

The EGTM Constitution

Article I

Name

The organisation will be called the European Group on Tumour Markers (EGTM).

Article II

Aim

The aims of the EGTM are:

- a. to publish guidelines for clinicians and other users of tumour markers.
- b. to inform clinicians, laboratories and students about the proper use of tumour markers.
- c. to give educational and scientific advice on the clinical and analytical evaluation of tumour markers.

Article III

Membership

Membership of the EGTM will be open after invitation by the Board to individuals actively involved in the field of tumour markers and representatives of companies involved in the production of tumour marker tests.

The Board may co-opt members in accordance with the Byelaws. Co-opted members will have no voting rights.

Article IV

General Assembly

The General Assembly, as the supreme governing body of the EGTM, is composed of the members of the EGTM. It should meet at least once a year.

Board

The members of the EGTM shall elect the Board. The Board consists of a Chairperson, a Secretary, a Treasurer and two ordinary members. Three members are individual persons and two members representing their company. Generally, the term of Board members is three (3) years with one re-election possible. Members to serve on the Board have to be proposed by the Board.

The Chairperson, Secretary and Treasurer will form the Executive Board that is responsible for daily matters and for the organisation of the annual meetings of the EGTM.

Focus Groups

Focus Groups consist of ordinary or co-opted members of the EGTM. A Focus Group acts under the leadership of a Focus Group Head. The composition of a Focus Group should be approved by the Board at the appointment of the Head of the Focus Group.

Members of the EGTM may not participate in more than three Focus Groups.

Article V

Amendments of the Constitution

A proposal to change the Constitution has to be submitted in writing to the Executive Board at least 30 days before the next General Assembly.

Any proposed change, together with the recommendations of the Executive Board, shall be submitted to the General Assembly. The minimal attendance of the General Assembly has to be 50% of the registered members. If no such quorum is present, the Chairperson will close the meeting and instantly open a new meeting with the power to agree on the proposed amendments of the Constitution. **In both situations decisions have to be supported** by a two-third ($\frac{2}{3}$) majority vote of those present.

Article VI

Dissolution of the EGTM

A proposal for dissolution of the EGTM has to be submitted to the Executive Board at least 30 days before the meeting of the General Assembly. Dissolution of the EGTM will take place when two-third ($\frac{2}{3}$) of the General Assembly vote in favour of the dissolution.

Assets

In the event of the dissolution of the EGTM, the Board is charged to liquidate the EGTM assets. The assets will be distributed to non-profit organisations working according to the aims of the EGTM as laid down in the Constitution.

Byelaws

The EGTM will have special interest

- to support the organisation of European Meetings of the International Society for Oncodevelopmental Biology and Medicine (ISOBM) by holding the EGTM meeting and General Assembly in conjunction with this meeting, when appropriate. If the ISOBM's annual meeting is not held in Europe, the Board will recommend to the General Assembly the European conference at which the EGTM will meet;
- to support, as appropriate, the organisation of tumour marker meetings in Europe, in particular, the Hamburg Symposium on Tumour Markers, the biannual Symposium on Biology and Clinical Usefulness of Tumour Markers (Barcelona) and the biannual Central European Conference on Human Tumor Markers (CECHTUMA);
- to support and encourage collaboration among European Quality Control Assessment Schemes in Europe and to maintain communication with relevant regulatory bodies.

Membership

Application for membership is open to people actively involved in the use or development of tumour markers and to company representatives involved in the production or development of tumour marker tests. The membership application must be submitted to the Executive Board. New members proposed by the Executive Board will be admitted by an ordinary majority of members present and voting at a meeting of the General Assembly. Newly admitted members may take part in the General Assembly.

EGTM members are expected to attend the General Assembly. Members who do not attend the General Assembly, without reason, for two consecutive meetings will be asked to re-express their continuous interest in membership; if no reply is received two months before the next General Assembly, they will be informed that they have been removed from the membership list.

The Board

Any member of the EGTM may be elected to the Board when a post becomes vacant. The Board consists of 5 members, three individuals and two representatives of a company.

The Chairperson of the Board is chosen by the General Assembly and shall be a non-company person. The Treasurer will also be a non-company person. The Secretary will be a representative of a company.

The Board shall conduct the affairs of the EGTM in accordance with the policies determined by the General Assmably, and shall have the power to appoint or change Focus Groups and Committees. The Board should meet at least once a year to conduct matters.

The Chairperson, Secretary and Treasurer will form the Executive Board. The Executive Board is responsible for daily matters and for the organisation of the annual meetings of the EGTM.

Duties of the Executive Board

The Chairperson shall preside over meetings of the General Assembly and of the Board. The Chairperson should oversee the activities of both the Board and Focus Groups, and present an Annual Report to the General Assembly.

The Secretary will be responsible for the distribution of the minutes of the meetings, for invitations, for organising new meetings, and for circulating reports of the Focus Groups.

The Treasurer will have budgetary responsibility including fund-raising, dealing with Focus Group and Board expenses, and advising members of terms of EGTM funded travel and expenses. The Treasurer will present an Annual Financial Report to the General Assembly.

For accountancy reasons, the financial year is identical to the calander year, *i.e.* from January 01 until December 31. For practical purposes, related to the Treasurer's financial administration of the EGTM event, Scientific members can submit their expense declarations regarding travel and accommodation in relation to their stay at the General Assembly to the Treasurer, preferably immediately after the meeting of the present year, until and up to, but no later than two months before the General Assembly of the following year. Expenses submitted after this date will not be reimbursed.

Focus Groups

After invitation of the Head of a Focus Group members of the EGTM may subscribe to participate in the Focus Group of their interest and experience. A Focus Group may invite experts as co-opted members in their group, after acceptance by the majority of this Focus Group. Focus Groups will produce, under the responsibility of the Head, publications on behalf of the EGTM related to aims of the EGTM. The Head of each Focus Group works in close co-operation with the Executive Board.

The Focus Group and its Head have primary responsibility for guideline preparation, but linguistic and methodological advice is provided by the Publications Committee which, on behalf of the Board, reviews all manuscripts prior to submission by the Focus Group Head for publication.

Heads of Focus Groups will present a report on activities of the past year during the General Assembly.

Fees

Members may be asked to pay an annual fee according to the Treasurer's proposal and decision of the Board.

Voting

Amendments to the Byelaws shall be submitted to the Secretary in writing for consideration by the Board at least 60 days before the General Assembly. The Board may present recommendations for changes in the Byelaws at the General Assembly or by correspondence. If there is a minimal attendance at the General Assembly of 50% or minimal response to the correspondence of 50% a majority of voting quorum will be sufficient to accept the changes.