

Constitution of the UK Cancer Genetics Group (CGG) Associated with the British Society of Human Genetics

Section 1: Name

The name of this organisation shall be the UK Cancer Genetics Group, hereafter called CGG.

Section 2: The Organisation and its Mission

CGG is a national, multidisciplinary organisation with membership including clinicians, counsellors and scientists with an interest in the hereditary aspects of cancer. Its mission is to identify and promote the appropriate surveillance for those at risk of cancer from their family history and to improve the quality of care of those individuals affected as a result of a hereditary cancer syndrome. This will be accomplished by:

1. Encouragement of research into the hereditary aspects of cancer.
2. Education of physicians and other healthcare professionals in the identification of those individuals at risk, the role of molecular genetics and clinical management of hereditary tumour syndromes.
3. The promotion of clinical services for families with hereditary tumour syndromes.
4. Provision of a forum for the presentation of data, discussion of controversial areas involved in the care of patients and their families.
5. Facilitation of collaborative studies.
6. To be a stakeholder and opinion leader in National discussions at all levels on matters relating to the hereditary aspects of cancer and to those affecting the provision of health care of at risk families.
7. To debate, advise and inform societal aspects of hereditary tumour predisposition (such as ethical and legal issues).

Offices

The Steering Group shall comprise 14 members elected by the membership of the CGG; Chairperson, Secretary, Treasurer, CRUK representative, 10 elected ordinary members. Representatives of other societies where specific issues are to be discussed can be co-opted to attend the steering group meeting at the specific invitation of a steering group officer.

Nominations for all elected Steering Group Members shall be made by two (2) individual members of CGG, with written consent of the nominee. Such nominations are to be made in writing, three (3) months before the Scientific Meeting of the Members at which the new members shall be elected.

Elected members of the steering group shall serve for a maximum period of three years after which they shall be permitted to stand for election to a further three year term of office. There shall be a limit of two (2) terms that each Steering Group Member may hold a particular office, and two (2) consecutive terms that an individual may serve as an Ordinary Member on the Steering Group. The Chairperson, Secretary and Treasurer shall be appointed from the membership of the Steering Committee and serve a three year term of office after which new officers shall be selected. The Treasurer will prepare and submit a report of the financial transactions of CGG to the Members at the annual business meeting, and, in general, shall perform other duties as may be assigned from time to time by the Chairman of the Steering Group.

Individual Membership

Membership of The Society will be open to individuals with a legitimate interest in the clinical and basic science of the hereditary aspects of cancer. Application for Membership shall consist of expressing such an interest to any member of the society and completion of an application form. Members should be proposed and seconded by existing members of CGG and ratified at a meeting of the CGG steering group.

Scientific Meetings

At least one scientific meeting of The Society must be held every year. The Spring meeting to be a two day event at a host city in the UK (or elsewhere in Europe in collaboration with colleagues), the Winter meeting to be a single day meeting usually in London. Organisation of the CGG plenary session at the annual BSHG conference will also fall to the CGG Steering Group in association with the BSHG conference organising committee.

Business Meeting

At the CGG Steering Group meetings normally held before or after the summer and Winter scientific meetings, the business shall be:

- a. to elect officers (and members of Steering Group).
- b. to receive the report of the Steering Group officers including the report of the Treasurer and the Balance Sheet.
- c. such other business as Council may decide.

Special Meetings

Special meetings of the Members of CGG may be called at the request of the Chairman, or any three Steering Group members. The Steering Group shall determine the time and place for holding special meetings.

A written, electronic or printed notice stating the place, date and time with respect to the Special meetings and the purpose of the meeting of the Members shall be delivered to each member at his or her address as shown by the records of The BSHG, not less than ten (10) nor more than sixty (60) days before the date of the meeting.

Quorum

Eight (8) members of the Steering Group, including one postholder, shall constitute a quorum for the transaction of business at any duly called meeting of the Members of CGG. If less than a quorum is present, a majority of the voting Members present may adjourn the meeting until another time without further notice.

Dues

The initial and annual dues for all Members of CGG and the time for paying such dues shall be determined from time to time by the Steering Group.

Termination of Membership

- a. **Voluntary.** A member may withdraw from Membership at any time by giving notice to the BSHG Administrator. Such resignation shall take effect at the time specified in the notice but shall not relieve the individual of the obligation to pay dues, assessments or any other charges incurred prior to resignation.
- b. **Delinquency in Dues Payment.** Except where the Steering Group, at its discretion, extends the time for payment, a Member whose dues or assessments are delinquent to ninety (90) days shall have their CGG membership terminated thirty (30) days following written notification of such delinquency unless such dues and assessments are paid before the end of that thirty (30) day period. A Member involuntarily terminated pursuant to this section shall be reinstated automatically if all arrears are paid in full prior to the end of the fiscal year in which the termination occurs, provided that he or she is still otherwise qualified for the same Membership category.

Removal

Any Steering Group Member may be removed by action of the voting Members at a duly called and convened meeting of the Members, whenever in their judgment the best interests of the CGG would be served thereby. Written notice of a Membership meeting held to vote on removal of one or more Steering Group Members shall be delivered to all Members entitled to vote. Such notice shall state that the purpose of the meeting is to vote upon the removal of one or more Steering Group Members named in the notice. Only the named Steering Group Member(s) may be removed at such a meeting.

Action by Written Consent

Any action requiring a vote of the Steering Group may be taken without a meeting if consent in writing, setting forth the action taken, shall be signed by a majority of the Steering Group Members.

Meeting by Conference Call

Any action to be taken at a meeting of the Steering Group may be taken through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other.

Participation in such a meeting shall constitute attendance and presence at the meeting of the persons participating.