

Irish Society of Gynaecological Oncology

(Constitution, Version 06/16)

1. NAME

The Society shall be named the Irish Society of Gynaecological Oncology

2. AIMS

The aims of the Society are:

- a. To improve clinical outcomes for women with and at risk of gynaecological cancers
- b. To educate the members of the ISGO
- c. To support and promote research in Gynaecological Oncology in Ireland and overseas
- d. To support and promote training in Gynaecological Oncology
- e. To support and promote the professional interests of members
- f. of the Society in their endeavours to understand the causes of
- g. and the treatment of all aspects Gynaecological Cancers
- h. To organise clinical meetings and to publish and disseminate the work of the Society and of members of the Society.
- i. To promote clinical and research collaboration between Gynaecological Oncology Centres in Ireland

3. MEMBERSHIP

Membership of the Irish Society of Gynaecological Oncology is open to all those involved in the science and practice of Gynaecological Oncology

It will include clinicians, nurses, scientists, pathologists and other health service professionals and patient advocates.

4. ELECTION TO MEMBERSHIP

Those seeking election to membership of the Irish Society of Gynaecological Oncology shall be approved by the Executive Committee

Applications must be made on the appropriate form which can be obtained from the Honorary Secretary or on the ISGO website.

The completed form must be received by the Honorary Secretary at least one month before the Executive Committee Meeting

The Executive Committee will consider all applications for membership and reserve the right to seek further information and decline or defer applications as appropriate.

5. HONORARY Membership

The Executive Committee may make proposals to admit to Honorary membership a number of distinguished persons who have made major contributions to either the study of Gynaecological Oncology or directly to the Society. Election to Honorary Fellowship shall be confirmed by a majority vote at an Annual General Meeting.

Honorary Fellows are full members of the Society and as such have all the rights of members. They will be exempt from annual subscriptions.

6. ANNUAL GENERAL MEETING

The Irish Society of Gynaecological Oncology shall hold an Annual General Meeting each year in addition to (or in conjunction with) any other meetings organised by the Society in that year and shall specify the meeting as such in the notices calling it.

- (a) The venue and date of the Annual General Meeting will be arranged at least six months in advance.
- (b) The Honorary Secretary will notify all members of the date of the Annual General Meeting and provide a list of agenda items at least 4 weeks prior to the meeting
- (c) No business shall be transacted at an Annual General Meeting unless a quorum is present.

Twenty persons entitled to vote upon the business or one quarter of the total membership, whichever is the lesser, shall constitute a quorum.

7. OFFICERS OF THE SOCIETY

The Officers shall comprise a President, Honorary Secretary Honorary Treasurer and a scientist all of whom will be elected by members. The Executive Committee shall make and may vary rules governing the election of persons to be members of the committee(s).

The rules shall be framed so as to ensure, in so far as practical, that

- (a) The President shall be elected to serve for a maximum period of 3 years.
- (b) The Hon. Secretary shall be elected for a maximum period of 3 years.
- (c) The Hon. Treasurer shall be elected for a maximum period of 4 years.

All officers shall be eligible for re-election at the annual general meeting

Only validated members shall be eligible for nomination to become Officers of the Society. (Validated members are identified as those members who have submitted their annual subscription)

Nominations from elected members to become officers of the Society must be submitted

on the appropriate form, obtained from the Honorary Secretary, at least one calendar month before the next Annual General Meeting.

If necessary a secret ballot will be employed, at the Annual General Meeting to decide on the appointment of office bearers. If a ballot is not required then an appointment will be confirmed by a majority show of hands.

Periods of office for elected representatives shall commence at the completion of the Annual General Meeting.

8. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Officers of the Society, namely the President, the Honorary Secretary and the Honorary Treasurer, and 5 persons elected from the membership.

The executive committee should contain at least one of the following: a Gynaecological Oncologist, a Scientist, a Medical Oncologist and a Clinical Nurse Specialist.

The 5 elected members shall include at least one of the following membership representation –

Nominations for election to become a member of the Executive Committee must be submitted on the appropriate form, obtained from the Honorary Secretary, at least one calendar month before the next Annual General Meeting.

If necessary a secret ballot will be employed, at the Annual General Meeting to decide on the appointment of committee members.

If a ballot is not required then an appointment will be confirmed by a majority show of hands.

Committee members will serve for a period of three years.

An Executive Committee quorum shall be five persons of whom one must be either the Chairman or Honorary Secretary.

The Executive Committee shall keep minutes in books kept for the purpose and include all appointments of officers and committee members and all proceedings at meetings of the Society and the Committee and approved sub-committees including the names of the members of the committee present at each meeting.

- (a) A registered medical practitioner
- (b) A Nurse
- (c) A Scientist

Only validated members shall be eligible for nomination to the committee.

9. FINANCE

The financial affairs of the Society shall be managed by the Honorary Treasurer, who will present

an audited statement of accounts at the Annual General Meetings.

The financial year shall end on 31st December.

There will be an annual subscription for all members of the society (excepting those who hold Honorary Fellowships– see Item 5).

The annual subscription will fall due on the 1st January each year.

Any member who fails to pay the annual subscription before 1st June will no longer be a member of the Irish Society of Gynaecological Oncology and if they wish to be reinstated, will have to reapply for membership as under the terms laid out in Item 4 of this constitution.

Any change in subscription charges must be approved at the Annual General Meeting preceding the proposed change.

The Honorary Treasurer will maintain a bank account in the name of the Irish Society of Gynaecological Oncology. Cheques drawn on behalf on the Society will require a signature from two of the following –Honorary Treasurer, Honorary Secretary and/or President.

Any borrowings made by the Society will be in the name of the Trustees of the Society. Decisions about borrowing of funds will be made by the Executive Committee.

The Executive Committee shall have the authority to contribute to the expenses of officers and committee members whilst undertaking official duties on behalf of the Irish Fertility Society when such a request for expenses is made.

10. CHANGES TO THE CONSTITUTION

Proposed changes to the constitution shall be submitted, in writing, to the Honorary Secretary for consideration by the Executive Committee. Any changes to the constitution shall require a two-thirds majority vote at an Annual General Meeting.