

Bylaws of the International Cancer Information Service Group

Adopted by ICISG members in Brighton, England, June 2001. Last revised January 2017.



Board of Directors

The International Cancer Information Service Group (ICISG) is governed by a Board of Directors of up to 15 members. There must be a minimum of 5 and a maximum of 12 directors. The Board of Directors consists of:

- **President**
- **Vice President**
- **Past President**
- **Directors**
- **Ex-Officio Directors**
- **Secretariat**

Active membership of the Board consists of one president, one vice president and up to 13 other members consisting of past president, directors and ex-officio directors. Only president, vice-president and directors have the right to vote. Past president has the right to vote if they remain active as a director. Honorary Directors support the Board in an advisory capacity as required. All membership will be reviewed by the President and Vice-President annually to assess contribution of individual members against the expectations set out in this governance document.

Directors

The ICISG Board of Directors are a 'hands-on' volunteer group who actively contribute to ICISG activities. Board members are expected to:

- Participate in the implementation of ICISG initiatives and activities in general and through specified work groups.
- Assist in helping other countries start a CIS or enhance a CIS and to share resources and advice.
- Reply to email correspondence and contribute to listserv.
- Attend one in-person meeting and up to three conference calls per year.
- When in attendance at the World Cancer Congress, contribute to promoting ICISG, including by volunteering at the ICISG booth and participating in symposium and other conference proceedings.
- Cover his or her expenses for participation (travel, conference calls, etc.)

President, Vice-President and Board of Directors

The President and Vice-President work collaboratively to guide the Board to achieve its strategic goals. The President holds office for up to four years at which time the Vice-President becomes the President. The handover is usually during the ICISG General Meeting of Members. Nominations for Vice-President are solicited two months prior to the ICISG Meeting of Members. The list of nominees is communicated prior to the meeting via the listserv.

- The Vice President is elected to hold office for 4 years.
- The Directors are elected to hold office for 4 years.
- The Vice President and directors can be re-elected to the Board.
- The Vice President is elected by the Board of Directors at the board meeting following the ICISG General Meeting of Members.
- Only elected directors of the Board are eligible to become Vice President.
- A Board director may at any time submit her/his resignation in writing. The resignation will be communicated to the members via the listserv.
- In the event of a vacancy, provided that the minimum of 5 directors are in office, in addition to the President and Vice-President, the Board of Directors can continue to act.
- The Board of Directors may fill a vacancy by nominating an ex-officio director for the rest of the term.
- President has the authority to call the meetings of the Board and the meetings of the members. President has the authority to chair the meetings.
- President has the authority to represent the ICISG at conferences or with other agencies when discussing potential collaborations.
- Vice President has authority to perform all duties delegated by the President when the latter is unable.

Nomination of Board Directors

- The nomination process will start 3 months prior to the ICISG General Meeting of Members and will close 1 month prior to the meeting. No other nominations will be accepted after the closing of the nomination process.
- A notice announcing the beginning of the nomination process will be posted on the ICISG listserv and the ICISG website.
- An ICISG organizational voting member can nominate up to two directors.
- There cannot be two voting board members from the same organization.
- The nomination will not be accepted if the nominee's consent and biographical paragraph are not submitted with the nomination form.
- The nomination will not be accepted if the nominee cannot attend the ICISG General Meeting of Members unless the nominee has already served on the Board of Directors as voting or ex-officio member.
- The list of nominees with biographies will be distributed to ICISG members via the listserv and posted on the ICISG website 1 month before the ICISG General Meeting of Members.

Ex-Officio Directors

- The Board of Directors may nominate ex-officio directors at its discretion during conference calls or board meetings.
- Members wishing to serve as an ex-officio director should discuss their interests with a member of the Board.
- An ex-officio director is an ICISG member who wishes to contribute actively to the ICISG Board of Directors.
- The ex-officio has either joined the Board of Directors after the meeting of members or is an additional member of an organization already represented by a voting board member.
- The expectations of an ex-Officio Director are the same as those for elected directors of the Board, except that they do not have the right to vote.
- Ex-Officio directors will have four year terms that can be renewed at the discretion of the board.

Voting and Election of Board Directors

- Election of directors to the Board will take place during the ICISG General Meeting of Members.
- There is one vote per member organization present at the General meeting where elections are taking place.
- Only the person named as the ICISG organizational voting member present at the ICISG General Meeting of Member can vote.
- ICISG voting members will be supplied with a voting form.
- Election will be by the majority of voting members present at the General Meeting of Members.

Secretariat

The Secretariat supports the President and Vice-President with organizing board activities including:

- Processes and tracks membership applications and maintains membership directory and listserv.
- Organizes conference calls and meetings.
- Prepares draft agendas and disseminates meeting paperwork.
- Takes meeting notes and follows up with board members on outstanding action items.
- Manages email requests, researches undeliverable emails and investigates inactive members.

Honorary Directors

- The Board of Directors may nominate honorary directors at its discretion during conference calls or board meetings.
- An honorary director is an ICISG member who has already served on the Board of Directors and wishes to participate and/or act as an advisor to the Board of Directors.
- Honorary members do not have the right to vote and have a renewable term of 4 years.
- There are no specific expectations for honorary directors, but they are encouraged to participate in board meetings, contribute to a working group or provide advice to the Board as needed.

ICISG Organizational Membership

- Organizations who wish to become ICISG members must submit a membership application form.
- All applications are reviewed by the Board of Directors within thirty days.
- Several individuals from the same organization can become ICISG members, but each organization must designate one voting member.

ICISG General Meeting of Members

- The ICISG General Meeting of Members will be held every two years.
- The ICISG General Meeting of Members may coincide with the UICC World Cancer Congress or another cancer information conference attended by many ICISG members.
- The ICISG regional host of the WCC meeting location is responsible for coordinating this meeting. Where the WCC is located in a country where no board members are present, the President and Vice-president will request the support of members at their discretion to co-ordinate this meeting.

- A notice announcing the date, time and location of the ICISG General Meeting of Members will be posted on the ICISG website and on the ICISG listserv at least 3 months prior to the meeting and via WCC promotion.

Meeting Frequency, Quorum and Minutes

- The President, Vice President and Board directors will try to meet in person annually.
- The President, Vice President and Board directors will meet in person or virtually immediately following the ICISG General Meeting of Members.
- Additionally, the President, Vice President and Board directors will have two to three conference calls per year.
- The President may call ad hoc meetings as appropriate. In addition to the President or the Vice-President, at least five Board directors must be present for a quorum.

Majority Rule

All decisions shall be by majority vote of Board directors present, or in the case of a vote by email or mail, a majority of the Board directors who have voted.

Revision of the Governance By-laws

On behalf of the members, the Board of Directors will revise the Governance by-laws at a minimum of every 4 years.