

UK ASSOCIATION OF CANCER REGISTRIES

Constitution

1 Definition

The United Kingdom Association of Cancer Registries (the Association) is a society, members of which are involved in the development of cancer registration, and in its application both to the study of cancer in defined populations and to the development of cancer control programmes.

2 Scope and objectives

The Association is involved in all aspects of the National Cancer Registration Schemes of England and Wales, Scotland and Northern Ireland, and collaboration aimed at improving these schemes is a central purpose of the Association. The Association has interests in all aspects of cancer registration, both in its methodology and in its application to the collection, analysis and publication of population-based data on the incidence and mortality of cancer and survival from cancer, and in the use of these data for research aimed at control of cancer in the population. A prime responsibility is the development of policy in this area.

The specific objectives of the Association are:

- a to promote the collection and use of population-based data on cancer for research, health needs assessment, health care evaluation and cancer control;
- b to co-ordinate policy development on confidentiality and access to registry data;
- c to co-ordinate the exchange of technical advice between Members;
- d to hold periodic scientific and technical meetings, and to hold an annual general meeting of the Association;
- e to develop the role of cancer registries in education and training;
- f to co-operate with and seek the support of National Health Service authorities in the furtherance of cancer registration;
- g to represent its Members to such national bodies as may be appropriate.

3 Membership

The Association consists of Full Members, Associate Members, Individual Members and such other types of member as may be determined. Members are cancer registries. Full membership is open to regional and national population-based cancer registries of England (where such a registry covering only part of an NHS

region should have its own director and financial arrangements), Wales, Scotland and Northern Ireland, collecting data on all malignant neoplasms. Each Full Member will have one vote. Associate Membership is open to cancer registries in the United Kingdom and the Republic of Ireland which are or intend to become population-based, but collect data restricted by age (eg childhood cancer), sex or cancer site or type (eg bone neoplasms or mesothelioma). Associate Membership is also open to other bodies or institutions with an interest in the work of the Association. Associate Members will not have a vote.

Individual Membership is open to individuals with an interest in the work of the Association. Individual Members will not have a vote.

Full Members and Associate Members participate voluntarily in the work of the Association through their delegates. Full Members may send more than one delegate to meetings of the Association, but no Full Member shall have more than one vote. Delegates shall represent the views of their parent Member at Association meetings, but no decision, policy or action of the Association shall be construed as binding on any Full Member or Associate Member.

The Executive Committee of the Association will meet at least three times a year. Representatives of Associate Members, and Chairs of special interest groups may be invited to attend meetings of the Executive Committee. The Executive Committee may invite other persons who would facilitate the work of the Association to attend its meetings as observers. In addition, there will be an annual general meeting open to all Members of the Association.

4 Organisation

The Association will have four officers, a Chair, Vice Chair, Executive Secretary and Treasurer. Officers shall be elected by the Full Members at the Annual General Meeting for designated terms of office as provided in the standing orders of the Association, except that the Executive Secretary shall be nominated by the Member providing the secretariat of the Association. The officers shall conduct the affairs of the Association in such a manner as to further its objectives. The Executive Committee shall define the duties of its officers accordingly, maintain the standing orders of the Association, and keep suitable accounts of any monies received or disbursed. The Executive Committee shall have the power to set and levy a subscription from Members and to disburse monies in furtherance of its objectives. Activities may include but are not restricted to the creation and dissolution of committees and working parties, the organisation of meetings, and representation of the Association to external bodies.

The Executive Committee shall comprise the Directors of all Full Member registries in the UK or their nominees, and one representative each from ONS and from the Information and Statistics Division of the Scottish Health Department. A representative from the Republic of Ireland national cancer registration scheme may attend as an observer.

An officer vacancy arising by resignation or otherwise may be filled for the remainder of the term of office by simple majority vote of a meeting of the Executive Committee, which shall also have power to co-opt non-voting additional officers for specific purposes and for a term not extending beyond the annual general meeting following their co-option.

The officers shall serve as chief liaison officers between the Association and all its Members, for the exchange of information and for the organisation of meetings and research projects.

The annual general meeting will not be quorate if fewer than half of the Full Members are represented.

5 Adoption of UKACR policy

The usual procedure for the development of UKACR policy on a major issue should encompass most or all of the following: extensive internal discussion; examination of the issue in depth by a sub-group (eg the CRCG) or a specially constituted working group; agreement to a draft policy or guidelines (with accompanying context); wide, including, where appropriate, external, consultation on the draft; and revision of the draft in the light of comments received. The “final” draft should be circulated to all Members at least one calendar month in advance of the Executive Committee meeting at which it is to be considered. If it is not possible to reach a consensus at the meeting, a vote will be taken. To be adopted, the policy will require a two thirds majority of those voting; postal votes will be accepted from those not able to attend the meeting.

6 Amendments

Amendments to the constitution or standing orders for the time being in force may be proposed jointly by any three Full Members of the Association. Amendments to the constitution may only be considered at the Annual General Meeting of the Association. Amendments to the standing orders may be considered and approved at an Executive Committee meeting but such amendments require ratification at an Annual General Meeting before coming into effect. All proposed amendments must be submitted to the Executive Secretary in writing at least two calendar months in advance of the meeting at which they are to be considered. The Executive Secretary will circulate proposed amendments to all Full Members at least one month in advance of the meeting at which they are to be considered. Amendments will be adopted and will come into force if approved by at least two-thirds of those voting.

7 Winding-up Arrangements

The Association may be dissolved by a vote of two-thirds of the Full Members represented at an annual general meeting subject to a motion to that effect being proposed by at least three Full Members in writing to the Executive Secretary, and subject to all Full Members being given at least one calendar month's notification of the proposal. In the event of such a resolution being adopted, the annual general meeting will also make arrangements for the allocation of assets and liabilities in accordance with the objectives of the Association.

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(Reprinted in Times New Roman; and reference to “OPCS” in the second paragraph of section 4 changed to “ONS”, May 1996)

(Revised November 1997)

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Standing Orders

1 Scope

These standing orders regulate procedures of the United Kingdom Association of Cancer Registries (the Association), and are to be read in conjunction with the constitution of the Association.

2 Terms of office

Each officer elected shall normally serve a term not exceeding two years to begin after the closure of the annual general meeting of the Association at which they are elected. No officer may serve more than two successive terms in the same office.

3 Nominations

The Executive Secretary shall solicit nominations for office among the Full Members at least two calendar months before the annual general meeting. A candidate may be nominated in writing by any two Full Members. The Executive Secretary will circulate a list of candidates to all Full Members one month in advance of the annual general meeting.

4 Elections

Ballots for elections shall be conducted at the annual general meeting by the Executive Secretary, who shall accept postal ballots or written ballot papers at the meeting itself. The candidate with the largest number of votes will be declared elected.

5 Membership

The Executive Secretary shall maintain the lists of Full Members, Associate Members and Individual Members up to date, and shall circulate these to all members at least once a year. The Executive Committee may approve applications for membership of the Association, or may defer these for decision at the annual general meeting.

6 Committees

Officers must be delegates of Full or Associate Members, usually the director of the registry concerned. Any delegate from a Full Member or Associate Member is eligible to serve as an officer or chairperson of other Committees that may be formed by the Association. The Executive Secretary of the Association will be a member **ex officio** of any Association Committee. Minutes of all Committee meetings will be circulated to all Members.