

# Irish Society of Gynaecological Oncology

(Constitution, Version 07/00)

## 1. NAME

The Society shall be named the Irish Society of Gynaecological Oncology

## 2. AIMS

The aims of the Society are:

1. To improve clinical outcomes for women with and at risk of gynaecological cancers
2. To educate healthcare providers involved in gynaecological cancer care in addition to the public and patients
3. To support and promote research in Gynaecological Oncology in Ireland and overseas
4. To support and promote training in Gynaecological Oncology
5. To support and promote the professional interests of members
6. of the Society in their endeavours to understand the causes of
7. and the treatment of all aspects Gynaecological Cancers
8. To organise clinical meetings and to publish and disseminate the work of the Society and of members of the Society.
9. To promote clinical and research collaboration between Gynaecological Oncology Centres in Ireland
10. To connect the multidisciplinary experts involved in gynecological cancer care across a variety of disciplines

## 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

The Patient and Public Involvement (PPI) is an integral part of ISGO and membership will be open to interested parties.

#### **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 in writing to the Honorary Secretary.

The completed form must be received by the Honorary Secretary at least two weeks 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.

1. (a) The venue and date of the Annual General Meeting will be arranged at least three months in advance.
2. (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
3. (c) No business shall be transacted at an Annual General Meeting unless a quorum is present.

Twelve 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, Vice President, Honorary Secretary and Honorary Treasurer 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 Vice President shall be elected to serve for a maximum period of 3 years.  
The Vice President shall then assume President position unless declined.
- (c) The Hon. Secretary shall be elected for a maximum period of 3 years.
- (d) The Hon. Treasurer shall be elected for a maximum period of 3 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 in writing to the Hon 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 Vice President, the Honorary Secretary and the Honorary Treasurer, and Specialty Representative persons elected from the membership.

The Executive Committee Specialty representation includes the following gynaecological oncology specialities: a Gynaecological Oncologist, a Medical Oncologist, a Radiation Oncologist, a Pathologist, a Palliative Care Specialist, a Nurse, a Patient, a Trainee, a Translational scientist, and a Northern Ireland representative.

Honorary membership and Committee membership is also given to a representative from the British Gynaecological Cancer Society (BGCS).

Nominations for election to become a member of the Executive Committee must be submitted, in writing, to 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. It is possible to be re-elected to the Executive Committee following completion of the term and submitting a new nomination, in writing, to the Honorary Secretary. There is no limit to the time spent as Specialty representative.

An Executive Committee quorum shall be at least 50% of the membership and must include the President, the Vice President, the Honorary Secretary and the Honorary Treasurer.

The Executive Committee shall keep minutes 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.

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 a registration fee to attend the annual scientific meeting which will incorporate ISGO membership subscription.

Honorary Fellowships are exempt from meeting fees– see Item 5.

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

The scientific registration fee will be decided and approved by the Executive Committee prior to the annual scientific meeting.

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

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 Society of Gynaecological Oncology 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.