

UK Stereotactic Ablative Body Radiotherapy Consortium

Constitution and Rules

1) Name: The Group shall be called the UK Stereotactic Ablative Body Radiotherapy Consortium hereafter referred to as “UK SABR Consortium”.

2) Place: UK SABR Consortium shall be situated in the United Kingdom with a secretariat at UK SABR Consortium, Boston House, 69 – 75 Boston Manor Road, Brentford, TW8 9JJ.

3) Aims: The aims of UK SABR Consortium are to improve the care and treatment of patients by developing SABR in the UK, through the provision of a multi-disciplinary educational forum and promotion of clinical and scientific research.

4) Membership: Members of UK SABR Consortium will come from all disciplines involved in the delivery of SABR. The benefits of membership of UK SABR Consortium include eligibility to sit on Consortium committees and sub-groups, access to the UK SABR Consortium website, notification of educational courses and other related events throughout the year. Attendance at the UK SABR Consortium annual conference will give membership for the following year and give a reduction in the registration fee for other meetings it organises. A full rate fee will be charged for consultants, seniors and industry professionals with a concessionary rate fee considered for juniors, nurses, radiographers and allied health professionals considered. The fee rate will be reviewed annually.

5) Structure:

a) Steering Committee UK SABR Consortium will be governed by a Steering Committee comprising of the membership of the UK SABR Consortium. Responsibility for management of UK SABR Consortium will lie with the Executive Committee.

The UK SABR Consortium will hold an annual meeting where the members present at this meetings form the Steering Committee, each member having an equal vote. It will be the responsibility of the Executive to call the meetings of the Steering Committee. A

Special Meeting of the Steering Committee can be called by the Executive at the written request of ten members of UK SABR Consortium.

b) *Executive Committee:*

The management of UK SABR Consortium will be undertaken by an Executive Committee. The Executive will comprise of 16 members of the Consortium and include a Chair, Secretary and Treasurer. The functions of the members of the Executive are set out in the explanatory notes.

Members of the Executive Committee would be elected by a simple majority vote from a ballot of the membership. Elections will be held at a three yearly interval and members are required to notify the executive committee in writing should they wish to enter the election ballot.

Any decision of the Executive not carried unanimously will be decided upon by a simple majority vote at the next Steering Committee meeting.

6) Withdrawal of Membership of the Steering Committee: Membership can only be withdrawn after a recommendation by the Executive and a two third's majority vote of the total Steering Committee.

7) Rights of Members: All members attending the UK SABR Consortium Steering Committee meetings will have an equal say in the running of UK SABR Consortium.

8) Responsibilities of the Members: All Steering Committee members will be expected to abide by the Constitution and Rules of UK SABR Consortium. They will be expected to support its aims and the furtherance of its objectives to the best of their ability. They will be expected to recognise their affiliation to UK SABR Consortium in all public interactions related to their work.

9) Financial Structure: Any income accruing to UK SABR Consortium will be held within a registered account and managed by the Treasurer and Assistant Treasurer, under the policy/governance of the Trust for the benefit of UK SABR Consortium.

10) Audit: The records of UK SABR Consortium are held by the Treasurer of UK SABR Consortium and will be audited annually and report prepared for the Steering Committee meeting. The records will kept available for inspection and audit at all times for periodic review to ensure compliance with the internal financial controls of the organisation and this includes a review of individual transactions of its cost centres.

11) Affiliate Status: Institutions with close collaborative links with the UK SABR Consortium will be invited to become affiliates. Affiliates would have ready access to the resources of the UK SABR Consortium and would be expected to support its aims and objectives. Potential affiliates will be nominated by the Executive and elected by a simple majority of those present at a Steering Committee meeting.

12) Amendment of the Constitution: The Constitution of UK SABR Consortium may only be amended after a two third's majority vote in favour by all the members of the Executive Committee at the time of the proposed amendment.

13) Patron: The Patron, who will have an unlimited term of office, will be invited by the Chairman after a nomination by the Executive and Steering Committee.

UK Stereotactic Body Radiotherapy Consortium: Rules

1) Structure:

i) Steering Committee; On behalf of the Executive, the Secretary will give at least one month's notice of the meetings of the Steering Committee.

ii) Executive: The Executive are elected members of the Steering Committee. The Executive will meet as required with the majority of business being conducted via e-mail. The Chair, Secretary and Treasurer will be elected for three years and eligible to serve 2 terms. The Executive will consult with consumer representatives and has the power to co-opt individuals onto the Steering Committee including non-members of UK SABR Consortium. Non-members who fulfil the membership criteria will be required to become members of UK SABR Consortium. The position of co-opted members of the Steering Committee will be reviewed at two yearly intervals. Co-opted members of the Steering Committee will not have voting rights. The Executive also has the power to create sub-committees to carry out the functions of the UK SABR Consortium. Members of sub-committees are expected to be members of the UK SABR Consortium.

2) Relation to Other Departments: Affiliation of Executive or Steering Committee members to existing societies and organisations will remain unchanged.

3) Functions of UK SABR Consortium. The primary function of UK SABR Consortium is to foster the research and development of SABR in the UK through activities that could include: i) an annual educational meeting in which members can present their research; ii) maintenance of the UK SABR Consortium website; iii) publication of an annual report; iv) publication of a newsletter for members; v) free sharing of information and expertise subject to confidentiality agreements; vi) fund raising; vii) promotion of the work of UK SABR Consortium; viii) any activity which promotes the furtherance of the aims and objectives of UK SABR Consortium.

4) Changing the Rules: The rules may be changed by a simple majority of those present at an Executive Committee meeting.

MQH 01/12/17

Explanatory Notes

The *Chair* will Chair the meetings of the Executive and Steering Committee including the AGM. (S)he will have prime responsibility to the Steering Committee for the proper running of UK SABR Consortium.

The *Secretary* will have prime responsibility for the efficient administration of UK SABR Consortium including overseeing the taking of minutes and the organisation of meetings of the Executive and Steering Committee.

The *Treasurer* will have prime responsibility for all matters financially connected with the UK SABR Consortium in particular the financial probity of UK SABR Consortium and its fund raising activities.

Other members of the Executive will take lead roles to develop specific areas of UK SABR Consortium practice eg Research, Quality Assurance, Guideline development.

The *Steering Committee* will have prime responsibility for representing the views of members.