



# The Bylaws of the Ophthalmic Oncology Group (OOG)

established on 26th September 2004; revisions approved on 4th October 2014

## I. Aims

The aims of the Ophthalmic Oncology Group (OOG), a not-for-profit organisation, are to promote with any means:

1. research and treatment of ophthalmic tumours (i.e. eye, adnexa, conjunctiva, orbit)
2. diffusion of knowledge about ophthalmic tumours and associated pathology.

## II. Membership and Application for Membership

Membership of individuals may be:

- Candidate
- Full
- Emeritus
- Honorary

### 1. *Candidate Membership*

An individual will be recognized as Candidate Member on making a formal application to the OOG Executive Committee, in which written evidence of active interest in ophthalmic oncology and a willingness to participate in OOG multicenter studies and trials is provided. The application must be accompanied by support from 2 current Full Members of the OOG. Applicants will be eligible to candidate membership if they have given at least one presentation at previous OOG meetings or have participated in at least one OOG multicentre study. Candidate members are expected to continue participating in meetings and research activities of the OOG to be eligible for Full Membership. Candidate members can attend OOG Business Meetings but do not have voting rights, and cannot be nominated for Committee involvement.

### 2. *Full Membership*

Individuals are eligible for Full Membership if they have presented scientific papers during at least 2 OOG meetings and actively participated in research studies accepted and performed by the OOG. Application for Full Membership can be made by a formal application to the OOG Executive Committee. Each application will be put forward as a proposal to the General Assembly. Full members are expected to continue participating in OOG meetings (with attendance of at least one in every three meetings); to engage in OOG activities and/or lead in research studies. Full members have voting rights and can be nominated for Committee involvement. Full membership is associated with payment of yearly dues (see also below).

### 3. *Emeritus Membership*

Those regular voting members who indicate in writing to the OOG Executive Committee the wish to relinquish their status of a voting full member can become an



emeritus member. They shall not pay dues unless they wish to do so. Emeritus members may not hold office or serve on the OOG Executive Committee.

#### *4. Honorary Membership*

Those individuals considered by the OOG Executive Committee to be distinguished for eminent service to the cause of ophthalmic oncology and pathology, and to the OOG can be recommended for honorary membership to the OOG. They shall be nominated for honorary membership by the Committee for a vote of the regular members in an email ballot or at the OOG Business meeting. Honorary members of the OOG shall not be responsible for the payment of dues in perpetuity; will not vote on matters presented to the OOG; and may not hold office or serve on the OOG Executive Committee.

### **III. Continuation of Membership**

Continuation of Candidate or Full Membership necessitates active participation in the activities of the OOG, either by taking part in clinical or non-clinical joint studies, participation into OOG meetings, or equivalent. A member who has not participated in OOG trials, participated in at least one meeting, or demonstrated equivalent dedication or activity approved by the Committee during the last two years will forfeit his/her membership. Such a person may, however, reapply for Candidate Membership as stipulated above.

An annual based fee is due by each Full Member. The amount of the annual fee is established by the OOG Executive Committee. Each member who fails to pay his/her annual fee is not allowed to participate in the scientific activities of the OOG. Membership is automatically discontinued if a member does not pay his/her annual fee for three consecutive years.

### **IV. Resignation or Termination of Membership**

*Resignation:* Any OOG member may resign by filing a written resignation with the Honorary Secretary of the OOG.

*Termination:* Action of the OOG Executive Committee and a two thirds vote of the membership attending an announced business meeting may terminate the membership of any individual in any category of membership. Such action may be appealed to the OOG membership at large.

### **V. Officers of the OOG Executive Committee**

At least half of the OOG Executive Committee will consist of clinicians. The Officers of the OOG Executive Committee include:

1. President
2. Vice-President
3. Honorary Secretary
4. Honorary Treasurer
5. Immediate Past President
6. Honorary Leads of any sub-committees – e.g. the Young Investigator Network.



The OOG Committee will appoint the President, Vice-President, Honorary Secretary and Treasurer by ballot in the event of more than one person is competing for the same office. No person shall hold two offices.

Any Sub-committee will elect its own chairman and leads by ballot.

## **VI. The Terms of Reference of the OOG Executive Committee**

These are to collectively to:

1. Fulfill the aims of the OOG as outlined above
2. Act as 'Representatives of Trust' of the majority interests of the Membership
3. Outwardly represent the OOG at umbrella supporting societies (e.g. IOC, WOC), and ensure any required annual payment to such Institutions on behalf of the OOG is undertaken.
4. Maintain the external engagement of the OOG via a variety of means, including organisation of (mini)symposia at other conferences (e.g. EVER, the WOC), teaching courses (theory and practical) within and outside Europe, etc.
5. Maintain secure finances of the OOG to ensure its long-term sustainability and success, allowing for supportive funding of:
  - a) the OOG website (or future outreach/information equivalents)
  - b) OOG Meetings, particularly the "Spring Meetings"
  - c) clinical/research trials or studies
  - d) travel awards, particularly for young investigators,
  - e) short research exchange programmes between OOG laboratories or clinics
  - f) invitation of keynote speakers to OOG meetings, when considered appropriate
  - g) potential appointment of locum, part-time or fulltime staff.

## **VII. Individual Duties of the OOG Executive Committee**

*The duties of the OOG President are to:*

- a) chair at the OOG annual meetings
- b) encourage OOG membership and appoint new members
- c) encourage new trials, research projects and initiatives from within the OOG membership
- d) maintain and seek additional external partnerships of the OOG with institutions or industries, in order to increase the OOG's presence within Europe and to acquire additional financial sponsorship.

*The duties of the OOG Vice President are to:*

- a) chair at OOG annual meetings
- b) aid the OOG President in all of the above responsibilities
- c) work closely with the hosts of the Spring meetings to raise funding/sponsorship for those meetings
- d) coordinate the award selection and living at the annual Spring meetings.

*The duties of the OOG Honorary Secretary are to:*

- a) maintain a register of all OOG members, and member types
- b) coordinate the programmes of each forthcoming meeting, i.e. Spring meetings and those held jointly (e.g. EVER in conjunction with their programme coordinators)



- c) organise and announce the agenda of the OOG Business Meetings (see below)
- d) provide a written record (Minutes) after each Business Meetings
- e) communicate with the OOG membership as agreed by the OOG Executive Committee
- f) maintain the OOG website, either singularly or with the aid of another (e.g. a website aid).

*The duties of the OOG Honorary Treasurer are to:*

- a) collect the dues in the amounts determined by the OOG Executive Committee with the approval of the membership
- b) pay dues to the IOC and any other required supportive external umbrella organisation
- c) maintain the finances of the OOG
- d) present them transparently at each OOG Business meeting (see below).

*The duty of the Immediate Past President is to:*

- a) act as an advisor or mentor of the OOG Executive Committee, for a period of 12 months, but does not have any voting rights with respect to Executive decisions.

## **VII. Sub-committees**

Sub-committees are proposed when specific projects or area of interest need formal organization to be better planned and conducted. Sub-committees are proposed to/by the Committee according to the OOG activities. The constitution and duration of existence of each of the subcommittees is dependant on their tasks, and when these may have been fulfilled.

## **VIII. Elections**

The officers of the OOG Committee and any Sub-committee chairman are elected by secret ballot by Full Members for a three year term, after which they are eligible for re-election for one further term only. An officer holding a full six-year term of office will be eligible for re-election only after a time interval of a minimum of three years. In the event of a vacancy arising in the Executive Committee, the President may appoint a Full Member to serve on the Executive Committee until the next election.

## **IX. Protocol Design and Publication Policy**

Any Full Member or Candidate Member may present a one-page or short proposal to the OOG Business meeting for discussion before submitting a complete research protocol to the OOG Committee. If there is sufficient interest in the protocol by members, this protocol will be considered for approval. All members are invited to actively participate in approved protocols to fulfil the OOG aims. Advancement of any approved protocol is reported by the Study Co-ordinator (or Sub-committee Chairman) at any OOG meeting.

No data from an OOG study are to be published without prior permission in writing from the Chairman and Study Co-ordinator. The organisation of the authorship will follow discussion of those trial/study participants: except for Study Co-ordinator(s) and Statistician, the order of authors will follow the number of submitted patients/cases with complete data acceptable for analysis, unless decided when the complete research protocol is accepted. Note that the study coordinator is generally



the first or last author regardless of number of cases, and the statistician may not submit any cases himself/herself.

#### **X. Scientific and Business Meetings; Meeting Agenda**

Scientific Meetings of the OOG will be organized and held at least once a year, at places agreed by the OOG Committee and membership, preferably at least 6 months in advance of the proposed meeting. The Meetings will comprise an open Business Meeting and at least one Scientific Session. The Agenda of the Business meeting will be circulated in advance of it taking place. Written proceedings (Minutes) of the Business meeting will be taken by the Honourable Secretary of the OOG (or an agreed representative) and circulated for review and correction to the Executive Committee soon thereafter. Following executive committee review, the Minutes will be circulated to the Full Members prior to the subsequent Business meeting, where their approval will be sought. The approval of the Minutes of the previous Business meeting will be a standing agenda item.

#### **XI. Miscellaneous**

*Net-Earnings of-the OOG:* No part of the net earnings of the OOG shall inure to the benefit of or be distributable to its members, officers, or other private persons.

*Propaganda:* No substantial part of the activities of the OOG shall be the carrying on of propaganda, or otherwise attempting to influence legislation except that the opinions of the OOG may be expressed upon professional matters when these become legislative issues.

*Political Campaigning:* The OOG shall not participate in or intervene in (including the publishing or distribution of statements) in any political campaign or on behalf of any candidate for public office.

No candidate member will be excluded from participation in the OOG due to his or her gender, nationality, skin colour or creed.

#### **XII. Amendments to the OOG By-laws**

*A. Role of the OOG Executive Committee:* The OOG Executive Committee shall review the proposed amendments for approval. A statement concerning the substance of the proposed amendment and the reason for proposing the amendment shall be prepared by the Honorary Secretary with input from the OOG Executive Committee and distributed with the ballot to voting members of the OOG.

*B. Procedure:* These By-laws may be amended by the approval of one-third of the members of the OOG, voting thereon by ballot on a form to be prepared by the Secretary and distributed by electronic mail to each member eligible to vote. Collation of votes will be performed by the Honourable Secretary and the result announced to the Executive Committee, prior to circulation to the wider OOG membership.