

Asian Pediatric Hematology Oncology Group (APHOG)

BY-LAWS

OBJECTIVES OF THE STUDY GROUP

The name of this organization shall be the Asian Pediatric Hematology Oncology Group (hereinafter referred to as the “APHOG”).

The Objectives of this Society shall be:

1. To encourage the introduction of novel therapeutic approaches with high standards of scientific rigor and merit for the treatment of childhood cancers and blood diseases.
2. To facilitate the exchange of knowledge, ideas, and experience on the care of childhood cancer and blood diseases through a collaborative effort within the Asian region.
3. To promote scientific and clinical research on the problems related to childhood cancers and blood diseases within the Asian region.
4. To support the advancement of pediatric clinical cancer and blood diseases research as a science and a profession, with the ultimate goal in achieving long term holistic well-being for children with cancer or blood diseases.
5. To foster supportive and cooperative relations with other international organizations having the same interest on childhood cancers or blood diseases.
6. To cultivate professional fellowship among clinicians, researchers and their supporters for childhood cancer within the Asian region.
7. To uphold the ethical principles of Declaration Helsinki in conduction clinical trials and medical studies.
8. To introduce mentorship and training opportunity to the less privilege centers in Asia so they can develop programs for children with either cancers or blood diseases with acceptable standard.

ARTICLE 1: MEMBERSHIP

1.1 Procedure

Application for membership must be made to the Council of APHOG by means of a completed official APHOG application form (appendix I).

Applicants approved by the majority (2/3) of the Council of APHOG will be formally accepted as members of APHOG. The council of APHOG reserves the right to reject or stop the membership of an applicant or member.

1.2 Guidelines

No national, political, racial or religious affiliation shall constitute a bar to membership of the Society, and there will be no numerical limitations on membership. APHOG is committed to further and foster the best interests of children with cancer in Asia. The merits of applicants for membership will be judged according to this broad criterion.

1.3 Categories of Membership

Ordinary Members
Associated Members
Members in Training
Supportive Members
Institutional Members

1.4 Eligibility

Applicants to all categories of membership must be supported by a member with voting rights who is in good standing.

Ordinary Members

Asian health and science professionals* at the doctorate level (or equivalent degree) who have an exclusive or predominant interest in the clinical, laboratory, epidemiologic or other research application to the field of childhood cancer

Associated Members

Fully qualified Asian allied health workers including nurses, pharmacist, etc. who have an exclusive or predominant interest in the broad aspects of the care of children with cancer

Members in Training

Individuals from Asian countries who are five or fewer years after the completion of their basic medical degree or five or fewer years after the completion of further qualifications

Applicants who have had a career break or career change and do not satisfy the above requirements for timing will be considered individually

Member-in-Training status is applicable for a maximum of three years. After three years and/or completion of training, Members in Training will automatically qualify as Ordinary Members.

Supportive Members

Individuals from commercial establishments, non-government organization (NGO) or other forms of charity who share with our vision in caring for children with cancer can apply for Supportive Membership.

Institutional Members

Representatives from Institutions which participate in clinical trials organized by the APHOG will be categorized as institutional members. On top of their personal membership, institutional members are responsible for data collection and reporting,

trial organizations in their respective institutions. Only qualified institutional members can conduct clinical trials of APHOG.

*Asian professionals are defined as an individual working in the institution located in Asia and it does not confine to any ethnic origin, religion and nationality.

1.5 Duties and Privileges of Members

Ordinary Members

Members in this category may:

- Vote
- Hold office within the Society
- Nominate candidates for office to the Council or second nominees for office to the Council
- Serve on and chair committees and working groups
- Participate to APHOG meetings being held twice annually
- Receive all publications and communications of the Society
- Participate in the multi-centre trials proposed by the members
- Propose multi-centre trials

Associate Members; Members in Training & Supportive Members

Members in these categories may not; vote, hold office, nominate or second candidates for office but are eligible for all other rights and privileges of the Group

1.6 Membership Term

Currently, there is no membership fee and the group is mainly supported by a group of voluntary members who are willing to serve.

The membership will be reviewed every 3 years, each member should at least attend 30% of the meetings in 3 years (2 times in 3 years).

1.7 Termination of Membership

A member will be automatically removed from our membership list if they fail to comply with our attendance requirement for 2 consecutive evaluation periods (2nd 3 years term). Membership will also be terminated if a member commits serious unprofessional conducts such as crime. Disciplinary action will be subjected to the approval by the majority of the Council members.

ARTICLE 2: THE MANAGEMENT STRUCTURE

The management structure of SIOP is organised into 3 tiers.

2.1 The Executive Council

The Executive Council includes the Chairperson, Treasurer, Secretary, Council Members (maximal of 5), Committee Chair, Immediate Past Chairperson, Chairperson Elected constitutes the executive tier of management. The Executive Council is responsible for the day to day business of the APHOG and for development of policy and strategy required to deliver APHOG's goals and objectives. The Executive Council will take major decisions regarding conduct of APHOG business and scope of objectives subject.

2.2 Committees

APHOG committees are given a specific remit and charged with specified tasks as defined by the Executive Council. Each committee reports to the Committee Chair who serves as the Council liaison to that committee. Each committee has its own terms of reference. Terms of reference may be altered in response to circumstances to facilitate and enable tasks/remit to be fulfilled.

Members may petition the Council Chairperson if they perceive a need for an additional committee/sub-committee or working group. The petition should detail the rationale for the new committee/sub-committee/working group and explain why the aims cannot be achieved through the existing APHOG management structure. The petition should be signed by at least 10 members with voting rights in good standing. The Council will review the petition and request revisions as required. The final petition will be presented to the Annual General meeting for approval/rejection by majority vote.

ARTICLE 3: ELECTIONS

3.1 Officers of the Council

Candidates for the positions of Chairperson, Treasurer, Secretary, Council Members must be nominated and seconded by members of the APHOG with voting rights in good standing. Nominations, including the name and contact details of the candidate and a brief statement of their suitability for the specified office, should be submitted to the Council, at least 12 months before the end of the term of office of the sitting Chairperson, Treasurer, Secretary, Council Members. The Secretariat will circulate a call for nominations for specific officers in good time to allow this deadline to be met. The term of all office bearers in the Council is 3 years and the maximum term of service in a particular office post is 6 years.

A shortlist of candidates deemed to be qualified for office by the Council will be contacted by the sitting Secretary to ascertain their willingness to stand for election to the specified office. If two or more candidates for a specific office are proposed and willing to stand for election a secret postal and/or electronic ballot will take place.

Elections are decided by simple majority of votes cast by members with voting rights in good standing. The Secretary shall be responsible for ballot counts and the results verified by the sitting Chairperson and Treasurer. Election results will be announced in advance of the following Annual General Meeting at which the newly elected officer will take up his/her position.

3.2 Committee Chair

Candidates for Committee Chair will be nominated and seconded by members of various Committee. However, members with voting rights in good standing may also nominate and second candidates. Nominations will be processed as in 3.1 above. Candidates for Committee Chair must have suitable qualifications and experience in the relevant areas. It is likely that suitable candidates will be serving members of the respective Committee. Elections will be held and the newly elected officer will take up office as in 3.1 above.

3.3 Election Ties

If the outcome of any election is a tie the members of the Council vote between the candidates to decide the final outcome.

3.4 Interim Appointments of Officers or Committee Members

In the event of an officer of APHOG or key member of a committee or working group being unable to complete their term of office the Executive Board may appoint a suitably qualified and experienced replacement to continue the role on an interim basis. If the interim appointment is made, of necessity, more than one year before the end of the usual term then an early election for a substantive appointee to the role will be held. If made one year or less before the end of the usual term of office then the interim appointee will serve the remainder of the term and election of a new appointee to the role will take place in the usual way.

Additional members may be appointed to the Council on an ad hoc basis to undertake specific tasks or meet specific needs. Such appointments will be for a limited, pre-determined time period.

3.5 Variation in the Term of Office for Committee and Working Group Members

In exceptional circumstances the Council may prolong the term of office of an individual committee/working group member or chair to ensure continuity of committee/working group composition or to ensure the completion of specific tasks or projects.

ARTICLE 4: ROLES AND PROCEDURES

4.1 Officers

Detailed role descriptions and person specifications for officers of the APHOG will be drafted by the Council and will be codified in the Standard Operating Procedures.

4.2 Elections

Detailed Standard Operating Procedures for conduct of elections will be drafted by the Council with the assistance of the Secretariat.

4.3 Committees

Terms of reference, purpose(s) and functional procedures of APHOG committees will be drafted by the Council and will be codified in the Standard Operating Procedures.

4.4 Policy and Procedures Manual

Role descriptions and person specifications for officers of the APHOG and Standard Operating Procedures for Elections, Committees and the conduct of other APHOG business will be included in a Policy and Procedures Manual.

The manual will be available on the APHOG website. Changes to the manual may be made and implemented following discussion by the Council and approval by the Council members to ensure the smooth running of the Group. Any substantive changes to procedures will be subject to final approval by the Annual General Meeting and will be regarded as interim until such approval is given.

ARTICLE 5: APHOG MEETINGS

The APHOG meets twice a year. This meeting consists of two parts: the Annual General Meeting and the regional meeting.

5.1 The Annual General Meeting

The Annual General Meeting is attended by members of the APHOG. Members with voting rights (Ordinary Members) attending the Annual General Meeting constitute the Assembly. The Assembly is responsible for the election of Officers, admission of new members and deciding the general direction of the APHOG. It gives final approval, or proposes modifications to, amendments to the Constitution, By-laws and Policy and Procedures Manual, which have been pre-approved by the council. Members without voting rights (Associate Members, Members in Training and Supportive Members) may attend the Annual Business Meeting and contribute to discussion but may not vote on issues of the day.

One-twentieth (5%) of the total membership with voting rights is necessary to constitute a quorum for the transaction of business at the Annual General Meeting. If fewer members than this are present the Assembly is not considered quorate for voting purposes.

An Extraordinary General Meeting can be called on the written request of half plus one of the members of the APHOG with voting rights.

5.2 Venues

There is no fixed venue for the Annual General Meeting and other meetings. Venues will depend on the chosen venue of other major childhood cancer or blood diseases related meetings. In some occasions, the venue can be subjected to proposal from members and approved by the majority vote at the Annual General Meeting. The link between APHOG and meeting of other professional associations or societies is neither obligatory nor compulsory.

ARTICLE 6: FUNDS

Funds to support the operation of the APHOG and its activities shall be derived from donations, grants and other legal sources. An active fundraising program will be conducted on behalf of the APHOG by its Council in accordance with the APHOG directives. Acceptance of funds from other sources and the use of such funds require Executive Council approval.

- 7.1** The financial operations of the Group will be guided by a budget presented to the Executive Council. The budget will cover the financial year 1st August to 31st July but will not be formally ratified by the members at Annual General Meeting, usually held at the end of September/beginning of October. Therefore, the Executive Council will approve the budget in time for the beginning of the financial year and grant permission to work with this budget for the two to three months in advance of the Annual General Meeting. During this interim period the budget will be regarded as provisional.
- 7.2** An audit of the accounts of APHOG will be made annually by a certified public accountant. It will be presented to the Executive Council and a copy will be made available, upon request, to any member of APHOG.
- 7.3** APHOG does not have any responsibility for the financial aspects of any meetings organized under the umbrella of APHOG.

ARTICLE 7: AMENDMENTS

- 8.1** These By-laws or any portion thereof may be amended by a simple majority of the affirmative votes cast by a quorum of the Annual General Meeting of the APHOG. The proposed amendments must have been submitted to and approved by the Executive Council and circulated to the members at least two (2) months prior to the Annual General Meeting.
- 8.2** Proposed amendments may originate with the APHOG. They should be submitted to the Executive Council at least six (6) months prior to the Annual General Meeting, and should have the endorsement of at least 10 APHOG members with voting rights in good standing.
- 8.3** Amendments properly proposed to the Executive Council will be presented at the succeeding Annual General Meeting by the Secretary.