

# BRITISH ASSOCIATION FOR CANCER RESEARCH

Constitution and Rules adopted at the 57th Annual General Meeting  
8th November 2016

## CONSTITUTION

1. The Association shall be called the British Association for Cancer Research.
2. The objects of the Association shall be to promote the advance of research in relation to all aspects of cancer by encouraging the exchange of information.
3. The members of the Association shall be: Ordinary Members, Honorary Members, and Vice-Presidents. They shall be elected in such manner and with such powers as the Rules may provide.
4. Save as where otherwise provided by the Rules every Member shall pay to the Association a subscription of such amount and in such manner as may for the time being be prescribed by the Rules.
5. Membership of the Association may be terminated in any of the following ways, namely:-
  - (a) By resignation, subject to such notice and other requirements as may be prescribed in the Rules.
  - (b) By default of payment of the subscription of the notice as may be prescribed in the Rules.
  - (c) By the Committee, at its discretion, if such termination appears to be in the interests of the Association; provided that any person whose membership it is proposed to terminate shall have the right to be heard at a General Meeting in their own defence.
6. The Association shall in each calendar year hold a General Meeting as its Annual General Meeting to be held at such a time and in such place as may be determined by the Committee.
7.
  - (a) The Committee may whenever it thinks fit and shall upon a requisition made in writing as hereinafter provided by any twenty-five members, convene an Extraordinary General Meeting for the purpose of considering any matter which affects the general control and direction of the policy and affairs of the Association.
  - (b) Such a requisition must state the objects of the meeting and must be signed by the requisitionists and deposited with the Honorary Secretary of the Association, and 2 of 7 may consist of several documents in like form each signed by one or more requisitionists.
8. The Association shall at least once in each calendar year hold Scientific Meetings or Conferences, alone or in conjunction with other bodies, which shall be open to every member of the Association to attend. The Committee may arrange to hold such meetings in the United Kingdom or elsewhere. When held in the United Kingdom one

such meeting shall be convened in the same place as the Annual General Meeting of the Association, and in connection, but so as not to conflict, therewith.

9. Proceedings of Scientific Meetings shall normally be published.
10. Notice of Meetings: The Honorary Secretary shall give the following notice of meetings:-  
  
Scientific and General Meetings, not less than four calendar months;  
Extraordinary Meetings, not less than two weeks from the date of request;  
Committee Meetings, not less than four weeks.
11. There shall be an Executive Committee of the Association having such powers and duties as may be prescribed in the Rules.
12. The Committee shall consist of the Honorary Secretary and the Honorary Treasurer ex officio, and nine Ordinary Members elected in such manner as the Rules may provide. A Chairman shall be elected by the Committee, who may subsequently serve ex officio as provided by the Rules.
13. There shall be the following Honorary Officers of the Association, namely, a Secretary, and a Treasurer. The offices of Honorary Secretary and Honorary Treasurer may be combined. The Officers shall be elected in such manner, for such term and shall have such duties, powers and privileges as shall be determined from time to time in the Rules.
14. The members of the Executive Committee, elected and ex officio, shall be the Trustees of the Association.

## **RULES**

### **1. Ordinary Membership**

- (a) Ordinary membership of the BACR is open to postgraduate students, medically-qualified personnel, academics, researchers and other individuals who are currently, or have been actively engaged in, undertaking cancer-focussed research, teaching or related activities.  
  
Other persons may be declared eligible for membership at the discretion of the Committee.
- (b) Applications for membership must be submitted to the BACR Secretariat and be endorsed by an appropriate individual. For postgraduate students this would normally be their PI/supervisor and for non-student applications, their head of department or senior line manager.
- (c) The Committee holds the right to review applications for membership from any individual and seek further clarification or refuse membership where appropriate.
- (d) On receipt of their application form, and save where (1c) applies, applicants will become full members of the BACR following receipt of their first payment. Eligibility for BACR awards will commence one year after joining the BACR and payment of any subscriptions due.

- (e) Payment of subscriptions shall be annually on the and at the fee set by the Committee and ratified at the AGM.
- (f) All membership subscriptions shall be paid within 6 weeks of the date of joining, or its yearly anniversary.
- (g) Where a member of the BACR fails to pay their BACR subscription within 6 weeks of the due date, they will cease to become a BACR member. An individual who has ceased to become a BACR member due to non-payment may, at any future time, re-apply for BACR membership as a new member. Eligibility rules will apply as per new members (See 1(d)).
- (h) All ordinary members of the BACR will be sent a copy of the BACR constitution

## **2. Honorary Membership**

- (a) Honorary Membership of the Association may be offered, as an honour, to persons distinguished in any work indicated in *Section 1 (a)* of the Constitution.
- (b) Nominations for Honorary Membership shall be put before the Annual General Meeting of the Association by the Committee and shall be circulated to Members with the Agenda of the Annual General Meeting. Members who do not attend the meeting shall be entitled to vote by post. To qualify for election a nominee shall be supported by nine-tenths of the members who take part in the voting.
- (c) Honorary Members shall have no liabilities as regards subscription, shall be entitled to receive notice of and attend meetings of the Association but shall not be entitled to vote at any General Meeting of the Association.
- (d) Every Honorary Member shall cease to be such a member upon resolution of the Committee to that effect passed by a majority of not less than three-quarters of those present and voting at a General Meeting.

## **3. Vice-Presidents**

- (a) Persons who have rendered special services to the Association may be elected by the Committee as Vice-Presidents of the Association. Vice-Presidents elected under this rule shall hold their office for life or for such other period as may be determined by the Committee at the time of their election.
- (b) Vice-Presidents shall have no liabilities as regards subscription, shall be entitled at their request to the Honorary Secretary to receive notice of meetings of the Association, shall be entitled to attend such meetings but shall not be entitled to vote at any meeting of the Association.
- (c) Every Vice-President shall cease to be such upon resolution of the Committee to that effect passed by a majority of not less than three-quarters of those present and voting at a General Meeting.

#### **4. Finance**

- (a) The funds and estates of the Association shall be derived from the annual subscriptions of members, grants, donations and other endowments accepted by the Committee on behalf of the Association. They shall be administered by the Honorary Treasurer acting on instructions from the Committee for the furtherance of the objects of the Association.
- (b) The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:
  - (1) the keeping of accounting records for the Association;
  - (2) the preparation of annual statements of account for the Association;
  - (3) the auditing or independent examination of the statements of account of the Association; and
  - (4) the transmission of the statements of account of the Charity to the Commission.
- (c) Financial reserves are maintained to anticipate future needs and opportunities and to cover contingencies or risks associated with the organising of scientific meetings and other initiatives. Reserves will be monitored on a regular basis by all members of the executive committee who will consider whether to implement various income-generating initiatives, or whether to decrease the association's investment portfolio, to maintain reserves at a minimum level of £30,000. If reserves exceed this minimum amount it is envisioned that they will be decreased, over a period of time, until they approach the agreed minimum level.
- (d) The BACR accounts will be presented annually at the AGM to ordinary members who wish to attend this meeting

#### **5. The Committee**

- (a) It shall be the duty of the Committee to administer the affairs of the Association in accordance with the Constitution and Rules, and the Committee shall exercise such powers and do such acts or things as maybe exercised or done by the Association and are 5 of 7 not by the Constitution and Rules directed to be exercised or done by another person or body.
- (b) Nominations for election to the Committee, with the written approval of the nominee, may be made by the Committee or by any two Ordinary Members of the Association. Nominations by Ordinary Members shall be received by the Honorary Secretary not later than two months before the date of the Annual General Meeting. Should a ballot be required, not later than one month before the date of the Annual General Meeting the Honorary Secretary shall send to all Ordinary Members a ballot paper containing a list of the names of the nominees. Voting for the election of Committee members shall be by returning the ballot papers to the Honorary Secretary, by post, or otherwise, by the date stated on the ballot paper.
- (c) Normally each year the three elected members senior in order of election shall retire from office at the close of the Annual General Meeting and shall

not be eligible for re-election until the Annual General Meeting, following that at which they retire from office.

- (d) Any vacancy occurring in the Committee other than by annual retirement shall be filled by another Ordinary Member of the Association, to be elected by the Committee.
- (e) Five members shall constitute a quorum at meetings of the Committee.
- (f) The Proceedings of the Committee shall not be invalidated by an accidental omission to give any notice required in the Constitution and Rules or by any vacancy among its members or by any defect in the election or qualification of any of its members.
- (g) The Committee shall at the appropriate time elect a *Chairperson* that will serve as *Chairperson-Elect* for one year and then be eligible for office as *Chairperson* for a total term of three years but with the option to extending this period up-to a further 2 years with the agreement of the BACR Executive Committee.
- (h) The Committee may co-opt a Student Member on an annual basis, but such a Student Member shall not be a Trustee.
- (i) The Committee may co-opt additional members for specific projects and should serve as long as the project they are working on stands and for a maximum period of 3 years as per the existing committee members. They will also share the same voting rights as normal executive members.
- (j) The Committee may from time to time establish sub-committees or working parties to report on specific issues.

## **6. President**

- (a) The President of the Association shall be an Ordinary Member or an Honorary Member of the Association.
- (b) Nominations for the Presidency shall be made by the Committee to the Annual General Meeting.
- (c) Election of the President shall be by the Ordinary Members present at the Annual General Meeting.
- (d) The term of office of the President shall be four years. No President may serve more than one term in office.
- (e) The President shall be non-executive and shall not be a trustee of the Association.

## **7. The Honorary Secretary and Honorary Treasurer**

- (a) The Honorary Secretary and Honorary Treasurer shall be Ordinary Members or Honorary Members of the Association.
- (b) Nominations for the office of Honorary Secretary and Honorary Treasurer shall be made by the Committee to the Annual General Meeting of the Association.
- (c) Election of the Honorary Secretary and Honorary Treasurer shall be by the Ordinary Members present at the Annual General Meeting.
- (d) The term of office of the Honorary Secretary and Honorary Treasurer shall be until the close of the Annual General Meeting following their election, but both these officers shall be eligible for re-election, up to a maximum of five years.
- (e) Those members nominated for the office of Hon Treasurer and Hon Secretary will sit on the committee as Hon-Secretary elect & Hon-Treasurer-elect for a year prior to taking up their tenure to allow overlap and ensure continuity in running the business of the Association.

## **8. Vacancies in Office**

- (a) In the event of a vacancy occurring in the office of President, the office shall remain vacant until the time of the next Annual General Meeting of the Association.
- (b) In the event of a vacancy occurring in the office of Honorary Secretary or of Honorary Treasurer, the Committee shall appoint an Acting Secretary or an Acting Treasurer to carry out such duties until the close of the next Annual General Meeting of the Association.

## **9. Alteration of Constitution and Rules**

Alteration of any part of the Constitution or any Rule of the Association shall be made only at a General Meeting of the Association provided that notice of such proposed alterations has been given in the announcement of the meeting and two thirds or more of those voting on the alteration signify their assent. Notice in writing of any proposed alteration duly seconded shall be given to the Honorary Secretary of the Association at least *three* months before the meeting. No alteration may be made which would cause the body to cease to be charitable at law.

## **10. Expenses**

On application, the Honorary Treasurer shall have the discretion to reimburse reasonable travelling expenses incurred by Officers, Ordinary Members and other persons invited to appear before the Committee in attending meetings of the Committee when no other source of fund is available.

## **11. Dissolution**

If the Association is dissolved, the assets of the body shall not be divided among the members, but will be passed to a body established for charitable purposes only and having objects similar to those of the Association.