

# EACR Regulations

***Last Updated by the EACR Board October 2020***

“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, young investigators, 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.

**Young Investigator 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 an officer of the Association nominated to deputise on his or her 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.

**Annual 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 Young Investigator 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.

## 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 Young 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.

Members and Representatives for Young Researchers are elected for a term of four years in a way that at least two will retire every two years.

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.

From October 2020, the Secretary General and Honorary Treasurer serve a four-year term of office. All Board members and the Treasurer and Secretary General may be nominated for re-election for a second term of office. There must be a gap of at least four years before any further re-elections. The President shall not be reappointed.

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.

### 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.

### The 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 officers and members of the Board.

At the request of the Board, the Nominating Committee meets to consider vacancies and skills gaps, and with a view to expertise and geographic, ethnic and gender diversity, makes a recommendation to the Board of two nominees per vacancy. The Board will consider how nominations are sought; these may be by word of mouth, personal recommendation, advertising or the use of a brokerage service.

When the Board approves the recommendations, an election of the whole membership is held, electronically through the EACR member database. (If the Board does not approve, the Nominating Committee is given feedback and asked to reconsider). The nominees with the most votes are put to the General Assembly for election to the Board.

### 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 at least twice 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 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.

### The Annual EACR Congress Committee Meetings

Organisation of the EACR's annual congress is the responsibility of committees nominated by the Board for this purpose. These may include a Scientific Programme Committee, an Organising Committee and a Local Organising Committee. Standard Operating Procedures guide the work of the respective committees.

## Standing Committees

### General Regulations for Standing Committees

Each Standing Committee is chaired by a member of the Board. 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 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 available to the Board at its meetings. Meetings will usually take place by video conferencing. 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.

### Awards Committee

The Awards Committee receives nominations and/or applications for the following awards and selects the winners:

- The Mike Price Gold Medal Award
- The Pezcoller Foundation / EACR joint awards

The Committee will keep award criteria under review and refer recommendations for substantive changes to the Board for agreement. The Committee will take opportunities when presented to nominate European cancer researchers for international awards.

### Conference Committee

The Conference Committee initiates, receives and considers suggestions for a programme of meetings and courses. Planning is undertaken in the context of the EACR Meetings calendar, resources, staffing, and the budget available to support the meetings.

### Finance and Personnel Committee

The Finance and Personnel Committee:

- 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, and recommends the level of award for successful applicants in the context of the annual budget and in line with the published criteria.