

EACR Regulations

Last Updated by the EACR Board January 2023

“There shall be subsidiary rules, to be known as the Regulations, for the good administration of the Association. The Rules, which shall not conflict with the Memorandum and Articles of Association, shall be determined by the Board from time to time.” (*Paragraph 48: Articles of Association*)

Membership

The Association shall consist of members, early career researchers, students, and honorary members. Membership is open to individual scientists engaged in, supporting or studying cancer research. Membership can also be obtained through membership of one of the Association’s affiliated National Societies.

Membership is open to those who possess an academic degree or the equivalent and have held an appointment or worked actively in cancer research for more than four years.

Early Career Membership is open to post-doctoral researchers (or equivalent) with less than four years’ experience and lasts for a fixed period of four years.

Student Membership is open to students engaged in cancer research who may apply for a low cost membership to cover the period of study leading to their doctoral qualification (or equivalent).

The above individual members shall be admitted to membership of the EACR following a review of their application by the Secretary General or by a staff member of the Association nominated to deputise on their behalf. Where an application is denied, the applicant may appeal to the Board who will consider the appeal and make a final decision by simple majority.

Honorary Members may be elected by the Board. Honorary membership is awarded to a person who has shown exceptional service in furthering the aims, objectives and activities of the Association. The Honorary Members of the EACR will be entitled to Honorary Life Membership of the Association and shall be consulted by the Board in an advisory capacity.

National Society Membership is offered to those members of national societies for cancer research which affiliate to the EACR. The application for affiliation is signed by the President of that society. It will be considered by the Board for approval.

Subscription rates of the Association are set by the Board and reported at the Annual General Meeting in the context of the Treasurer’s report. From January 2018, membership fees are 50 Euros per annum, with a four year membership available at a reduced rate of 175 Euros. The Early Career rate is 70 Euros for four years and Student membership is 25 Euros for the duration of studies leading to the award of a doctorate or equivalent.

Any member whose subscription is in arrears, and who has been notified in writing of the fact, shall have their membership suspended until arrears are cleared. If a member does not bring their membership account into good standing, their record will be deleted after two years.

The annual subscription for members adjoined collectively through an affiliated society shall be delivered by the Treasurer of that society.

Board and Committees

Board

Subject to the Articles of Association, the members of the Board are responsible for the management of the Association, its business and activities. Board members are the trustees of the EACR. They must familiarise themselves with, and abide by, the EACR's Conflict of Interest Policy.

There are a minimum of 12 and a maximum of 16 voting members of the Board, consisting of a minimum of 5 and a maximum of 9 Members, 2 Representatives for Early Career Researchers and 5 Officers: 1) President, 2) President Elect, 3) Past President, 4) Secretary General, 5) Honorary Treasurer.

The Chief Executive Officer joins meetings of the Board without voting rights.

The President Elect, Secretary General and Treasurer are nominated by the Board, from amongst its members or from outside. One nomination per Officer vacancy is put to the General Assembly for election.

The President Elect serves a two year term of office before taking up the Presidency for two years, retiring after a further two years as Past President. The President shall not be reappointed as President, but may be nominated for a different Officer position or as a Board member.

Members, Representatives for Early Career Researchers, the Secretary General and the Honorary Treasurer serve a term of four years. All may be nominated by the Board for re-election for a second term of office. To ensure continuity and to benefit from experience, after the completion of two terms, they may be invited to further extend their membership. These extensions should be reconsidered every two years.

The Board may invite other members to join as co-opted non-voting members, as it sees fit, up to a maximum of four co-opted members.

Nominations for new Board members are sought from the EACR membership and considered by the Nominating Committee (see below).

Advisory Council

The EACR Council is an advisory body. Its composition may be reviewed and revised by the Board in order to respond to the changing needs of the Association.

It consists of at least 8 and no more than 20 members who may be representatives of organisations active in areas relevant to the EACR or individuals with relevant knowledge, expertise or experience. Members are selected by the Board and are invited to serve for a period of four years, which may be renewed.

Remit: Depending on their background, Advisory Council members provide advice to the Board on strategy, operational issues or opportunities for partnership working. The Council meets as a group

at least once each year and will receive updates from the Board on activities. The Board will seek advice on issues of interest to the Association throughout the year as required.

Nominating Committee

The Nominating Committee is composed of the Past-President (as Chair) and six members appointed by the Board who each serve a four year term of office. Members may serve no more than two terms before taking a break of at least four years. Members may be members of the Board or Advisory Council or drawn from elsewhere.

Remit: The Nominating Committee advises the Board on the appointment of new members of the Board. A call for nominations is made to the entire EACR membership. The Nominating Committee considers all nominations in the context of the current Board composition, and with a view to expertise and geographic, ethnic and gender diversity. The Nominating Committee makes a recommendation to the Board of two nominees per vacancy. The Board puts one nomination per vacancy to the General Assembly for election.

Early Career Researchers' Council (ECRC)

The ECRC consists of early career members nominated by the Board to provide advice on ways that the EACR might support the career development of early career cancer researchers. ECRC members will be invited to contribute to the organisation of in-person and virtual events and to make recommendations to the Board for new initiatives. The ECRC will meet at least twice each year, supported by the EACR's Scientific Officer.

Standing Committees

The Board can appoint standing committees for defined functions and with delegated powers subject to the Articles of Association. Please refer to appendix A for current standing committees and their remits.

Meetings

Meetings of the Board

The Board meets three times a year in taking responsibility for the leadership and management of EACR, its business and activities.

Annual General Meetings

The Annual General Meeting (AGM) will be held on the occasion of the annual EACR congress. It will be held virtually if there is no in-person congress.

The agenda and reports for the AGM will be made available to all EACR members through the Members' Area of the website. Members attending the AGM must state that intention in advance of the meeting. Members will be able to register online through the EACR website. This will ensure that the Board is able to make appropriate arrangements for the meeting and for the attendance of members not registered for the congress at which the AGM is held.

Additional Consultation with Members

The Board recognises the importance of regularly seeking advice from members on important issues. Opinions, comment and advice will often be sought through the use of questionnaires and responses made available to members through the website. The Board may also wish to elicit advice from

individual members who have expressed an interest in actively supporting the work of the Association.

Standing Committee Meetings

Standing Committees are set up with a defined remit by the Board. Meetings are called by the Chair of the Committee. The standing committee members decide on the form the meeting will take to support effective consultation and decision making. Usually, the meeting will be by teleconference.

Standing Committees

General Regulations for Standing Committees

A member of the Board chairs each Standing Committee. However, an exception can be made by the Board where it is felt appropriate to secure the most effective operation of the committee.

The composition of each committee may be wider than Board members but membership is subject to the approval of the Board. Membership of committees will be reviewed at least annually by the Board.

Current membership of all EACR Standing Committees can be seen on the EACR website:

<https://www.eacr.org/governance/standing-committees>

Each Standing Committee will be supported by a named member of the EACR staff who will advise the committee at its meetings and produce an agenda, papers and minutes. As a minimum, the minutes will record all decisions made and will be made available to the Board. Meetings will usually take place by video conference. Consultation may also be carried out and decisions subsequently made by email.

The Chief Executive Officer may be invited to attend Standing Committee meetings where her/his advice or involvement in discussions can be of assistance to the committee.

Conference Committee

The Conference Committee initiates, receives and considers suggestions for the EACR's programme of scientific conferences. Planning is undertaken in the context of demand for topics, resources, staffing, and the budget available to support the meetings.

Executive Committee

The Executive Committee:

- acts as an executive group between Board meetings, with delegated authority to make decisions within the remit of the Strategic Plan. Such decisions will be reported to the Board at its next meeting.
- Monitors budget performance and addresses personnel issues as raised or referred by the Board, Chief Executive Officer or staff members.
- Receives statements from the Chief Executive Officer relating to the staff performance review process and adjudicates in respect of any salary adjustments.
- Considers staffing matters including size, structure and duties of the EACR staff team and agrees staffing changes where appropriate in the context of the Strategic Plan and budget, and as recommended by the Chief Executive Officer
- Agrees and maintains policy and procedural guidelines in respect of finance and personnel matters in the EACR Staff Handbook.

Industry Committee

The Industry Committee:

- identifies and recommends opportunities for the EACR to grow connections with industry
- recommends strategies to support the growth of the EACR's income from industry
- encourages Board engagement with industry-related activities

- advises on specific applications and business cases
- reviews performance against plans

National Societies Committee

The National Societies Committee develops relationships between the EACR and the national societies to mutual benefit, by identifying areas for potential collaboration and joint working and by identifying ways in which the EACR can support the work of the societies in their own countries.

Travel Fellowship Committee

The Travel Fellowships Committee reviews and assesses all travel fellowship applications against five criteria: the suitability of the applicant, the quality of the host lab, the feasibility of the trip, the benefit for the home lab, and the overall relevance of the project.