

INTERNATIONAL SOCIETY OF PEDIATRIC SURGICAL ONCOLOGY
(IPSO)

STATUTES

CHAPTER I

(NAME)

ARTICLE 1. The organization shall be known as the “International Society of Pediatric Surgical Oncology” (acronym I.P.S.O.).

(AIMS)

ARTICLE 2. To further the science and art of Medicine, striving to set a worldwide standard of excellence in respect of the surgical aspects of the care of children with cancer.

To provide a forum for communication between Surgeons and exchange of information with all those involved in the management of pediatric cancer, namely through meetings and correspondence.

To promote and assist joint projects, including Co-operative Clinical Trials with other professional organizations.

To promote co-operation with other Organizations also concerned with pediatric cancer.

CHAPTER II

(MEMBERSHIP)

ARTICLE 3. Membership of the Society will consist of Active, Associate and Honorary Members:

- 3.1 Active Membership will be limited to Surgeons who have shown a commitment and interest in Pediatric Surgical Oncology, whether Pediatric Surgeons or other Surgical Specialists who have activities in the field.
- 3.2 Associate Membership will include Pediatric Surgeons or other Surgical Specialists not specifically committed to paediatric oncology or in training and all those non-Surgical Disciplines.
- 3.3 Honorary Membership will be awarded to those who have made significant contributions to our knowledge of pediatric cancer and its management, in particular in respect of its surgical aspects, or to others that are considered worthy of this distinction.

ARTICLE 4. Nominations, Rights and Duties of each category of Membership will be defined in the By-Laws.

CHAPTER III

(OFFICERS)

ARTICLE 5. The society will have an Executive Council consisting of the Past-President, a President, a President-Elect, a Secretary and/or Treasurer, and four members at-large (to include members with a specific portfolio, i.e. Program Director and SIOP Scientific Committee Representative) Their terms of office should be two years, except for the Past-President and President-Elect whose terms of office are one year and the Secretary and/or Treasurer whose term of office is three years.

CHAPTER IV

(MEETINGS)

ARTICLE 6. Annually there will be a combined Scientific and Business Meeting, the time, date and place of which will be determined by the Membership at the Annual Meeting. Other meetings may take place as required. A local organizer may be appointed at the discretion of the Executive Council.

ARTICLE 7. The rules for the conduct of the Scientific and Business Meetings will be determined by the By-Laws.

CHAPTER V

(LANGUAGE)

ARTICLE 8. The official language of the Society will be English.

CHAPTER VI

(FUNDS)

ARTICLE 9. The payment of an annual subscription is required of all Active and Associate Members. The amount will be determined by the Executive Council. Other forms of funding, related to specific activities or not, may be utilized.

ARTICLE 10. The Society's fiscal year will be January 1 – December 31.

ARTICLE 11. The Secretary and/or Treasurer will present an annual statement of accounts of the Society at the Annual Meeting.

CHAPTER VIII

(AMENDMENTS)

ARTICLE 12. Amendments to the Statutes need to be submitted to the Executive Council at least 6 months before the Annual Meeting, and will become effective if supported by the affirmative vote of 2/3 of the voting Active members present. Any amendment to the Statutes and By-Laws may be originated by an Active Member. For amendments to the By-Laws a simple majority of Active members attending the Annual Business Meeting will be required.

(DISSOLUTION)

ARTICLE 13. Should the Society be disbanded for any reason, any assets will be disposed of at the discretion of the Executive Council.

ARTICLE 14. Dissolution of the Society can only take place if supported by the affirmative vote of 3/4 of the voting Active Membership, provided that such dissolution has been proposed at the time of the previous Annual Meeting.

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BY-LAWS

CHAPTER I

ARTICLE 1. Recommendations for Active and Associate Membership:

- 1.1 New Members must be proposed by two Active Members in good standing. Application for Membership must be accompanied by a summarized *Curriculum vitae* and will be sent to the Secretary's office, at least two months before the Annual Meeting. Applications for Active or Associate Membership will be considered at each Annual Meeting of the Executive Council and a recommendation to approve, reject or defer action made by the Council.
- 1.2 All names of Candidates for Active or Associate Membership, which have been approved by the Executive Council, will be circulated at the next Annual Meeting, an affirmative vote of 3/4 of the voting Active Membership present being necessary for confirmation. Any candidate rejected, either by the Executive Council or at the Annual Meeting, can be reconsidered after two years, after submitting a new application.

- 1.3 Termination of Membership can be effected either by submitting a written resignation to the Secretary and/or Treasurer, by failure to pay dues for three consecutive years or through an Executive Council's decision if, in its opinion, the Member has acted contrary to the accepted Ethics of the Medical Profession or otherwise acted to the detriment of the Society. In the latter instance, the Member has the right of appeal against the Executive's decision at the next Annual Meeting, a simple majority vote of the voting Active Members present being required for reinstatement.
- 1.4 Dues will be paid at the beginning of the Fiscal Year and their payment is required for voting at the Annual Meeting.

ARTICLE 2. Recommendations for Honorary Membership:

- 2.1 Candidates must be sponsored by at least three Active Members or by the Executive Council. Acceptance will require the affirmative vote of 3/4 of the voting Active Members at the Annual Meeting.
- 2.2 Honorary Members have the right to participate in all Meetings but will not vote or be eligible to hold office, although they can be appointed to Committees.
- 2.3 Honorary Members are not required to pay dues.

CHAPTER II

ARTICLE 3. Executive Council:

- 3.1 The Members of the Executive Council are elected at the Annual Meeting. They may be immediately re-elected only once with the exception of the Secretary and Treasurer. This (these) officer(s) may be re-elected without restriction. Any Active Member can nominate candidates for all officers to be elected. Any Active Member can be proposed for Membership of the Executive Council. Proposals should be submitted in writing to the Secretary three months before the next Annual Meeting and the proposed candidates must have agreed to stand.
- 3.2 Elections shall be held in succession through secret ballot (for President, President-Elect and Secretary and/or Treasurer).
- 3.3 The Officers will assume office at the Annual meeting.
- 3.4 The Executive Committee will call for nominations from amongst the membership for ad hoc appointments to relevant boards or committees outside the Society. Such appointments will be confirmed at the Annual General Meeting by majority vote and will be for a period of two years. Such appointees would report on an annual basis to the Executive Committee. Members accepting such appointment may apply for re-election to the position on two occasions.

ARTICLE 4. Executive Council's Duties:

- 4.1 To conduct the Annual Meeting, supervise the overall affairs of the Society, to define the Society's policies, to propose or review applications for Membership.
- 4.2 To propose or review the format and Theme(s) for the Scientific Program.
- 4.3 Propose Amendments to the Statutes and By-Laws.
- 4.4 Fill, by appointment, any vacancy in its membership till the next Annual Meeting.
- 4.5 Determine annually the Initiation Fee and the Annual Subscription.
- 4.6 Appoint any necessary "*ad hoc*" or standing "Working Groups or Committees", for example, the Local Arrangements Committee and the Scientific Committee.

ARTICLE 5. Executive Council's Meetings:

- 5.1 The Executive Council will meet before the Annual Meeting.
- 5.2 Other Meetings may be called by the President or two other Members of the Council. A minimum of five constitutes a quorum. In cases of a tie vote, the President will determine the outcome.
- 5.3 The Executive Council, when needed, may make decisions when formal Meetings are not possible, provided there is written acquiescence by a majority of Executive Council Members.

ARTICLE 6. Committees:

- 6.1 The Executive Council can appoint as many Working Groups or Committees as needed. The decisions of such groups and Committees must be approved by and can be altered by the Executive Council.
- 6.2 Local Arrangements' Committee: to make all the necessary arrangements for the Annual Meeting (site, local facilities, administration, printed material, finances, etc).
- 6.3 The Program Committee: to plan and arrange for the Scientific Program of the Annual Meeting, solicit Papers from the Membership, invite Speakers and choose Chairmen, select scientific material for oral, poster or video presentations and coordinate the overall Scientific Program and its timetable.
- 6.4 Committees and Working Groups will always meet immediately prior to the Annual Meeting. Any other Meetings will be held at the discretion of the Chairmen. A simple majority will form a quorum.

ARTICLE 7. Annual Business Meeting of the Active Members:

- 7.1 At the scheduled time for the Meetings, a quorum of 50% of the Active Members in good standing is required. If that quorum is

not obtained the Meeting will start half an hour later with any number of Active Members present.

- 7.2 Elections, as well as appeals, after termination of Membership, will take place by secret ballot. Other voting may be by show of hands, unless requested and duly seconded by any Member.
- 7.3 Each Annual Meeting will be regarded as a separate financial entity and its expenses are the responsibility of the Local Arrangements Committee. This will not preclude an eventual participation from the Society's funds, at the Executive Council's discretion.
- 7.4 A Financial Report, as well as a Progress Report on the Societies' activities, will be presented by the Executive Council, preceding elections.
- 7.5 For committee procedures, the most recent addition of Robert's Rule of Order, revised, will be used.

CHAPTER IV

ARTICLE 8. The first formal Elections for the Executive Council, after approval of the present Statutes and By-Laws, will take place. In these Elections all those Active Members so far accepted by the *ad hoc* Committee on IPSO's Membership, are entitled to participate. At this first election 3 of the 6 Members at-large will be elected for a period of only one year.

“Approved”

Paris, France, 22nd September 1994

(Prof. Dr. Antonio Gentil-Martins, IPSO Committee on CONSTITUTION and BY-LAWS)

Last revision October 2007, Mumbai, India