

THE ASSOCIATION OF CANCER PHYSICIANS

CONSTITUTION AND RULES

2013 REVISION

(Previously Updated July 1997, Revised July 2001)

GENERAL

- 1 The Association shall be called the Association of Cancer Physicians. The business of the Association shall be coordinated by an executive committee, hereafter referred to as “the Committee”
- 2 The Objects of the Association shall be:
 - To advance the study and practice of Cancer Medicine, through the specialty of Medical Oncology.
 - to foster the raising of standards of medical care for cancer patients;
 - to facilitate contact between members of the Association and other individuals and organisations concerned with the study and treatment of cancer and with the general public.

MEMBERSHIP

- 3 Ordinary members shall be
 - practising consultants or honorary consultants in the British Isles who hold hospital appointments as medical oncologists or as general physicians with an interest in medical or
 - specialist registrars who occupy a training post approved for training in medical oncology (hereafter referred to as “Training Members”).

All such persons will normally be granted automatic membership of the Association on application on a form provided for the purpose, subject to approval by the Committee. A list of all new members will be submitted to the Annual General Meeting of the Association.

- 4 Ordinary membership may be granted to persons not described in paragraph 3. They should be nominated by three ordinary members of the Association to whom they are known personally. Membership will be granted if, in the opinion of the Committee, they are of such merit that their membership would be an advantage to the Association or its aims. If elected, thenceforth their membership status, rights and privileges will be the same as those of all other ordinary members. A list of all new members approved under this rule will be submitted to the Annual Business Meeting for approval. This rule shall apply (not exclusively) to non-career grade medical practitioners in medical oncology.
- 5 Honorary members may be elected for their distinguished service to cancer medicine, following nomination to the Committee and ratified at the AGM or other business meeting. They shall not pay subscriptions and may receive, without payment, any publications of the Association that are free to ordinary members. They may attend meetings but they will not be entitled to vote on any business that is transacted. Their number will not be limited, but the award of honorary membership will be regarded as exceptional.
- 6 Overseas members may be elected from medical oncologists who are resident outside the British Isles. They will pay a reduced annual subscription fee and will be eligible to attend all meetings of the Association and to receive its publications. They will not be eligible to vote on business

transacted at meetings. Persons who have been ordinary members while resident in the British Isles will have the automatic right to become overseas members if they go to work in another country.

- 7 Retired members will be those who have retired from practice and who seek to continue membership. They will receive notice of meetings but will not be entitled to vote on any business that is transacted.
- 8 Each ordinary member shall pay an annual subscription, which shall be determined from time to time by the Committee and ratified by the Annual General Meeting. The annual subscription shall be payable in advance by cheque or bank transfer. The Committee shall have discretion to set different rates for training members and overseas members and to waive the demand for electronic payment in special circumstances.
- 9 When a person has been elected a member of the Association, the Secretary shall inform him/her of his/her election and send him/her a copy of the rules.
- 10 It will be the responsibility of each member to ensure that the Association is kept informed of their current contact details and details of their current professional roles.
- 11 Communication between the Association and its members will be predominantly through electronic messaging (e-mail). Members are requested and strongly encouraged to respond to the annual joint census with the Royal College of Physicians and Joint Collegiate Council for Oncology, to assist the professional organisations in national planning of the specialties of non-surgical oncology
- 12 Tenders of resignation of membership shall be made in writing to the Secretary and the member shall be liable for payment of their annual subscription for the current year, together with any arrears up to the date of tendering their resignation. When a member retires from active practice they may apply for retired membership. Such membership and the waiving of the annual subscription shall be effective from 1st January of the following year.
- 13 Any member whose subscription is two years in arrear and who has been duly notified of the fact, shall, if the Committee see fit, cease to be a member of the Association, but will be eligible for re-election, upon application and payment of all arrears.

COMMITTEE

- 14 The business of the Association shall be conducted by the Committee. In any matters concerning interpretation of the rules, the decision shall be made by the Committee and ratified by the membership, where appropriate. The Committee shall decide any matters concerning the Association which are not covered explicitly by the Rules.
- 15 The Committee should be representative of the interests of the members and consist of the Chair, Immediate Past Chair, Deputy Chair, Secretary, Associate Secretary, Treasurer and additional ordinary members, as outlined below. The quorum at any Committee meeting shall be eight. The Committee shall have power to co-opt further members, such that the total Committee membership does not exceed 20 individuals.
- 16 The Officers of the Association shall be a Chair, Deputy Chair, Immediate Past Chair, Secretary, and Treasurer. The Officers will all be drawn from and elected by the ordinary membership of the Association and be eligible for such membership. The Associate Secretary shall be an honorary officer of the Association.

- 17 The Officers of the Association shall hold joint executive powers to nominate and appoint the Honorary President, Deputy Chair and the Associate Secretary of the Society and to deal with urgent matters on behalf of the Association. All such urgent action by the Officers shall be ratified subsequently by the full Committee at the earliest opportunity.

HONORARY PRESIDENT OF THE ASSOCIATION

- 18 The Officers of the Association shall nominate an Honorary President (who may be a lay person or a medical practitioner) for ratification by the Annual General Meeting. The Honorary President shall serve for a period of three years, and be eligible for further three-year term, by mutual agreement with the Officers of the Association. The Honorary President:
- will hold a non-executive post and is not eligible to become an Officer of the ACP.
 - will provide advice to the Officers and Executive Committee, especially on strategic matters.
 - may bring forward and develop proposals to the Executive and Officers for specific projects or activities, on behalf of the ACP (but is not required to do so).
 - shall be invited to all Committee meetings and other ACP functions, as appropriate, but will not be as a voting member of the Committee or ordinary membership

OFFICERS OF THE COMMITTEE

- 19 The Chair will be appointed by a ballot of the membership of the association. A call for nominations for Chair will be issued by the Secretary, no later than 3 months before the completion of the preceding Chair's term. When only a single nomination is obtained, the eligible candidate, shall be appointed by the Committee without the need for a ballot. The initial term of appointment will be for 3 years. No more than two consecutive, 3-year terms will be permitted.

Reappointment as Chair will not be permitted, until at least the same number of years as the duration of his/her previous appointment have passed since his/her previous appointment. The Immediate Past Chair shall continue to serve on the Committee for the same length of time as his successor i.e. a maximum of six consecutive years.

A call for nominations for Chair will be requested by the Secretary no later than 3 months before the completion of each three year term.

- 20 The Deputy Chair will be appointed from the Committee membership by the Officers of the Association and, hence, will usually hold another role on the Committee. The term of office of the Deputy Chair will be the same as for the Chair, but will be independent of the Chair i.e. If resignation/illness of either requires a new election, re-election of the other will not be required. The Deputy Chair will:
- Deputise for the Chair on matters relating to external relations of the Association in agreement with the Chair, for example in attendance at Royal College or other Specialist Society meetings.
 - Deputise for the chair in internal meetings when the chair is unavailable

- 21 Where the Committee feels that it is appropriate, a Chair-Elect may be appointed for up to one year in advance of taking office. The purpose of appointment of a Chair-Elect will be to ensure the smooth transition from one chairmanship to another, particularly in such circumstances that the Chair-Elect has not previously or recently served as an officer of the Association. A Chair-Elect may, however, simultaneously hold the role of another Committee member or Officer of the Association..

- 22 The Secretary shall be appointed by a ballot of the ordinary membership, through the same process and for the same term(s) of office as outlined for the Association Chair, above. The Secretary shall:
- With the Associate Secretary, maintain a list of current members
 - Approve new applications for membership
 - Be responsible for the election of new Committee members
 - Advise the Associate Secretary on matters of protocol
 - Present membership details and statistics at the Annual general Meeting
- 23 The Treasurer shall be appointed for a period of three years and shall be eligible for reappointment by agreement of the Committee. The Treasurer will be appointed by a ballot of the ordinary membership, through the same process and for the same term(s) of office as outlined for the Association Chair, above. The Treasurer will:
- Maintain the accounts of the Association
 - Advise the Officers and other Committee members in matters financial
 - Shall recommend changes to membership fees and other charges as required for financial governance of the Association
 - Shall be part of any external contractual discussions where charges or income is concerned
 - Shall ensure appropriate annual audit of the Association accounts by an appropriate external auditor
 - Make a presentation of the Associations finances at the Annual General Meeting
- 24 The Associate Secretary shall be appointed by the other officers of the Association and shall be entitled to remuneration from the Association for their work, undertaken on behalf of the Association, at a rate determined by the Officers of the Association and subject to ratification by the Committee. The Associate Secretary will:
- Coordinate the clerical support of the Association through their own work and/or the work of others (voluntary and remunerated as agreed by the Committee)
 - Maintain a diary of internal and external meetings to support participation by Committee members
 - Coordinate the planning and conduct of Committee meetings
 - With Officers of the Committee ensure the organisation and support of the Annual General Meeting and any other general meetings of the Association
 - Take minutes of Committee meetings and maintain the records of the Association
 - Assist the Secretary in maintenance of the membership database of the Association
 - Support the work of Committee members
 - Attend the Annual General Meeting and coordinate the presentations to the AGM by Committee members.
- 25 The Committee will include elected representatives of each of the Nations of the United Kingdom and the five regions of England, namely The South, London, Midlands, North East, North West, Scotland, Northern Ireland and Wales. These posts will be elected by ballot by their constituency members when there is more than one applicant for the post. The term of office will be 3 years, renewable for up to one further term. No further term will be permitted until at least three years have passed since completion of a previous term.

In most cases it will be expected that elected National and regional representatives will take on one of the Designated Roles (see 26) of the Committee in addition to representation of their constituents.

- 26 Any additional members of the Committee (see 28) shall be appointed by the Committee following calls for applications from the full membership. The term of appointment for each member of the Committee will be for 3 years, renewable for one further term. Members will be eligible for continuing further membership, if they are subsequently appointed as an officer of the Association
- 27 The voting membership of the Committee shall not normally exceed 20 members of the Association including the Officers of the Association. Additional, non-voting members may be co-opted temporarily for specific expertise, by the Committee, as dictated by the needs of the Association.
- 28 Designated Roles within the Committee will be decided, from time to time, by agreement within the Committee, depending on the needs of the Association. A current list of roles required shall be maintained and attached as an Appendix to this constitution. Where no current Committee Member is able or willing to fulfil a designated role a further appointment to the Committee may be made from the Membership as outlined in section 26.
- 29 General Duties and Responsibilities of Committee Members: -
- Committee membership is expected to be an active and participating role for the benefit of the Association
 - Committee Members must attend at least two thirds of all Committee meetings, including the Annual General Meeting within any three-year period of their membership. This attendance may be through the means of telephone conferencing or video-conferencing technology, where necessary.
 - Where requested to respond to an email or other communication from the Officers or Associate Secretary of the Association, Committee Members will be expected to prioritise appropriately the needs of the Association.
 - Any Committee Member who is unable to meet these requirements will be required to reaffirm their intention to undertake the duties of their membership or step down from the Committee.
- 30 Procedure for elections to Committee roles: The secretary shall send, electronically, to each member a call for nominations for vacant posts. Following a pre-determined deadline for the receipt of nominations, and where there is more than one nomination for any post, the Secretary shall send notification of an electronic ballot to each voting member of the Association, containing the names of those nominated to fill any vacancies. An electronic ballot will then take place. The names of those nominees who are elected will be ratified by the membership at the annual business meeting.
- 31 The Association bank accounts shall be operable by two signatories; both shall be members of the Committee and one will be the Treasurer.
- 32 If the Association shall decide to make an investment of money held by it, it may request any body corporate approved by the Association at a business meeting to make such investment on its behalf in the name of that body corporate as the Committee shall, from time to time, direct and that body corporate shall comply only with directions issued to them by the committee concerning such investments or the income thereof and any rights attaching thereto such directions to be in writing purporting to be a true copy of the decision of the committee and signed by one of the Officers.
- 33 The Committee shall be empowered to appoint Trustees in whom the Funds of the Association shall be vested.

MEETINGS

- 34 The Association shall hold at least one Annual General Meeting (AGM) a year, at which the ordinary business of the Society shall be transacted. Forty voting members (present or by proxy electronic voting) shall constitute a quorum. At the AGM, the Chair and Secretary and Training members representatives shall present reports and the Treasurer shall present audited accounts. Vacancies among the Officers and committee shall be filled and new members elected. At least six weeks' notice shall be given of an AGM and notice of any resolutions must reach the Secretary at least one month before the meeting. The agenda of the AGM shall be circulated, at least 2 full weeks prior to the meeting.
- 35 The conduct of the meeting shall be in the hands of the Chair. In the absence of the Chair, a member of the Association nominated by the Committee will chair the meeting
- 36 Each ordinary member shall have the right to vote upon all questions submitted to any meeting of the Association at which the member is present. Any member unable to attend the meeting at which a ballot is to take place can vote by sending his or her vote electronically to the Secretary, such that it reaches the Association at least two working days before the date of the ballot.
- 37 The committee may convene other general, scientific and/or business meetings. The Committee shall select the papers to be presented at the scientific meetings. The agenda of any scientific meeting shall be circulated, at least 2 full weeks prior to the meeting. The Committee shall convene an Extraordinary General Meeting (EGM), on receipt of a written request, signed by not less than thirty voting members to the Secretary. Such requests shall state the purpose for which the meeting is required.
- 38 The rules of the Association can be altered only at the Annual general meeting or EGM and not less than 6 weeks after notice has been given of the meeting or after members have been otherwise notified of the proposed alteration. No amendment may be made to rule 2 (Aims), rule 41 (Dissolution) or to this rule without the prior written approval of the Charity Commissioners. No alteration to other rules shall be made unless two-thirds or more of eligible members present at an AGM, EGM (and/or voting electronically, in advance, as described above). No amendment shall be made which would cause the Association to cease to be a charity in law or that shall authorise or be deemed to be authorised the application of any funds for any purpose which is not an exclusively charitable purpose. Any member unable to attend the meeting may vote by the procedure set out in Rule 34.
- 39 The Committee may recommend the removal of a member from the Association if, in the opinion of the Committee, the interests of the Association require it. Such recommendation must be submitted at the AGM and shall become effective if two-thirds or more of those eligible to vote (i.e present or pre-registered electronic votes) are in favour. In the event of any such motion, the Committee will communicate with the said member in advance of the meeting, outlining the reasons for the motion, and allowing the said member the opportunity to either attend the AGM to explain the situation or to resign voluntarily from the Association.
- 40 Where required, non-members may be invited to attend and/or address general meetings by invitation of the Committee, or by application to the Committee by ordinary members at least 14 days prior to the meeting.
- 41 The committee may invite any scientific society to participate in a scientific meeting.
- 42 Meetings of the Association are private and proceedings may not be communicated to the Press without the consent of the Committee.

43 TRAINING SECTION OF THE ASSOCIATION.

Specialist registrars in training who are members of the Association will be encouraged to form their own group to facilitate educational activities and to advise the Committee and the Association on issues related to training.

The Training Section will organise a network of regional representatives.

The organisation of the Training Section will be supported by the Associate Secretary

Three members of the Training Section will serve as members of the Committee.

44 NEW CONSULTANTS GROUP

New consultants in Medical Oncology, within 5 years of taking up their first consultant appointment, who are members of the Association, will be encouraged to form their own forum for meetings and mutual support.

The new consultants will organise the election of a chairperson who will represent the new consultants on the Committee. The tenure of the appointment of Chair of the New Consultants Group should not normally be for more than 3 years.

DISSOLUTION OF THE ASSOCIATION

- 45 The Association may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a Dissolution EGM convened for the purpose of which 42 days notice shall have been given to the members. Such resolution may give instructions for the disposal of any assets held by, or in the name of, the Association, provided that any property remaining after settling all debts and liabilities. Such property shall not be paid to, or distributed among, the members of the Association, but shall be given or transferred to other charitable institution(s) or institutions whose objectives are similar to some or all of the objects of the Association, as determined by the Association.. If there are no such institutions, then the assets may be donated to some other charitable purpose.

APPENDIX I – DESIGNATED ROLES

Chair

Secretary

Treasurer

Associate Secretary

Deputy Chair

Academic Lead (National) – represents interests of academic consultants out with regional representation and deputises for Chair on issues relating to academic appointments, translational and basic science and drug development.

Clinical Effectiveness Lead – responsible for responding to requests for ACP review of NICE and other external reports and documents. Will liaise with Royal College of Physicians and Joint Collegiate Council for Oncology to coordinate such responses where required.

Meetings Lead – responsible for arrangements of any scientific meetings and liaison with other relevant meetings including those of the National Cancer Research Institute.

Pharmaceutical industry lead. – Relationship with the pharmaceutical industry

Training Lead (Usually SAC Chair or representative)

Website / Communications Lead

Revalidation Lead – a joint appointment with the Joint Specialty Committee of the Royal College of Physicians. Will take responsibility for the setting of specialty-specific requirements for revalidation and appraisal of consultant and non-career grade members.

ESMO representative

Chair of the New Consultants Group of the ACP

Up to three representatives of the Training Section of the ACP

Regional representatives – as above (25)