



# **European Blood & Marrow Transplantation Nurses Group**

# **Constitution**

## **1. *Establishment***

The Group is established and will be known as the European Blood and Marrow Transplantation Nurses Group (herein sometimes referred to as EBMT NG).

## **2. *Objectives***

The purpose of the EBMT NG will be to improve the care of patients undergoing Haematopoietic Stem cell transplantation (hereafter HSCT).

In achieving this purpose, the Group will:

- 2.1 Promote and develop this sphere of nursing in countries throughout Europe.
- 2.2 Promote and co-ordinate educational programmes for nurses and Allied Health Professionals (hereafter AHP) engaged in caring for patients undergoing HSCT.
- 2.3 Identify and build a corpus of knowledge specific to this sphere of nursing.
- 2.4 Encourage the development of and participation in collaborative research.
- 2.5 Encourage exchange programmes for nurses in HSCT care.
- 2.6 Provide a means of communication between similar groups and individuals engaged in this sphere of nursing.
- 2.7 Ensure clear and regular communication with the main EBMT board to maintain a mutually beneficial and cooperative working relationship.
- 2.8 Work towards establishing links within EBMT working parties with the aim of identifying appropriate collaborations within these groups
- 2.9 Establish links with other organizations that may influence the development of HSCT nursing.

### **3. Membership**

3.1 Membership will be restricted to nurses and health care workers actively engaged in HSCT and haematology nursing, or to the development of this sphere of nursing.

3.2 Membership terms and fee is for the EBMT financial year, (1st January to 31<sup>st</sup> December).

3.3 Members who are not Registered Nurses are excluded from Board functions.

3.4 Members who are not Registered Nurses are excluded from voting at the Annual General Meeting.

3.5 Two nurses may be named as members as part of their hospitals membership. A distinction is made between Full and Associate Membership related to reporting of transplant data to the EBMT registry. Full and Associate Membership is outlined on the members page of the EBMT website: [www.ebmt.org/3Membership/membership1.html](http://www.ebmt.org/3Membership/membership1.html)

3.6 An Associate member has no voting rights and cannot apply for board or committee membership.

3.7 Individuals actively involved in the field of haematopoietic stem cell transplantation can also apply for Individual EBMT Membership. Individual members have the same rights as individuals listed within full member centres.

3.8 Pharmaceutical companies or Patient Associations active in the field of haematopoietic stem cell transplantation may become Corporate Patrons of the EBMT. The minimum time period for Corporate membership is three years. There are different levels of Corporate Patrons corresponding to the financial contribution to the EBMT. Individual contracts between the EBMT and Corporate members define the mutual rights and duties.

#### **4. *Official Language***

The official language of the group will be English.

#### **5. *Address***

The address of the EBMT NG will be the address of the EBMT secretariat office. This can be found on the EBMT website ([www.ebmt.org/6NursesGroup/nurses2.html#info](http://www.ebmt.org/6NursesGroup/nurses2.html#info))

#### **6. *Honorary Officers***

6.1 The EBMT NG will elect from among its members a president, president-elect, a treasurer and a secretary. To be elected, one has to first become a member.

#### **7. *Term of Office***

7.1 Board members (other than the Local Nurse) will be appointed for a period of 4 years. Board members are as follows:

- President
- President- Elect
- Secretary
- Treasurer
- Local Nurse

7.2 Office holders may be re-elected.

7.3 The membership of the board, excluding the representative from the organising country, will have a maximum of two representatives per country.

7.4 The organising country of the congress will appoint one local nurse to join the board for a period of one year. The representatives of the organising country of the annual

conference will hold office for one year (the year prior to and including the conference). The nurse should be able to communicate in English. (See Appendix 5)

7.6 The President Elect will be appointed for a period of four years, but after 2 years will become President.

7.7 Elections will be held every two years unless otherwise required due to early resignation. The post of President-elect will be elected every 2 years together with the alternating elections for the posts of Treasurer and Secretary.

7.8 The Secretary will be responsible for organising the elections.

7.9 Resignation from the board: Board members who wish to resign must give written notice to all board members of a minimum of 3 months.

## **8. *Election Process***

### Board positions:

8.1 Any EBMT NG member is free to apply for any vacant position within the EBMT NG board.

8.2 Members will be informed by e-mail of vacant positions as they arise and given a time period of 4 weeks in which to respond and apply.

8.3 Members wishing to apply for any position will be asked to send a CV and letter of motivation to the EBMT secretariat

8.4 Applications for positions within the board must be voted for by EBMT NG members using an on-line voting tool. The details of this voting tool will be sent to members by e-mail with instructions for use.

### Committee/Working party positions:

8.5 Any EBMT NG member is free to apply for any vacant position within an EBMT NG committee or working parties

8.6 Members will be informed by e-mail of vacant positions as they arise and given a time period of 4 weeks in which to respond and apply.

8.7 Members wishing to apply for any position will be asked to send a CV and letter of motivation to the EBMT secretariat. Committee members are proposed and elected by the terms set out within the constitution. Members will serve for a period of 3 years. Replacement of members should be staggered where possible to maintain some continuity within the group.

8.8 Committee and working party applications must be reviewed by and then unanimously agreed by the majority of board members.

8.9 Communication between board members and committee or working party members has been outlined in Figure 1.

### **9. *National Groups / Regional Forums***

9.1 The EBMT NG will foster and encourage the establishment and development of national/regional groups or forums as part of the development of HSCT nursing. These national groups/regional forums will act as a resource to members locally and for the EBMT NG board.

9.2 These groups will follow the terms of reference as laid out in Appendix 4.

### **10. *Meetings of the EBMT NG Members***

10.1 The members will meet once a year at the Annual General Meeting (AGM).

10.2 This meeting will be held during the EBMT conference.

10.3 Members may put items on the agenda of the AGM by forwarding these to the secretary at the latest 8 weeks prior to the AGM. An e-mail will be sent to members requesting items.

## **11. *Activities of the EBMT NG Board***

11.1 The Board will meet at least twice a year.

11.2 The Board will have the responsibility of deciding the date, agenda and venue of the meetings and will make the necessary arrangements.

11.3 The Board may establish new committees/working parties as the need arises. Members will be informed of the establishment of new committees via the AGM.. All members of the committee/working parties must be EBMT NG members.

11.4 Each committee/working party will be supported by terms of reference which when agreed by the board will be added as an Appendix to the constitution.

## **12. *Communication***

12.1 All official announcements of the Group will be published in the EBMT Newsletter/Bulletins or sent to members by e-mail.

12.2 Any committees/working parties wishing to publish work carried out within the committee should attempt to publish in a high impact, peer reviewed journal appropriate to the subject matter. Approval for publication should be granted by the board.

## **13. *Finance***

13.1 All money raised in the name of the EBMT NG will be held in an account to be decided by the Board.

13.2 All money raised in the name of the EBMT NG will be forwarded to the Treasurer within 28 days of receipt.

13.3 Next to the Treasurer, the President or president-elect will have access to the account(s) of the EBMT NG.

13.4 Copies of a financial statement will be presented to the members at each AGM.

13.5 Budgets for the working parties/committees must be submitted for consideration to the EBMT NG by 1<sup>st</sup> September each year. Any other financial support requested should be submitted to the treasurer by the 1<sup>st</sup> of September.

#### **14. *Amendments of the Constitution***

Proposals to amend the Constitution will be made to the secretary at least 8 weeks before the next AGM meeting and will have the support of 3 other EBMT NG members. Details of the proposed amendment will be circulated with the agenda of the meeting.

Amendments to the Constitution must be agreed by at least two-thirds of the members of the NG present at the AGM.

#### **15. *Dissolution***

Dissolution of the Group will be agreed by at least 75 % of the voting members of the EBMT NG.

Upon dissolution of the EBMT NG, all funds held in the name of the EBMT NG revert to the parent EBMT group.

## **Appendix 1**

### **Research Committee Terms of Reference**

#### **Aims of Committee:**

- To co-ordinate and lead the development of a programme of research in stem cell transplantation, haematology nursing and other topics deemed relevant on behalf of the EBMT nursing group, progressing evidence based practice and clinical knowledge.
- To provide support to individuals within the EBMT community involved in nursing or allied health professional research and linking individuals who have similar areas of interest.
- In conjunction with EBMT members develop a programme of nursing research priorities that are evaluated and reviewed regularly.
- Develop an action plan and timetable to facilitate progression of the research programme.
- Disseminate research findings and encourage adoption into practice.

#### **Members:**

The committee will consist of a maximum of 6 people, one of whom will be the Chairperson. Co-option of individuals in addition to the core membership will be based on need according to specific projects identified in the action plan. The committee should consist of at least 3 different countries where possible to reflect EBMT NG membership in Europe however, knowledge & experience of research and the research process is essential for committee members and will take priority. The official language of the committee will be English.

## **Organization of the Committee:**

- The Research committee will consist of EBMT-NG nurse members and or Allied Health Professionals (majority Nurses) who have an interest in the further development of research activities for nurses and allied health professionals within the field of hematology and/or stem cell transplantation.
- All members of the committee will need to speak, read and write English sufficiently enough to be able to communicate effectively. Access to email and phone is mandatory.
- The committee will work closely with the EBMT NG Board and all other committees/working parties affiliated with the EBMT NG.
- The committee will present a yearly budget to the EBMT NG Board to fund operational working. There will be a clear research/project proposal to accompany the budget request. The annual budget request must be submitted to the treasurer by the 1<sup>st</sup> September.
- New committee members will be informed of the aims, organisation and tasks of the research committee by the NG board link person
- The committee will meet twice a year:
  - In conjunction with the conference
  - In September in conjunction with the EBMT-NG board meeting.Any other communication will be facilitated by phone, fax and/or email.
- The committee will report on their activities to EBMT NG board in writing a report after receiving a request from the link person (will be requested 2 weeks prior to a board meeting).
- Any communication to EBMT NG members will incorporate the official EBMT logo.
- Any official representation at or communication to associations, institutions, industry or companies should be first agreed by the EBMT NG board.

- Strategic decisions (i.e. changes/additions to the group, collaboration with industry etc) can be suggested by the group but will be handed to the EBMT NG Board for review and final approval

### **Journal Publications:**

Any publications that arise from the work of the sub-group will adhere to the following guidelines:

- All articles will acknowledge that they are being written on behalf of the EBMT NG and the EBMT Research Committee and all core members and relevant co-opted members of the group will appear as authors.
- The lead author will be the person identified as leading the project in the research proposal/action plan, the sequence of all other authors should be agreed at project initiation stage.

## **Appendix 2**

### **Scientific Committee Terms of Reference**

#### **Aims of the Committee:**

To coordinate and organise the following:

- Annual Conference
- Annual Pre-Meeting Study Day
- To achieve accreditation and recognition of these educational activities
- To liaise/collaborate with physicians of EBMT in planning educational activities
- To explore options for developing an accreditation process within EBMT

## **Members:**

The committee will consist of a maximum of 8 people: 3-4 members of the EBMT Nurses Group (EBMT NG), 2 members of the EBMT NG Board and every year one or two local contact nurses will join the group to guarantee representation of the hosting country of the conference and contacts with the medical scientific committee. The committee should consist of at least 3 different countries to reflect EBMT NG membership in Europe and to have a high variety of contacts within these countries. The official language of the committee will be English.

## **Organisation of the Committee:**

- The Scientific committee will consist of EBMT-NG nurse members and or Allied Health Professionals (majority Nurses) who have an interest in the further development of educational activities for nurses and allied health professionals within the field of hematology and/or stem cell transplantation.
  - All members of the committee will need to speak, read and write English sufficiently enough to be able to communicate effectively. Access to email and phone is mandatory.
  - The committee will work closely with the EBMT NG Board and all other committees/working parties affiliated with the EBMT NG.
  - New committee members will be informed of the aims, organisation and tasks of the scientific committee by the board link person.
  - The committee will meet three times a year at the following times:
    - In conjunction with the conference
    - Before the summer
    - In December to organize the abstract selection and any other business arising in conjunction with the conference.
- Any other communication will be facilitated by phone, fax and/or email.

- The committee will report on their activities to EBMT NG board in writing a report after receiving a request from the link person (will be requested 2 weeks prior to a board meeting).
- Any communication to EBMT NG members will incorporate the official EBMT logo.
- Any official representation at or communication to associations, institutions, industry or companies should be first agreed by the EBMT-NG board.
- Strategic decisions (i.e. changes/additions to the group, collaboration with industry etc) can be suggested by the group but will be handed to the EBMT NG Board for review and final approval

### **Appendix 3**

#### **Communication & Networking Committee Terms of Reference**

##### **Aims of the Committee:**

To coordinate and organise communication and networking activities including

- The newsletter (at least 3 issues per year)
- To maintain and update the EBMT NG website

##### **Members:**

The committee will consist of a maximum of 3 people: and additionally be supported by the EBMT NG administrative assistant. The committee should consist of at least 2 different countries to reflect EBMT NG membership in Europe and to have a high variety of contacts within these countries with no more than 2 representatives from any country. The official language of the committee will be English.

##### **Organization of the Committee:**

The CNC will consist of EBMT-NG nurse members who have an interest in the further development of educational activities for nurses and allied health professionals within the field of haematology and stem cell transplantation. All members of the committee will need to speak, read and write English sufficiently enough to be able to communicate effectively. Access to email and phone is mandatory.

- The committee will have an appointed chair approved by the EBMT NG board
- The committee will work closely with the EBMT NG Board and all other committees/working parties affiliated with the EBMT NG.
- New committee members will be informed of the aims, organisation and tasks of the CNC by the board link person
- The committee will meet three times a year:
  - Once in conjunction with the conference
  - One meeting with the board just after the conference
  - One other meeting at the committee's discretionAny other communication will be facilitated by phone, fax and/or email.
- The committee will present a yearly budget to the EBMT NG Board to fund operational working. There will be a clear proposal to accompany the budget request. The annual budget request must be submitted to the treasurer by the 1st September.
- The committee will report on their activities to EBMT NG board in writing a report after receiving a request from the link person (will be requested 2 weeks prior to a board meeting).
- Any communication to EBMT NG members will incorporate the official EBMT logo.
- Any official representation at or communication to associations, institutions, industry or companies should be first agreed by the EBMT-NG board.

- The committee designates within the group all tasks that need to be performed in order to reach the objectives.
- Strategic decisions (i.e. changes/additions to the group, collaboration with industry etc) can be suggested by the group but will be handed to the EBMT NG Board for review and final approval

#### **Appendix 4**

### **National Groups & Regional Forums Terms of Reference**

#### **Aims of the groups:**

- To enhance the body of knowledge in the care of patients with a haematological disease and patients undergoing stem cell transplantation in and between different countries and nurses groups.
- To promote collaboration between national groups and the EBMT Nurses Group
- To enhance communication/education within a National Groups own country by initiating assisting and promoting collaborative projects which educate or develop the care of patients in haematology and stem cell transplantation.

#### **Members:**

The chairs of each National Group should be member of the EBMT NG. Other members of the National Groups are encouraged to also be member of the EBMT NG. National Groups are also invited to give brief information about their special meetings, study days and other meetings how can be of any use for other National Groups or individual members. The National Groups will refer to their own constitution on

## **Organisation of the groups:**

- Each National Group should appoint a link person who will be responsible for communication with the EBMT NG board. Normally this would be the chair but this is not a necessity.
- Further link persons can be appointed to encourage communication between the different committees and vice versa. These link persons function as informant between the EBMT NG and their National Groups
- The National Groups are invited to provide information to EBMT members through the EBMT NG website and to have a link to their national website (if applicable) through the website of the EBMT NG.
- The chair/link persons will need to speak, read and write English sufficiently to be able to communicate effectively. Access to email and phone is mandatory.
- The link persons are invited to inform the EBMT NG on their part of any initiatives or projects ongoing in their own country before every board meeting, this means 3 times a year.
- In order to facilitate close communication between the National Groups and the EBMT NG a full report of the activities within the national groups and from the EBMT NG board is expected at least once a year as an annual report.
- Each National Group should have a constitution written in English. The National Group constitution will be sent to the EBMT NG Secretary for review. With the aim being to assure no conflicts with the EBMT NG constitution.
- National Groups should refer to the EBMT NG in their name and they are encouraged to use the EBMT NG logo.
- Any communication to EBMT NG members will incorporate the official EBMT logo.

- Any communication which refers to or implicates the EBMT-NG should be first agreed by the EBMT-NG board.
- The EBMT NG board cannot be held liable for any activities ongoing within the National Groups.

## **Appendix 5**

### **The Role of the Local Contact Nurse (LCN) for the Annual Meeting of the EBMT Nurses Group**

#### **Who is the local contact nurse?**

The LCN is the representative of the organising team, from the nurses group of the city or country in which the conference takes place.

She/ he works in the field of Haematopoietic Stem cell transplantation (HSCT).

She/ he might have a managerial role in the HSCT team, but this is not essential.

She/ he should have some knowledge of the English language in speech and writing.

She/ he must/ become be a member of the EBMT nurses group.

She/ he is a temporary member of the Nurses Board

The person who takes on the role as the LCN will be decided within the organising hospital, as soon as the responsible EBMT committee has announced where the conference will be held and which EBMT centre will be responsible for the organisation. At the latest, this decision should be made around the time of the conference one year before. It is advantageous for the LCN to attend this conference.

#### **How does the LCN participate in the organisation of the conference?**

The named LCN must attend the conference, one year before. A meeting should take place with the EBMT nurses group's board members, the members of the Scientific Committee and the LCN to discuss initial ideas, expectations and possibilities for their cooperation in organising the conference.

If the LCN cannot attend conference she/ he should make contact with the board members by the end of April.

Within the first half of the year prior to the conference, the members of the NG Board and the Scientific Committee will plan the preliminary program with consideration of the evaluation conducted at the last conference and with reference to the local opportunities and ideas of the LCN.

The role of the LCN can be to provide a link and convey information between the board members and the members of the Scientific Committee of the nurses group, the organising scientific team at the Hospital and the organising agency.

It may be helpful for the LCN to have some support from her colleagues.

#### **Communication with the board members**

The communication between the LCN and the board members can be performed over telephone, fax, E-mail or by mail.

The LCN will be invited to the Abstract Review Meeting in during the year prior to the conference.

Figure 1

### Communication Flow-chart

