257199.

2. OBJECT

The object of the Association shall be to provide a forum for the exchange of knowledge and to make contributions to the furtherance of all aspects of head and neck oncology.

3. MEMBERSHIP

- a) **Honorary Members** will be elected because they have rendered distinguished service to head and neck oncology. They shall be elected by an Annual General Meeting of the Association on nomination by Council. They shall not pay any subscription and shall receive without payment all publications of the Association. They shall not be eligible to vote on any business that is transacted.
- b) **Senior Members** shall be those who have been members of the Association of whatever category (apart from Honorary Members) who have retired from active practice. Applications for Senior Membership will be approved by Council. Senior Members shall not pay any subscription and shall receive without payment all publications of the Association. They shall not be eligible to vote on any business that is transacted.
- c) **Full Members** shall be either clinicians who are involved in head and neck oncology and who are on the United Kingdom or Republic of Ireland specialist register for their parent specialty, or senior scientists or academic workers in the United Kingdom or Republic of Ireland who are involved in teaching or research in areas related to head and neck oncology. They shall be proposed in writing by two current Full Members of the Association.
- d) **Associate Members** shall be either undertaking approved training programmes which entitle them to enrolment on the United Kingdom or Republic of Ireland specialist register for their parent specialty, or junior scientists and academic workers in the United Kingdom or Republic of Ireland who are involved in teaching or research in areas related to head and neck oncology. They shall be proposed in writing by two current Full Members of the Association.
- e) **Overseas Members** shall be clinicians or scientific workers in the field of head and neck oncology who are residents of countries other than the United Kingdom or Republic of Ireland. They shall apply in writing and shall receive all publications of the Association. They shall not be entitled to vote on any business that is transacted at meetings, or for members or officers of Council. They shall be eligible to attend all meetings of the Association.
- f) **Affiliate Members** shall be elected from members of any relevant professional organisation approved by Council which has recognised involvement in head and neck oncology. Relevant professions will include nursing, dietetics, speech and language therapy, therapeutic radiography or physiotherapy. Applicants shall give the name of the organisation of which they are members. They shall not be entitled to vote on any business that is transacted at

meetings, or for members or officers of Council, other than the Affiliate Representative on Council. They shall be eligible to attend all meetings of the Association.

- g)** Applications for all categories of membership (apart from Honorary and Senior Members) shall be made to the Honorary Secretary. The Honorary Secretary and Honorary Treasurer shall approve applications which fulfil the specified criteria for membership. The Honorary Secretary will submit those applications deemed eligible to Council, and the membership at the Annual General Meeting for information. If the Honorary Secretary or Honorary Treasurer are unable to determine an applicant's suitability, any such application will be referred to council, and in exceptional circumstances to a full AGM to determine eligibility.
- h)** Membership of the Association, of whatever category, does not of itself confer recognised accredited status as a specialist in head and neck oncology.

4. SUBSCRIPTIONS

The annual subscriptions shall be those which are deemed necessary by Council and agreed at the Annual General Meeting. Associate Members, Overseas Members and Affiliate Members shall normally pay a reduced rate. Subscribing members of whatever category whose subscriptions are in arrears by twelve months or more shall be informed by the Honorary Treasurer, and shall cease to be a member of the Association. Re-instatement of membership is possible with consent of Council after re-application in writing, and after payment of arrears has been cleared. Subscriptions shall be payable on election and subsequently on or after 1st January each year.

5. FUNDS OF THE ASSOCIATION

The Association shall administer all resources that arise from subscriptions, meetings, donations etc., or from the sale of any of its publications. The annual accounts shall be presented according to the current rules of the Charity Commissioners.

6. ANNUAL GENERAL MEETING

A General Meeting of the Association shall be held every year. Voting rights at such a meeting shall be restricted to Full Members and Associate Members. Twenty per cent of the current voting membership shall form a quorum at the Annual General Meeting.

7. COUNCIL

- a)** The business of the Association shall be conducted by a Council which normally shall be composed of the President, the Immediate Past-President or the President-Elect, the Honorary Treasurer, the Honorary Administrative Secretary, the Honorary Conference Secretary, ten Full Members, one Associate Member and one Affiliate Member.
- b)** At least one and not more than two, of the Full Members shall represent each of the core clinical constituencies of clinical oncology, maxillofacial surgery, otorhinolaryngology and plastic surgery. One full member shall represent restorative dentistry. At least one and not more than two, of the full members shall represent, pathology, diagnostic radiology. There will be one head & neck nurse, and one allied health professional.
- c)** Other members of the MDT or relevant individuals/groups may be co-opted to specific meetings at the behest of the Council.

- d) The President of the Association shall be elected by the Full Members and Associate Members. The President shall serve for a period of two years following an initial year as President-Elect, and subsequently for a period of one year as immediate Past-President. Successive Presidents shall not be elected from the same specialty or constituency.
- e) Full Members of Council, apart from the President-Elect, President and Immediate Past-President, shall be elected by Full Members and Associate Members to serve for a period of four years. They shall be eligible to stand for a further period of three years. The Associate Member and Affiliate Member representatives shall serve for a period of two years.
- f) All members of Council must be fully subscribed and, with the exception of the Associate and Affiliate Member, must have been members of the Association for more than twelve months.
- g) Nominations for the President, Principal Officers, ten Full Members and one Associate Member of Council will be invited from Full and Associate Members. Each nomination must be accompanied by the name of a proposer and seconder, who shall be either a Full Member or an Associate Member, and shall be accompanied by the candidate's signed indication of willingness to stand for election. At least six weeks prior to the Annual General Meeting the membership will be informed by post of the nomination(s) received. If more nominations are received than there are positions available a ballot will be held.
- h) Affiliate Members shall elect one representative to sit on Council. Nominations for this position must be accompanied by the name of a proposer and seconder, who shall be Affiliate Members of the Association, and shall be accompanied by the candidate's signed indication of willingness to stand for election. At least six weeks prior to the Annual General Meeting the membership will be informed of the nomination(s) received. If there is more than one nomination a ballot of Affiliate Members will be held.
- i) The result of any ballot for election to Council shall be confirmed at the Annual General Meeting. All members of Council shall act in an honorary capacity. Eight members shall form a quorum and Council shall meet at least once a year.
- j) In addition to the elected members Council may appoint co-opted members as deemed necessary to address specific issues or concerns. Such co-opted members shall not be allowed to vote in the deliberations of Council.

8. PUBLICATIONS

Any publications produced by the Association shall remain the copyright of the Association. No publications or reports of meetings or conferences shall be made in the name of the Association without approval of Council or the Annual General Meeting.

9. AMENDMENTS TO THE CONSTITUTION

This Constitution may be added to, repealed or amended by resolution at any General Meeting provided that no such resolution shall be deemed to have been passed unless it is carried by at least three fourths of the members voting thereon. Notice of any proposal to repeal, amend or add to the existing rules must be sent to the Honorary Administrative Secretary in writing not later than six weeks before the General Meeting and must appear on the Agenda of the said meeting in the form of a motion.