

# Statutes of EANO (European Association of Neuro-Oncology)

*In German: "EANO Europäische Gesellschaft für Neuroonkologie"*

The use of gender-specific expressions in the wording of these statutes applies equally to men and women.

## §1: Name and Registered Office

- (1) The association name is "EANO – European Association of Neuro-Oncology" (in German: "Europäische Gesellschaft für Neuroonkologie"), hereinafter "Association".
- (2) The association's registered office is located in Vienna, Austria. The association's activity extends worldwide.
- (3) The non-profit association is established for an indefinite period of time.

## §2: Objective

- (1) Neuro-Oncology is a discipline that studies neoplastic diseases of the nervous system and their effects on the normal nervous system regarding clinical and fundamental biological aspects, and covers, but is not restricted to the following:
  - a) primary and secondary tumours of the nervous system and the meninges;
  - b) neurological complications of systemic cancers and their treatment;
  - c) supportive and palliative care
- (2) The association's purpose is to promote neuro-oncology as a discipline integrated into the neurosciences and oncological sciences, with the following objectives:
  - a) To promote on an European level the collaboration and exchange of information among neurologists, neurosurgeons, neuropathologists, neuroradiologists, paediatric neuro-oncologists, radiation oncologists, oncologists, nurses and basic researchers, as well as other medical and non-medical specialists such as (neuro-)psychologists, physical therapists, ergotherapists, speech and language therapists who are interested in neuro-oncology as well as patient and caregiver representatives.
  - b) To promote training and research in the field of neuro-oncology.
  - c) To promote neuro-oncology among European institutions in cooperation with national and international professional societies, patients and patient representatives, and in the general public.
  - d) To improve the practice and organisation of neuro-oncology (e.g., by forming ad hoc task forces and committees to develop or enhance various topics or strategic directions). Topics include guidelines or recommendations, scientific programmes, cooperations with other scientific professional societies, promoting the younger generation, and strategic decisions in the area of publication media.

## §3: Means to Attain the Association's Purpose

The association's purpose should be promoted through the following measures among others:

- a) Organising worldwide events of various kinds (e.g., professional conferences and symposia, continued training for young medical professionals,., globally)
- b) Publication activities (journals, websites, newsletters, social media)
- c) Exchanging and forwarding knowledge in the field of neuro-oncology
- d) Supporting and evaluating patient care and the quality of care
- e) Cooperating with national and other international professional societies

#### **§4: Financial Resources to Attain the Association's Purpose**

The necessary financial resources will be provided through:

- a) Member contributions
- b) Donations, collections, and other monetary and non-monetary grants
- c) Endowments and legacies
- d) Proceeds from the association's own enterprises in and outside Europe
- e) Proceeds from publications in various printed and online journals
- f) Proceeds from events (such as the congress and training sessions)
- g) Sponsorship money
- h) Subsidies and grants
- i) Advertising revenue
- j) Interest and investments

#### **§5: Membership**

- (1) Association's membership consists of full members.
- (2) Anyone wishing to participate in any area of the association's work must be a full member.
- (3) The membership exists on an individual basis. Any natural person who is professionally involved with research or clinical activity in the field of neuro-oncology including patient representation is welcome to apply to be a member of the association. The membership must be confirmed by the Executive Board. The decision of the Executive Board requires no explanation.
- (4) All former members of the "European Association of Neuro-Oncology" registered in Belgium will automatically become members of this association, "EANO European Association of Neuro-Oncology" with registered office in Vienna, Austria, backdated as of the establishment of the association, provided the member sends his next due membership fees to the newly founded association with registered office in Vienna and does not object within a reasonable period to joining the association.

#### **§6: Membership Termination**

- (1) Membership will expire due to death, voluntary resignation, or expulsion.
- (2) Resignation may occur only on December 31 of any year. The Executive Board must be notified at least on December 31 of the resignation in writing. If that notification is late, it will not take effect until the next resignation date. Outstanding membership dues must be paid in arrears.
- (3) The Executive Board may suggest a justified expulsion, which will be decided by a three-fourths majority of the present or represented voting members of the Executive Board, after a hearing is held (or at least after the person in question is summoned) and confirmed at the general assembly by a two-thirds majority of the present or represented members.
- (4) Moreover, the Executive Board may order that a member be immediately expelled from association due to gross breach of membership duties or disreputable conduct.
- (5) Unless the statutes indicate otherwise, members, resigning members, deposed members and the successors of deceased members have no right to reimbursement of membership dues that have been paid, or other contributions or allowances.
- (6) Membership will be lost automatically if membership dues for a continuous period of two years are not paid. Re-entry in the association is possible only after the outstanding membership dues have been paid.

## **§7: Rights and Obligations of Members**

- (1) Members may participate in all events of the association and claim the association's amenities and demand that the Executive Board hand over the statutes.
- (2) Every member has the right to vote and to stand as a candidate in the general assembly.
- (3) The Executive Board shall inform the members in each general assembly about the association's activity and financial conduct. The Executive Board shall also make that information available to the members within four weeks if at least 10 percent of the members have demanded that this should be done and have provided grounds.
- (4) The members shall diligently promote the interests of the association and refrain from anything that could damage the association's reputation or jeopardise its purpose. They shall comply with the association's statutes and the resolutions of its bodies. The members shall promptly pay the membership dues in the amount resolved by the general assembly.

## **§8: Organs of the Association**

The bodies of the association are the General Assembly, the General Board, the Executive Board, the auditors and the court of arbitration. Additional committees are also established for certain topics and assignments.

## **§9: General Assembly**

- (1) The general assembly is the "Assembly of Members" for the purposes of the association Act ("Vereinsgesetz" or "VereinsG") of 2002. An ordinary general assembly will take place each year, during the EANO conference.
- (2) In addition, an extraordinary general assembly will take place within four weeks:
  - a) On resolution of the Executive Board or the ordinary general assembly,
  - b) On written request of at least 10 percent of members,
  - c) On request of the auditors (§ 21(5)(1) VereinsG),
  - d) If decided by an auditor (§ 21(5)(2) VereinsG),
- (3) Invitations to the ordinary and extraordinary general assemblies must be sent to all members at least 14 days in advance, in writing or by email. When the general assembly is scheduled, its agenda must be specified. The agenda must be announced along with the invitation. The Executive Board may choose at its discretion whether to hold the assembly in person or electronically.
- (4) Proposals for the agenda may be submitted up to seven days before the general assembly.
- (5) Valid resolutions (except those requesting the convening of an extraordinary general assembly) may be reached only if they appear on the agenda.
- (6) All members have rights of participation, voting and election in the general assembly. Voting rights may be transferred to another member by way of a written authorisation. Each present member may represent up to two members.
- (7) The general assembly is quorate regardless of the number of members in attendance.
- (8) The elections and resolutions in the general assembly normally occur with a simple majority vote. However, resolutions to modify the association statutes or dissolve the association require a qualified two-thirds majority vote.
- (9) The general assembly will be chaired by the president, or if s/he is prevented from doing so, by the past president. Otherwise, the eldest present member of the Executive Board will serve as chair.
- (10) All resolutions passed by the general assembly will be communicated to the members by the secretariat.

- (11) The resolutions of the general assembly will be kept in a file of which the president will be in charge and which will be kept by the secretariat for the members to inspect.

## **§10: Tasks of the General Assembly**

- (1) The following tasks are reserved for the general assembly:
- a) Resolution on the agenda;
  - b) Accepting and approving the statement of accounts and the revenue and expenditure account, including the financial statement;
  - c) Electing and dismissal of the seven members which, together with president, past-president and the treasurer form the Executive Board (§ 11(1))
  - d) Electing and dismissal of the auditors;
  - e) Approving legal transactions between auditors and association;
  - f) Discharge of the Executive Board;
  - g) Setting the amount of membership dues;
  - h) Passing resolutions to amend statutes and to voluntarily dissolve the association;
  - i) Giving advice and passing resolutions on other issues included in the agenda.

## **§11: Executive Board**

- (1) The association is managed and represented by an Executive Board.  
The Executive Board consists of the following members, which must all be full EANO members:
- a) A president,
  - b) A past president,
  - c) A treasurer,
  - d) Seven additional members, elected to represent Neuro-Oncology across Europe in terms of nationalities, disciplines and gender
- (2) The president shall chair the Executive Board, or if s/he is prevented from doing so, by the past president, or, if not available, the eldest present member of the Executive Board.
- (3) The president is elected by simple majority of the Executive Board one year before beginning that function and before the general assembly. A re-election is not possible. The president must be elected from among the members of the Executive Board or the General Board, present or past. Any member of the General Board may nominate a candidate. A member of the Executive Board who is up for election may not vote in his/her own election. If there is a tie, the president shall decide.
- (4) The person so elected shall be member of the Executive Board as the “president elect”, for one year until taking over the new function. The president elect will be presented to the general assembly as the president elect twelve months in advance. The president shall serve for two years and may not be re-elected. After his/her term of office, s/he will automatically become the past president, with a two-year term of office, and as such will be part of the Executive Board.
- (5) The treasurer will be elected by the Executive Board for a four-year term of office by simple majority and may not be re-elected.
- (6) The seven members of the Executive Board (§ 11 (1)) are elected by the general assembly for a maximum term of office of two periods of two years each.
- (7) After this association is founded, the Executive Board and the nominating committee will be composed as follows: Until the members of the Executive Board depart and new ones are elected by association’s general assembly, the Executive Board and the nominating committee will be made up of the same people and with the same terms of office as was most recently the case with the “European Association of Neuro-Oncology” with registered office in Brussels, Belgium.

## §12: Tasks of the Executive Board

- (1) The Executive Board shall manage the association and has decision rights with regard to the activities of the organisation. It is the “executive body” for the purposes of the Association Act of 2002. It is responsible for all tasks not assigned to other bodies of the association under the statutes. The Executive Board shall manage the association with the diligence and conscientiousness body within the scope of these statutes and the resolutions of the general assembly.
- (2) In addition, the Executive Board is entitled and obliged to:
  - a) Decide whether to accept or exclude new members
  - b) Ensure a regulated course of the business
  - c) Organise scientific and educational events
  - d) Administer association’s assets and set up an accounting system
  - e) Convene a general assembly and report during that assembly about the activities and financial conduct
  - f) Point out amendments to the statutes
  - g) Create task forces (“committees”)

The Executive Board has the following competencies: Organising the association, conferences, training, publications, the website and project developments, maintaining relationships with national and international societies, the nurses and associated health groups, as well as installing and supervising all committees or ad hoc task forces.

- (3) The Executive Board shall announce open positions via email and website at least six months in advance so that the members of the association may apply for them.
- (4) In accordance with the suggestion of the president and the approval by simple majority of the Executive Board, tasks are transferred to a member of the Executive Board or a co-opted member of the General Board, and that member must issue a report in that regard.
- (5) The list of candidates for election into the Executive Board during the general assembly will be reviewed by a nominating committee. The nominating committee is consisting of the president elect, the president, and the last two predecessors to the president of the Executive Board. The president of the nominating committee is the president elect, and he shall nominate the candidates for election. The Executive Board and the general assembly approve the candidates through a resolution by simple majority vote.
- (6) Candidates for the Executive Board shall disclose any conflict of interests when they apply and during their term of office. Members of the Executive Board should reside in Europe.
- (7) The Executive Board is quorate if all its members have been invited and at least half are in attendance. The members of the Executive Board cannot have themselves represented.
- (8) The Executive Board passes its resolutions with a simple majority vote; if there is a tie, the president will cast the deciding vote.
- (9) The board will be chaired by the president, or if s/he is prevented from doing so, by the past president. If the past president is also prevented from chairing, the Executive Board will be chaired by its eldest attending member, or by its member that a majority of its remaining members appoint.
- (10) The Executive Board shall decide whether a part of the executive board meeting will be held with the attendance of the General Board members.

### **§13: Special Obligations of Individual Executive Board Members**

- (1) The president manages the association's ongoing business. The past president supports the newly elected president with his knowledge regarding the management of the association.
- (2) The treasurer shall support the president in managing the association's finances and transactions.
- (3) The president shall represent the association externally. Association's written notifications must be signed by the president to be valid.
- (4) Written documents, especially those which obligate to the association or concern financial affairs or powers of attorney, must be signed by the president and the treasurer.
- (5) If there is imminent danger, the president may issue orders independently and under his own responsibility even in matters that fall within the sphere of the general assembly or Executive Board; within the internal relationship, however, these orders must be subsequently approved by the association's competent body. If the president is prevented from issuing such orders, the treasurer may do so in his/her place.

### **§14: The General Board**

- (1) The General Board consists of the Executive Board members and co-opted members. The co-opted General Board members do not have voting rights in the Executive Board.
- (2) The Executive Board may nominate an indefinite number of co-opted General Board members. Co-opted members of the General Board must be full members of the association unless stated otherwise and can be elected for specific assignments by the Executive Board through a simple majority.
- (3) The following members must be co-opted to the General Board:
  - a) The local congress president(s). They/He/She will be co-opted into the General Board for a period of two years prior to the meeting and is/are entrusted with organising the congress.
  - b) The chairs of the Educational committee, the Scientific Committee, the Guidelines Committee, the Youngsters Committee, and the Committee for EANO Publishing Activity.
  - c) The chair of the EORTC BTG (Brain Tumor Group) will automatically be co-opted to serve as a member of the General Board and does not have to be a member of EANO.

### **§15: Tasks of the General Board**

- (1) The co-opted General Board members advise the Executive Board on issues related to the functioning of the association and its committees, solicited and unsolicited. The Executive Board can assign specific tasks to co-opted General Board members.
- (2) The General Board members can be invited to attend the Executive Board meetings, individually or as a group.

### **§16: Committees**

- (1) The Executive Board may decide to create, alter or eliminate committees without such a decision requiring an amendment of the statutes or a resolution from the general assembly. The Executive Board may freely determine the assignments, activities and administrative structure of the committees. In addition to chairs of committees that are listed as member of the General Board in the statutes, the association's Executive Board may decide whether to include chairs of committees in the General Board as a co-opted member

- (2) Committees may be established regarding the following topics among others: research, guidelines, young physicians, young researchers, education and professional development, publications.
- (3) The chair of the committee shall be nominated and elected by the Executive Board through a simple majority vote. The chair of the committee must report to the Executive Board.
- (4) The committee members are elected by the Executive Board for two years and may be re-elected once, unless otherwise specified in the statutes. Only a full member of the association can be committee member, any exception to this must be approved by the Executive Board. Vacant committee positions are announced via email and on the website. Applications will be reviewed by the Executive Board. Individual committee members include representatives of the various disciplines, with a balanced distribution according to European countries, gender and expert fields. Each committee will have among its members at least two members of the Executive Board.
- (5) The following committees must be set up:
  - a) Scientific Committee
    - i. The Scientific Committee consists of representatives of at least the following disciplines: neuropathology, neuroimaging/nuclear medicine, radiation oncology, medical oncology, paediatric neuro-oncology, two representatives of basic research, nursing/psychology, two representatives of neurology and neurosurgery.
    - ii. The chair of the Scientific Committee is elected for two years and may not be re-elected. At the beginning of the chairmanship period, the designated next chair of the Scientific Committee is elected and will assume full chairmanship after two years.
    - iii. The Scientific Committee's tasks include designing and creating the scientific programme of the EANO congress (selecting oral and poster presentations, guest lectures, congress structure, etc.) in consultation with the host responsible for the congress and the president, perusing and assessing abstracts; contributing to the website and the journal with the participation of EANO, supporting in all other matters of EANO that require specialist knowledge (reviewing applications for grants, scholarships and projects). The designated chair of the Scientific Committee participates in designing the scientific programme for the EANO congress.
  - b) Guideline Committee
    - i. The Guideline Committee consists of scientifically active representatives of the sub-areas that are relevant to neuro-oncology. The task of this committee is to identify the need for updating or creating guidelines and nominating a suitable team of authors for doing so. Moreover, this committee develops standard processes for developing and creating guidelines and cooperative guideline projects with other professional societies, according to strategic objectives that are coordinated with the Executive Board.
    - ii. The chair of the Guideline Committee is elected for two years and may not be re-elected. At beginning of the chairmanship period, the designated next chair of the Guideline Scientific Committee is elected and will assume full chairmanship after two years.
  - c) EANO Youngster Committee
    - i. The committee of EANO's younger generation consists of representatives of the younger members of EANO (up to 35) according to nationality, gender and field. This committee is tasked with representing EANO's younger members and developing educational, professional and scientific events as well as addresses special issues of younger EANO members. Events, topics and congress content aimed specifically at the younger generation are addressed will be considered for conferences of the Association and in the Executive Board. The committee passes its suggestions on to the Executive Board, which will make the final decision.

ii. The chair must be 35 or younger at the start of the term, is proposed by the Youngster Committee and confirmed by the Executive Board.

d) Educational Committee

i. The task of the Educational Committee is to develop training and professional development measures or curricula with European significance. This committee is tasked with passing on to the Executive Board ideas and proposals regarding the further enhancement of content related to training and professional development in neuro-oncology. In addition, the committee supports the Executive Board in developing and enhancing cooperative relationships with other national or international professional societies in the field of neuro-oncology.

ii. The chair of the Educational Committee is elected for two years and may not be re-elected. At the beginning of the chairmanship period, the designated next chair of the Educational Committee is elected and will assume full chairmanship after two years.

e) Committee for Publishing Activity

i. The Committee for Publishing Activity supports the Executive Board in the long-term strategic orientation of these activities in journals or websites. The committee consists of the editors nominated by the association (Executive Editor, Associate Editor, and possibly Chief Editor) in the various publication sectors, the president, the treasurer and the past president.

ii. The chair of the Publishing Activity Committee is one of the journal editors, is elected for two years and may not be re-elected. At the beginning of the chairmanship period, the designated next chair of the Publishing Activity Committee is elected and will assume full chairmanship after two years.

## **§17: Auditors**

- (1) Two auditors will be elected by the general assembly for a period of 6 years. The auditors may not belong to any body (except the general assembly) whose activity is the subject matter of the audit.
- (2) The auditors shall continually monitor transactions and audit association's financial activity to ensure the accounting is proper and resources are used in accordance with the statutes. The Executive Board shall submit to the auditors the necessary documents and provide them with the necessary information. The auditors shall report the result of their audit to the Executive Board.
- (3) The Executive Board shall inform the members about the report on statement of account from the auditors. This may also be done in absence of the auditors by presenting the report during the General Assembly, if the report leaves no questions unanswered.

## **§18: Court of Arbitration**

- (1) The association's in-house court of arbitration will be convened to settle all disputes arising from the association relationship. It constitutes a "mediation board" for the purposes of the Association Act of 2002, but not an arbitration court under §§ 577 ff ZPO.
- (2) The court of arbitration consists of three full members of Association. It is formed so that a disputing party nominates a member to the Executive Board, in writing, to serve as an arbiter. On request by the Executive Board within seven days, the other disputing party shall for his part nominate a member of the arbitration court within 14 days. After the Executive Board agrees within seven days, the nominated arbiters shall elect within an additional 14 days a third full member to chair the arbitration court. If there is a tie, the suggested parties will be decided by lot. The members of the court of arbitration may not belong to any body (except the general assembly) whose activity is the subject matter of the dispute.

- (3) The court of arbitration shall make its decision by simple majority after hearing both sides in the presence of all its members. It shall decide to the best of its knowledge and belief. Its decision will be final within the association.

### **§19: Dissolving the Association**

- (1) The association may be dissolved voluntarily at any time, based on an extraordinary general assembly convened for this purpose or a special written vote dedicated only to this purpose. The decision must be confirmed by two-thirds of the attending or represented votes (regardless of the number of attending members).
- (2) If there remain any association assets, the general assembly shall decide on clearing and settling those assets. In particular, they shall appoint a liquidator and pass a resolution on the party to whom that liquidator should transfer the association assets remaining after the liabilities have been covered. If the association is dissolved voluntarily, its remaining assets should be allocated to private, charitable legal entities, or organisations with an objective similar to that of the dissolved association or should otherwise be used for charitable purposes.
- (3) The association's last Executive Board shall notify the association authority of the voluntary dissolution within four weeks after the resolution is passed.
- (4) If the association is dissolved officially, or if the association's former preferred purpose ceases to exist, the association assets remaining after the liabilities have been covered must be added to charitable, non-profit or church-related purposes as defined by §§ 34 ff BAO (Federal Fiscal Code), whereby those assets should be dedicated to "promoting the field of neuro-oncology and exchanging information within that field" if possible.