

BRITISH ASSOCIATION FOR CANCER RESEARCH

Constitution and Rules adopted at the 61st Annual General Meeting
15th December 2020

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 an annual subscription of such amount as 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 Executive 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. There shall be an Executive Committee of the Association having such powers and duties as may be prescribed in the Rules.
7. 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 Executive Committee.
8.
 - (a) The Executive Committee may whenever it thinks fit, upon receipt of a request made 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) A request for an Extraordinary General Meeting must state the purpose of the meeting and must be signed by the requisitionists and sent to the Honorary Secretary of the Association. Electronic signatures will suffice.
9. 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 Executive Committee may arrange to hold such meetings in the United Kingdom or elsewhere

10. (a) The Association will endeavour to hold its Annual General Meeting of the Association in the same place as one of the scientific meetings or conferences held by the Association or an appropriate external body.
(b) If it is not possible to convene an Annual General Meeting in line with 9(a) the Executive Committee will convene the Annual General Meeting as a separate event.
11. Notice of Meetings: The Honorary Secretary shall endeavour to 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.
12. The Executive Committee shall consist of the Honorary Secretary and the Honorary Treasurer ex officio. The offices of Honorary Secretary and Honorary Treasurer may be combined. A Chairman shall be elected by the Executive Committee, who may subsequently serve ex officio as provided by the Rules. 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. There will also be nine Ordinary Members elected in such manner as the Rules may provide.
13. 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 undergraduate students, 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 Executive Committee.
- (b) Applications for membership must be submitted to the BACR Secretariat. For students their applications would need to be endorsed by an appropriate individual normally their PI/supervisor.
- (c) The Executive Committee holds the right to review applications for membership from any individual and seek further clarification or refuse membership where appropriate.
- (d) Ratification of membership is undertaken at the Association's Annual General Meeting. However, the date of applications (PhD Student member) or date of first payment (non-student members) will be taken as the membership date for award eligibility.
- (e) Payment of subscriptions shall be annually on the 1st October and at the fee set by the Executive Committee, and ratified at the AGM.

- (f) All membership subscriptions should be paid within 6 weeks of the date of joining, or its yearly anniversary.
- (g) Members who fail to pay their membership subscriptions within six months will forfeit their eligibility to apply for the Associations Awards. On payment of any owed subscriptions eligibility can be reinstated as (1d).
- (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 Rules.
- (b) Nominations for Honorary Membership shall be put before the Annual General Meeting of the Association by the Executive 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. They 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. Honorary Members are not eligible to apply for Awards but are eligible for all other benefits of the membership.
- (d) Every Honorary Member shall cease to be such a member upon resolution of the Executive Committee to that effect passed by a majority of not less than three-quarters of those voting at a General Meeting.

3. Vice-Presidents

- (a) Persons who have rendered special services to the Association may be elected by the Executive 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 Executive 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. Vice-Presidents are not eligible to apply for awards but are eligible to all other benefits of the membership
- (c) Every Vice-President shall cease to be such upon resolution of the Executive Committee to that effect passed by a majority of not less than three-quarters 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 Executive Committee on behalf of the Association. They shall be administered by the Honorary Treasurer acting on instructions from the Executive Committee to further the aims 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 Association to the Charity 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 £50,000. 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 Association will seek independent financial advice and management of its investment portfolio. Where so advised the minimum reserves may exceed the level as set out in 4(c).
- (e) The BACR accounts will be presented annually at the Annual General Meeting to ordinary members who wish to attend this meeting.

5. The Executive Committee

- (a) It shall be the duty of the Executive Committee to administer the affairs of the Association in accordance with the Constitution and Rules. The Executive Committee shall exercise such powers to further the goals of the Association and shall abide by the provision as set out in the Constitution.
- (b) Nominations for election to the Executive Committee, with the written approval of the nominee, may be made by the Executive Committee or by any two Ordinary Members of the Association. Nominations by Ordinary Members shall be received by the Honorary Secretary no later than two months before the date of the Annual General Meeting. Should a ballot be required, no 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) Ordinary members elected to serve on the Executive Committee shall normally do so for a term of 3 years.
- (d) Any vacancy occurring in the Executive Committee other than by annual retirement shall be filled by another Ordinary Member of the Association, to be elected by the Executive Committee.
- (e) Five members shall constitute a quorum at meetings of the Committee.
- (f) The proceedings of the Executive 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 Executive 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 of extending this period up-to a further 2 years with the agreement of the BACR Executive Committee.
- (h) The Executive Committee may co-opt a Student Member on an annual basis, but such a co-opted 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 but shall not be Trustees.
- (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 Executive 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 of 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 Executive 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 purpose similar to those of the Association.