



**European Group
for Blood and
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 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's terms and fee is for the EBMT financial year, (1st January to 31st 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 Associate Membership, will be available to non-European individuals and centres. An associate member has no voting rights and is not eligible for positions of the EBMT Nurses Board. Centre membership for non-European centres will also have the same restrictions. Individual members can function as ordinary members of working parties and participate and present data at the EBMT meetings, but finances for working parties will only be available within the geographical area of Europe.

4. *Honorary Officers*

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.

5 Term of Office

5.1 Honorary Officers/Board members will be appointed for a period of 4 years.

Board members are

as follows:

- President
- President- Elect
- Secretary
- Treasurer
- Representative from the organizing country

5.2 Office holders may be re-elected.

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

5.4 The organising country of the congress will appoint one 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.

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

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

5.8 Elections will be held every two years.

The post of President-elect will be elected every 2 years together with the alternating elections for the posts of Treasurer and Secretary.

5.9 The Secretary will be responsible for organizing the elections.

6 National Groups / Regional Forums/Contact Persons

6.1 The EBMT NG will foster and encourage the establishment and development of national groups or 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.

6.2 These groups will follow the terms of reference as laid out in the document dated 12.01.2006

6.3 Each national groups/regional Forum will be asked to nominate a link person for each of the sub-committees

6.4 Where no national group/regional forum exists the EBMT NG board will endeavour to nominate a contact person (who is a member of the EBMT NG) who may act as a resource for the EBMT NG.

7. Meetings of the EBMT NG Members

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

7.2 This meeting will be held during the EBMT conference.

7.3 Members may put items for the agenda of the AGM forward at least 8 weeks prior to the AGM

8. *Activities of the EBMT NG Board*

- 8.1 The Board will meet at least twice a year.
- 8.2 The Board will have the responsibility of deciding the date, agenda and venue of the meetings and will make the necessary arrangements.
- 8.3 The EBMT NG Board may establish sub-committees/working parties as the need arises. These sub-committees/working parties must be supported by a majority of the voting members at the AGM (present or proxy votes). All members of the sub-committee/working parties must be EBMT NG members.
- 8.4 Each sub-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.

9. *Official Language*

The official language of the group will be English.

10. *Communication*

- 10.1 All official announcements and communication of the Group will be published in the EBMT NG Journal **or the EBMT Newsletter/Bulletins.**
- 10.2 Information may be published in other Journals once permission has been granted by the EBMT NG Board.

11. *Finance*

- 11.1 All money raised in the name of the EBMT NG will be held in an account to be decided by the Board.
- 11.2 All money raised in the name of the EBMT NG will be forwarded to the Treasurer within 28 days of receipt.
- 11.3 Next to the Treasurer, the President or president-elect will have access to the account(s) of the EBMT NG.
- 11.4 Copies of a financial statement will be presented to the members at each AGM.
- 11.5 Budgets for the working parties/sub-committees must be submitted for consideration to the EBMT NG by 1st September each year.

12. *Address*

The address of the EBMT NG will be the address of the EBMT secretariat office.

13. *Amendments of the Constitution*

Proposals to amend the Constitution will be made to the secretary at least two calendar months 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.

14. *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.