

SIOP Europe Brain Tumour Group

CONSTITUTION AND RULES

1 TITLE AND OBJECTS

- 1(a) The Group shall be called the ‘SIOP-Europe Brain Tumour Group’. The abbreviation used will be BTG. On all official documents the full name ‘SIOP-Europe Brain Tumour Group’ must be used.
- 1(b) The SIOPE BTG is a European multidisciplinary association of healthcare professionals and scientists involved in research, treatment and care of children, adolescents and young people with tumours of the Central Nervous System (CNS).

The principal objectives of the Group shall be:

- To facilitate collaborative basic science research, translational research and clinical trials in the field of CNS tumours.
- To facilitate education in the field of CNS tumours in children and young people.

- 1(c) The official language of the group will be English.

2 STRUCTURE

- 2(a) The SIOPE BTG will be comprised of a number of ‘Working Groups’ that will either relate to a specific CNS tumour type or be discipline based, relating to CNS tumours in general.

A list of the current CNS tumour type and discipline working group can be found in appendix 1.

New working groups can be established following an application to the SIOPE BTG steering committee and approval by the membership by majority vote.

- 2(b) Each SIOPE BTG Working Group will be co-ordinated by a Working Group Chair or Working Groups Chairs (for representation of different disciplines or fields). This can be decided by the individual groups.
- 2(c) There will be one individual, designated ‘Chair of the SIOPE BTG’, who can represent any discipline within the field.

- 2(d) SIOPE BTG documentation will reflect the Chair and Working Group chairs with their date of initiation.
- 2(e) The SIOPE BTG will have a Steering Committee (SC), composed of the Working Group chairs, the SIOPE BTG chair, the past SIOPE BTG chair and the SIOPE BTG chair-elect. Terms of reference of the SC are given below.

3 MEMBERSHIP

- 3(a) There will be one class of membership - designated 'Member of the SIOPE BTG'.
- 3(b) Members shall be persons who have a significant involvement in research (clinical trials, translational research, basic science) or care in the field of CNS tumours in children and young people. They need to work in a European country as defined by the SIOP Europe territory (see appendix 2). The place of work can be a hospital or a research institution.
- 3(c) Membership of the SIOPE BTG comprise all individuals who are a member of a SIOPE BTG Working Group.
- 3(d) The relevant Working Group Chairs will determine membership of a SIOPE BTG Working Group based on the membership criteria.
- 3(e) The Working Group Chairs will be responsible for maintaining a membership list of their group with contact details of each individual member.
- 3(f) The Working Group Chairs will be responsible for informing the SIOPE BTG Chair of any new members or any departing members.
- 3(g) The SIOPE BTG Chair will be responsible for keeping a database of all SIOPE BTG members.
- 3(h) Members are expected to participate actively in the Working Groups and attend the meetings regularly.
- 3(i) There is no membership fee.

4 SIOPE BTG CHAIR

- 4(a) There will be one individual designated 'Chair of the SIOPE BTG'.
- 4(b) The Chair of the SIOPE BTG will serve a term of office of three years and a term of one year as chair-elect, and the past SIOPE BTG chair will serve a term of office of two years.
- 4(c) No individual can serve as Chair on more than one occasion.

- 4(d) The Chair and will be elected by a formal voting procedure prior to the annual meeting of the SIOPE BTG one year before the incumbent Chair's term of office is due to end.
- 4(e) Individuals wishing to be considered for election as Chair will self-nominate to the SIOPE BTG Chair. The SIOPE BTG Chair will be responsible for conducting a formal election process for the position. Each member of the SIOPE BTG will have one vote. Election will be conducted by an Alternative Voting system.
- 4(f) The result of the election of the Chair will be announced at the annual meeting of the SIOPE BTG one year prior to the individual taking up appointment.
- 4(g) The Chair-elect will join the Steering Committee (SC) one year prior to the individual taking up appointment.

5 SELECTION OF WORKING GROUP CHAIRS

- 5(a) Working Group Chairs shall serve a term of three years. More than one chair representing different disciplines and overlapping terms of office are encouraged for continuity and succession.
- 5(b) Working Group Chairs will serve a max of two terms of office.
- 5(c) Members of each individual working group will select the Working Group Chairs. The incumbent Working Group Chairs in consultation with the working group members will decide upon the most appropriate method of selection of new chairs. This may or may not involve a formal system of election.

6 RESPONSIBILITIES OF THE SIOPE BTG WORKING GROUP CHAIRS

- 6(a) To organise regular meetings to promote research activities appropriate to their working group. The relevant format of the meeting (e.g. face to face meetings, telephone conferences, videoconferences) will be used as appropriate.
- 6(b) To present the output and future plans of the working group during the annual SIOPE BTG meeting.
- 6(c) To maintain a membership list with contact details of working group members (at least yearly).
- 6(d) To ensure multi-disciplinary representation on the working group and thus multi-disciplinary input into relevant research projects.
- 6(e) To ensure that for each project there is a fair distribution of workload amongst working group members.

- 6(f) To ensure that projects are conducted in close collaboration with each SIOPE BTG discipline group as appropriate.
- 6(g) To consider applications for working group membership.
- 6(h) To consider the importance of succession planning with respect to group membership and involvement in future projects.
- 6(i) To represent their working group with respect to collaboration with other organisations.

7 MEETINGS

- 7(a) The SIOPE BTG will hold an annual meeting. This annual meeting can be a stand-alone meeting or in conjunction with another meeting as decided by the SIOPE BTG membership.
- 7(b) In case of a stand-alone meeting, individual members will be invited to propose hosting the meeting. The venue for the stand-alone meetings will be decided by the SIOPE BTG membership at least 2 years in advance. For these meetings the SC group will be responsible for arranging the annual meeting in collaboration with the host of the meeting.
- 7(c) The members attending the SIOPE BTG meeting will vote by way of a single vote for the venue of the next stand-alone meeting. The SC group will invite each potential host to give a short presentation to support their bid to host the meeting in advance electronically.
- 7(d) SIOPE BTG meetings may include Working Group meetings.
- 7(e) The Working Group chairs may invite non-SIOPE BTG members to the separate Working Group meetings if appropriate to Working Group activities. Non-SIOPE BTG members have a guest status for the Working Group meeting only and cannot attend the SIOPE BTG annual meeting
- 7(f) The standalone SIOPE BTG meetings can include a plenary session and an annual business meeting, both of which will be organised by the SC group.
- 7 (g) An annual business meeting has to be organized once a year – either during the annual meeting or via videoconference.

8 Training

- 8(a) SIOPE BTG has a remit to facilitate training in the field of paediatric neuro-oncology.
- 8(b) The responsibility lies within the training and education group.

- 8(c) Collaboration with other organisations will be considered with respect to facilitating training activities.

9 BTG Steering Committee (SC)

- 9(a) The SC shall regularly discuss strategic direction of the BTG and manage issues arising from or in the interest of the BTG working groups and/or the BTG as a whole. The SC will have at least usually one face-to-face meeting per year, held during the BTG annual meeting, and may have at least one additional meeting/ video conferences as appropriate per year.
- 9(b) The SC shall work to improve the interdisciplinary collaborations between the BTG working groups, especially to improve the interactions between the tumour-specific and the discipline-working groups.
- 9(c) The SC shall facilitate the use or establishment of structures required for the conduct of clinical trials or associated research projects. It shall increase the transparency between working groups and facilitate the shared use of standards, CRFs, consent forms, and protocol templates, aiming to harmonise all multidisciplinary aspects of clinical CNS tumour trials.
- 9(d) The SC should discuss and prepare relevant BTG issues prior to voting for their approval or disapproval by the membership.
- 9(e) The BTG chair shall report on SC activities to the membership at the annual business meeting.
- 9(f) The SC shall decide about the use of the SIOPE BTG logo and affiliation.
- 9(g) The SC shall ensure representation of the SIOPE BTG at or improve networking with other associations as appropriate.
- 9(h) The SC shall be responsible for day-to-day and housekeeping activities of the BTG, including maintenance of membership lists and a web page.
- 9(i) The SC is organized by the BTG chair.