

## Constitution (2023)

### 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) **Members** shall be either

i) 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

ii) Members of a 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.

or

iii) Senior scientists or academic workers in the United Kingdom or Republic of Ireland who are involved in teaching and / or research in areas related to head and neck oncology.

Members shall be proposed in writing by two current members from categories i-iii of the Association.

b) **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 Members from categories a) i-iii of the Association.

- c) **Honorary Members** will be elected because they have rendered distinguished service to head and neck oncology. They shall be confirmed 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.
- d) **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 subscriptions and shall receive without payment all publications of the Association. They shall not be eligible to vote on any business that is transacted.
- 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 receive all relevant correspondences of the Association. They shall not be entitled to vote on any business that is transacted at meetings; or for members of officers of Council. They shall be eligible to attend all meetings of the Association.
- f) Applications for all categories of membership (apart from Honorary and Senior Members) shall be made to the Honorary Secretary. The Honorary Secretary or 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 suitability.
- g) Membership of the Association, of whatever category, does not of itself confer recognised accredited status as a specialist in head and neck oncology.
- h) Continued membership of the Association is dependent upon members agreeing to and maintaining the expected Code of Conduct detailed in the Association's EDI statement.

#### 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

members from a nursing/ allied health professional background [a) iii)] 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 / immediately after 1<sup>st</sup> 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 Commission.

## **6. Annual General Meeting**

A General Meeting of the Association shall be held every year. Voting rights at such a meeting do not extend to Honorary, Senior nor Overseas 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 and up to fourteen Ordinary Members.
- b)** At least one and not more than two Members shall represent each of the core clinical constituencies of clinical / medical oncology, maxillofacial surgery, otorhinolaryngology and plastic surgery. One Member shall represent restorative dentistry. At least one and not more than two Members shall represent pathology, diagnostic radiology. At least one and not more than two members shall represent Allied Health Professionals / Nurses. There will be one EDI officer.
- c)** The President of the Association shall be elected by Members with voting rights. 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.
- d)** Members of Council, apart from the President Elect, President and Immediate Past President, shall be elected to serve for a period of four years. They shall be eligible to stand for a further period of three years. The Associate Member shall

serve for a period of two years. The EDI officer shall serve for a period of four years and shall be eligible to stand for a further three years.

- e) All members of Council must be fully subscribed and must have been Members of the Association for more than twelve months.
- f) Nominations for the President, Principal Officers and Ordinary Members of Council must be accompanied by the name of a proposer and seconder who must each be current Members of the Association (categories ai – iii or b-c) 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 more nominations are received than there are positions available a ballot will be held. The ballot will be repeated in the event of a tied ballot.
- g) 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,
- h) 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 of the Annual General Meeting.

#### **9. Amendments to the Constitution**

This Constitution may be added to, repealed or amended by resolution at any Annual 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.