BRITISH ONCOLOGY PHARMACY ASSOCIATION CONSTITUTION

Registered as a Charitable Unincorporated Association.
Charity No: 1065026

1. Name
The name of the Association is The British Oncology Pharmacy Association ("the Charity").

2. Administration
Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee constituted by clause 9 of this constitution ("the Executive Committee").

3. Aims
To promote excellence in the pharmaceutical care of patients with cancer, thereby improving their quality of life.

4. Objects
a. To promote the highest standards of pharmaceutical practice within oncology.
b. To promote the role of specialist oncology and haematology pharmacists and technicians.
c. Support and develop recognition and accreditation of oncology as a specialty area of pharmacy practice.
d. To lead, promote and encourage oncology pharmacy practice research.
e. To encourage and promote specialist postgraduate and other education of pharmacists and technicians in the knowledge and practice of oncology and oncology pharmacy.
f. To inform and guide the Royal Pharmaceutical Society of Great Britain, National Health Service and Department of Health about the pharmaceutical needs of patients with cancer.
g. To develop and monitor standards of pharmaceutical practice in cancer care.
h. To foster alliances between hospital, community and academic pharmacists and pharmacy technicians with those working in the pharmaceutical industry and other healthcare professions.
i. To facilitate communication through appropriate media such as newsletters and other publication, symposia and by providing networking opportunities.
j. Promote occupational health and safety issues for personnel working with hazardous anticancer agents.

5. Powers
In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:
i. Power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
ii. Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
iii. Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
iv. Power to appoint and constitute such advisory committees as the Executive Committee may think fit.
v. Power to do all such other lawful things as are necessary for the achievement of the objects.

6. Membership
a. Qualifications for full membership

Membership of the Association shall be open to all pharmacists interested in the practice of oncology pharmacy on the current register of the Royal Pharmaceutical Society of Great Britain, all pharmacy technicians holding a BTEC, NVQ3 or equivalent qualification and pharmacy ATOs.
b. Other Categories of Membership
i. Corporate Membership
This is open to corporate bodies that have expressed their willingness to support the philosophy and activities of the association. They may attend all meetings of the association but have no voting rights.
ii. Affiliate Membership
This is open to healthcare professionals not eligible for other forms of membership who support the philosophy and activities of the association. They may attend all meetings of the association but have no voting rights.
iii. Honorary Membership
May be conferred on the recommendation of the Executive Committee.
c. Applications
i. Applications for membership shall be in a form prescribed by the Executive Committee and shall be accompanied by the prescribed fees.
ii. Membership will be considered upon application, with the Executive Committee reserving the right to refuse any application.
iii. Membership ends by resignation, expulsion or death.
iv. A member may resign his or her membership by giving the membership secretary notice in writing to that effect.
v. The Executive Committee may unanimously and for good reason terminate the membership of any individual or member organisation, provided that the individual concerned (as the case may be) shall have the right to be heard by the Executive Committee, accompanied by a friend or colleague, before the decision is made.

7. Fees
a. Each member shall pay an annual subscription.
b. Membership fees shall apply to the membership year for which they are paid.
c. The membership year shall commence on 1 April.
d. Fees of existing members shall be due on April 1 of each year, after which date a member whose fees remain unpaid shall be deemed to be in default and shall not be entitled to privileges of membership.
e. Where the membership is obtained after the first day of February in any year, the fee shall apply as well to the year following.
f. The subscriptions for the following year shall be determined at the Annual General Meeting and shall become effective on the 1st of April following year.

8. Honorary Officers
The Honorary Officers will be elected members of the Executive Committee, are responsible to the Executive Committee and manage and operate the Association. The Honorary Officers shall be elected by the elected members of the Executive Committee at the first executive meeting after the announcement of the elected members. The position of Vice Chair can be held by any committee member other than the Chair including those in the position of Secretary and Treasurer.

9. Executive Committee
a. The Executive Committee shall consist of not less than 6 members nor more than 12 members being:
i. The honorary officers specified in the preceding clause.
ii. Not less than 3 and not more than 5 members elected at the annual general meeting who shall hold office from the conclusion of that meeting for a period of up to 3 years.
iii. No nominated members appointed.

b. The Executive Committee may in addition appoint not more than 2 co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Executive Committee and shall take effect from the end of that meeting.
c. The Executive Committee shall include no less than one pharmacy technician amongst its membership.
d. The Executive Committee shall include no less than one member who is a pharmacist new to the field of oncology.
e. Members of the Executive Committee shall retire from office at the end of the annual general meeting three years after the date on which they came into office but they may be re-elected or re-appointed.
f. The proceedings of the Executive Committee shall not be invalidated by any vacancy or by any failure to appoint or to defect in the appointment or qualification of a member.
g. Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.
h. No person shall be entitled to act as a member of the Executive Committee whether on a first or any subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trusts of the Charity.
i. A nominated representative from the Paediatric Oncology Pharmacist group (POPG) and any subsequent specialist practice interest group approved by the Executive Committee may attend meetings of the Executive Committee. These nominated representatives do not have voting rights.
j. Working Group chairs or their deputies will attend meetings of the Executive Committee. These chairpersons and deputies do not have voting rights unless they are also full members of the committee..

10. Determination of Membership of Executive Committee
A member of the Executive Committee shall cease to hold office if he or she:
a. Is disqualified from acting as a member of the Executive Committee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision).
b. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs.
c. Is absent without permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated, or
d. Notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice resignation is to take effect).

11. Voting
Each Executive Officer shall have a vote. Voting rights of all officers shall be equal. The method of voting shall be as specified under clause 13.

12. Duties and responsibilities
a. Executive Officers:

i. Chair:
The duties and responsibilities of the Chair include, but are not restricted to:
1. Attend all meetings of the Executive Committee.
2. Represent the Association at other meetings as required.
3. Preside at Executive Committee meetings and the Annual General Meeting.
4. Establish agenda in conjunction with Executive Committee members.
5. Prepare and submit annual report of activities to the membership at the Annual General Meeting.
6. Attend the Annual British Oncology Pharmacy Association Symposium and participate as

required
7. Ensure chairs are appointed for sub-committees and Task Forces.
8. Ensure Terms of Reference are established for Advisory Committees and Working groups.
9. Review minutes and ensure clarity and accuracy.
10. Prepare correspondence as required.
11. Maintain communication with members, including submitting material for each issue of the newsletter.

ii. Vice Chair
The duties and responsibilities of the Vice Chair include, but are not restricted to:
1. Attend all meetings of the Executive Committee.
2. Perform the duties of the Chair if the Chair is unable to do so .
3. Assume the office of Chair at the completion of the term as Vice Chair.
4. If for any reason the Vice Chair is unable to assume the office of Chair, an election of Chair must be held. The Current Chair will remain in office until the special election by the elected members has been held.

iii. Secretary:
The duties and responsibilities of the Secretary include, but are not restricted to:
1. Attend all meetings of the Executive Committee.
2. Attend the Annual British Oncology Pharmacy Association Symposium and participate as required.
3. Act as secretary for Executive Committee meetings.
4. Ensure maintenance and safekeeping of all official records. This may be contracted to a commercial organisation.

iv. Treasurer:
The duties and responsibilities of the Treasurer include, but are not restricted to:
1. Manage financial transactions as per established rules.
2. Attend all meetings of the Executive Committee
3. Conduct banking transactions within budgetary guidelines.
4. Authorise disbursement of funds under the direction of the Executive Committee.
5. Review proposed plans and programmes with regards to financial implications for the Association.
6. Provide an update of financial status at all ordinary meetings of the Executive Committee.
7. Submit an annual budget to the Executive Committee.
8. Present a financial report to the Annual General Meeting.
9. Coordinate membership recruitment/renewal campaign. This may be contracted to a commercial organisation.
10. Maintain membership database, mailing lists and labels. This may be contracted to a commercial organisation.
11. Maintain stock of official Association stationery. This may be contracted to a commercial organisation.

13. Meetings and Proceedings of Executive Committee.
i. The Executive Committee shall hold at least four ordinary meetings each year. A special meeting may be called at any time by the Chair or by any two members of the Executive Committee upon not less than 4 days notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment then not less than 21 days notice must be given.
ii. The Chair shall act as Chair at meetings of the Executive Committee. If the Chair is absent from any meeting, the members of the Committee present shall choose one of their number to

chair the meeting before any other business is transacted.
iii. There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is the greater, are present at a meeting.
iv. Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the Chair of the meeting shall have a second or casting vote.
v. The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings of the Executive Committee and any sub-committee.
vi. The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
vii. The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

14. Working groups
a. Working groups are formed to recommend programs and policies to the Executive Officers.
b. Working groups may be permanent and ongoing.
c. Working group chairs are appointed by the Executive Officers.
d. Working group chairs or their deputies will attend meetings of the Executive Committee for the length of the working group. Unless they are members of the Executive Committee, they will not have voting rights.
e. Working group chairs will recruit committee members as required.
f. Terms of reference or duties and responsibilities are established by Executive Officers in collaboration with the Working Group Chairs.
g. The Working Group Chair will conduct meetings.
h. The Working Group Chair will submit a written summary of activities at each meeting of the Executive Committee.
i. Funding for annual or special events will be agreed with the Treasurer. when required.. The Working Group Chair will ensure an annual budget is submitted to the Treasurer.
j. Correspondence on behalf of the Association should be copied to the Chair. Official Association stationery should be used.

15. Receipts and Expenditure
a. The funds of the Charity, including all donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Charity at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.
b. The funds belonging to the Charity shall be applied only in furthering the objects.

16. Remuneration
Executive Officers, Working Group or Task force members shall not receive remuneration for their work for the Association, but shall be entitled to have their reasonable expenses reimbursed by the Association.

17. Property
No land or property will be held by or in trust for the Charity.

18. Accounts
The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any

statutory re-enactment or modification of that Act) with regard to:
a. The keeping of accounting records for the Charity,
b. The preparation of annual statement of account for the Charity,
c. The auditing or independent examination of the statements of the account of the Charity, and
d. The transmission of the statements of the account of the Charity to the Commissioners.

19. Annual Report
The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

20. Annual Return
The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

21. Annual General Meeting
a. There shall be an annual general meeting of the Charity, which shall be held in the month of October each year or as soon as practicable thereafter.
b. The Executive Committee shall call every annual general meeting. The secretary shall give at least 21days' notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.
c. The Executive Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.
d. Nominations for election to the Executive Committee must be made by members of the Charity in writing and must be in the hands of the secretary (or nominated deputy) of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot. Votes will be cast by post and the results announced at the annual general meeting or by post.

22. Voting
a. Only active members may vote at meetings of the Association. At any meeting of members, each member shall be entitled to give one vote. There shall be no voting by proxy.
b. At all meetings of members, every question shall be decided by a majority of the votes.
c. Every question shall be decided in the first instance by a show of hands unless a secret ballot is demanded. Upon show of hands, every member present in person shall have a vote and, unless a secret ballot is demanded, a declaration by the chairperson that a resolution has been carried or not carried. An entry to that effect in the minutes shall be sufficient evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. In the event of a tie vote the motion shall be defeated.

23. Nominations to Executive committee
a. A call for nominations shall be mailed to all members of the Association at least 30 days prior to the election.
b. Only active members are eligible nominate for election, vote, or stand for election in the Association.
c. Nominations for elections shall be in writing and be signed by the nominee.
d. A seconder must support each nomination.

24. Elections
a. Election Date
The membership shall elect Officers at the time of the Annual General Meeting. The election may be held during the Annual General Meeting or by mail immediately prior to the Annual General Meeting.

b. Election Procedure
i. The election, which shall be by secret ballot, shall be conducted by an independent organisation.
ii. The candidate receiving a majority of the cast ballots shall be declared elected..

25. Vacancies
An Executive Officer's seat shall be deemed vacant if an officer:
a. Ceases to be an "active member" of the Association
b. Resigns
c. Dies

Where a vacancy occurs, the Executive Committee may appoint a successor from among qualified members of the Association and such appointee shall hold office until for the remainder of the term or until an election can take place.

26. Special General Meetings
The Executive Committee may call a special general meeting of the Charity at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

27. Procedure at General Meetings
a. The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Charity.
b. There shall be a quorum when at least one tenth of the number of members of the Charity for the time being or ten members of the Charity, whichever is the greater, are present at any general meeting.

28. Notices
Any notice required to be served on any member of the Charity shall be in writing and shall be served and shall be served by the secretary or the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

29. Alterations to the Constitution
a. Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than fifty one percent of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
b. No amendment may be made to clause 1 (the name of the Charity clause), clause 3 (the objects clause), clause 20 (the dissolution clause or this clause without the prior consent in writing of the Commissioners.
c. No amendment may be made which would have the effect of making the Charity cease to be a charity at law.
d. The Executive Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

30. Dissolution
If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the charity. Any assets remaining after the satisfaction

of any proper debts and liabilities shall be given or transferred to such other charitable institutions or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commissioners.