



**TEENAGERS AND YOUNG ADULTS WITH CANCER
(TYAC):**

A National Association for Professionals

CONSTITUTION AND RULES

Statutes

This document describes the statutes of a not-for-profit multidisciplinary national association – Teenagers and Young Adults with Cancer (TYAC) - established in order to promote the best outcomes for teenagers and young adults with cancer.

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Article 1: Name

The Association shall be named ‘Teenagers and Young Adults with Cancer (TYAC)’.

Article 2: Location

The Head Office of TYAC shall be based at: 3rd Floor, Hearts of Oak House, 9 Princess Road West, Leicester. LE1 6TH

Article 3: Objectives

The objectives of the Association are:

- to improve services to, and outcomes for, teenagers and young adults with cancer, and
- to promote collaboration between professionals involved in the care of teenagers and young adults with cancer, and
- to advance knowledge of cancer in teenagers and young adults.

These objectives will be achieved by:

- Developing, stimulating and co-ordinating communication between stakeholders with an interest in teenagers and young adults with cancer, while respecting the identity of individual stakeholders.
- Promoting the interests of teenagers and young adults with cancer and those involved in their care, including an advocacy role for professionals.
- Developing, stimulating, promoting and co-ordinating research in areas related to cancer occurring in teenagers and young adults.
- Promoting and coordinating educational initiatives (congresses, symposia and conferences) to promote these aims.
- Facilitating registration in cancer registries of young people with cancer.
- Acting as a provider/resource for information/guidelines for cancer care to this age group, including the dissemination of such information.

Article 4: Members

- Members may be from any discipline associated with the care of teenagers and young adults with cancer.
- There will be three categories of Member – Full, Honorary and Affiliate.
- Full Members will be professionals, of any discipline, working in the care of teenagers and young adults with cancer whose role is predominantly based in the UK and Republic of Ireland.
- Applications for Full and Affiliate Membership will involve submission of an application form, including name, contact details, area of interest, and submission of the appropriate subscription fee. All applications will be subject to ratification by the TYAC Board.

- Full Members will have the right to vote on the business of the Association and to stand for election to the Board.
- Full and Affiliate Membership will be renewable on an annual basis, on payment of subscription. Subscriptions will be renewable on 1st April each year. Members joining after 1st October in any year will pay a reduced subscription.
- Honorary Membership will be by invitation of the Board. Proposals for Honorary Membership can be made by any Member of the Association. Honorary Members will not have voting rights.
- Affiliate Membership is open to those with a substantive interest in the business of TYAC but who are not eligible for full membership. Examples include:
 - a) Those working on behalf of, or representing, charities/parent/patient organisations in a non-executive role.
 - b) Those whose work with TYA is outside the UK or Republic of Ireland.
 Affiliate Members will have access to all TYAC literature, members' area of the website and meetings, but will not have voting rights at General Meetings. Affiliate Members may be invited to attend and contribute to Board Meetings but in a non-voting capacity.
- The Board reserves the right to refuse, or terminate, membership.
- It is the responsibility of individual Members to notify the Association if they cease to be eligible (i.e. no longer working in the field of teenagers and young adults with cancer).

Article 5: Organisation

The Association:

- The Association will be open to professionals of any discipline working in the area of teenagers and young adults with cancer.

The Board:

- A Board will be convened in order to oversee the activities of the Association.
- Membership of the Board will be as follows:
 - Officers (Chair, Chair Elect, Treasurer and Secretary)
 - Elected Board Members (minimum of 5 and maximum of 20 in total)
 - An *Ex officio* named representative of stakeholders (including TCT, CLIC Sargent, CCLG)
 - *Ex officio* TYAC Coordinator
- Elected Board members will serve for a period of three years and may stand for re-election for a second three year term.

- Additional Full Members may be invited to join the Board with specific remit.
- Board Members may be dismissed at any time by a majority of two-thirds of the members present or represented at the Annual General Meeting.
- Officers and elected Board members only will have voting rights at the Board.

Article 6: Election of Officers and Board Members

- The Officers of the Association (Chairman, Secretary and Treasurer) will be nominated from among the Full Members.
- Nominations of persons proposed for election as Officers of the Association shall be signed by two Full Members as proposer and seconder, and countersigned by the person proposed. Such nominations should be lodged with the TYAC Coordinator no less than twenty-eight days before the date of the Annual General Meeting, or the stated date of a postal vote.
- In the event of more than one nomination for position of Officer, a ballot of all Full Members will be held.
- An Officer shall be elected by a majority of those present and voting at the Annual General Meeting, or by any vote conducted by post.
- The Chairman, Secretary and Treasurer will serve for a period of three years, with a possibility of re-election for a second term. The Chairman may serve a term of one year as Chair Elect prior to taking up post as Chairman.
- The Chairman, Secretary and Treasurer should not all stand down at the same time.
- The Immediate Past Chairman will serve for one additional year on the Board.
- It is the responsibility of the Officers to ensure that the Board membership reflects the multidisciplinary nature of the Association, and that both child and adult cancer services are represented.
- Nominations of persons proposed as Board Members will be signed by two Full Members as proposer and seconder, and countersigned by the person proposed. Such nominations may be made at any time, and may be implemented depending on vacancies. In the event of more nominations than vacancies a ballot of Full Members may be held.

Article 7: Meetings

The Board:

- Meetings of the Board will be held at least twice a year. Such meetings will be chaired by the TYAC Chairman, formally conducted and the proceedings minuted.
- There shall be a quorum when one third of the elected Board members are present.
- If a Board member does not attend for three consecutive meetings then he/she may be asked to stand down.

The Annual General Meeting:

- The Board of the Association will organise an Annual General Meeting (AGM) which will take place in addition to any other conferences, congresses or symposia.
- At the AGM all matters concerning the Association can be discussed and resolutions voted upon. The Meeting shall only pass Resolutions on matters listed in the previously circulated Agenda. Resolutions will be noted in Minutes signed by the Chairman of the Board and distributed to all Members.
- At the AGM the Chairman shall present a report and the Treasurer shall present duly audited accounts. Vacancies amongst the Officers and Board Membership should be filled.
- Extraordinary Meetings may be called by the Chairman or by the Board, or at the request of more than one-fifth of all the Full Members. The AGM or any Extraordinary Meeting will be considered quorate if at least one-third of Full Members are present.

Article 8: Administrative Powers

- The Board of the Association shall have all the powers of management and administration of the Association on the authority of the AGM.

Article 9: Subscriptions

- An annual subscription will be levied from all Full and Affiliate Members at a level agreed by a majority of voting members present at an AGM. Subscriptions will be payable on an annual basis. Subscriptions will be renewable on 1st April. Members joining after 1st October in any year will pay a reduced subscription.
- Honorary Members are exempt from paying a subscription.

Article 10: Finance

- Unless and until otherwise agreed, the funds of the Association, shall be held in the name of the Association in Leicester.
- All cheques and instructions as to the operation of the account shall be signed by or on the authority of an Officer and a second signatory (the CCLG Executive Director). Cheques to a value of £1000 may be signed by one authorised signatory only. Cheques exceeding this value must be signed by TYAC Chair or Treasurer and the CCLG Executive Director.
- The Board of the Association shall be empowered to approve and settle the day to day expenses of the Association (including the costs of meetings, its office, secretarial and administrative expenses).
- The accounts of the Association shall be audited by a competent person or firm. They shall be presented by the Treasurer to the AGM every year.
- Should the Association be disbanded any monies remaining in its account should be donated to such other charitable organisation or organisations having similar aims as may be decided by the Association at its Annual General Meeting.

Article 11: Modifications

- Any Full Member may submit a proposal for modification of the Statutes.
- Notice of such a proposal must be given to all Members at least twenty eight days before the date of the Annual General Meeting.
- Modification of any Statute, or liquidation of the Association, can only be implemented after approval by a majority of the Full Members present at an appropriate meeting, or having lodged a vote in writing with the Coordinator prior to the meeting.

Article 12: Dissolution

- The Association may be dissolved by a resolution of not less than two-thirds of members eligible to vote at the Annual General Meeting. Notice of such a resolution shall be received by the TYAC Coordinator in writing not less than six weeks before the meeting.