

Bylaws

Asian Society for Neuro-Oncology

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ARTICLE I: PURPOSE

SECTION 1. Name

The name of the society is the Asian Society for Neuro-Oncology (“ASNO”).

SECTION 2. Purpose

The ASNO is a non-profit organization to promote development of the field of neuro-oncology as follows: by establishing and promoting high standards for the treatment of patients with cancer affecting the nervous system; by elevating and sustaining the education of all involved in neuro-oncology, and by encouraging mutual fellowship, goodwill, and scientific collaboration among physicians and scientists actively involved in the field of neuro-oncology.

ARTICLE II: MEMBERSHIP

SECTION 1. Individual Member

- A. Membership is individually based.
- B. Membership is open to any professional involved in research, clinical or social activity in neuro-oncology. Member should agree upon the purpose of the ASNO (ARTICLE I, SECTION 2).
- C. Member should pay initiation fee and annual dues, which are mandatory to exercise membership privileges. Applicants elected to membership shall pay the initiation fee but shall not be required to pay annual dues until the following year.
- D. An individual member’s annual fee is applied from January to December of the year of membership.
- E. Due date for the payment of membership annual fee is the starting date of the ASNO Annual Congress each year.
- F. Loss of membership occurs automatically after non-payment of membership fees for a period in excess of two years.
- G. Acceptance and loss of membership occurs by handling of the Executive Board at a meeting

where a quorum is present.

- H. Types (or Categories), duties and privileges of membership shall be determined by the supplementary provision.
- I. Non-payment of the individual membership annual fee by the due date shall cause loss of membership benefits determined by the supplementary provision. The moment the member pay his(her) dues again, the membership is restored and he (her) has the right to receive all benefits.

SECTION 2. Member Country/Region

- A. The definition of “Member Country/Region” is that Countries/Regions that participate in creation and administration of the ASNO fund are recognized as Member Country/Region for their contribution.
- B. Membership of the Country/Region shall be open each country in Asia and Oceania.
- C. The annual fee for the member country/region applies from January to December of the year of membership.
- D. When more than one National Society exists in a given country, each claiming the right to represent that country, the Societies must resolve this problem within the country or else set up a coordinating committee recognized by two or more Societies of that country.
- E. No country shall be excluded on philosophical, religious or political grounds.
- F. A Country/Region Member may become a member fulfills the following conditions:
 - a. Applies in writing to the Central Office of the Society enclosing a copy of its constitution which satisfies the Society that its objectives are in tandem with those of the Society.
 - b. Undertakes to make financial contribution in such form (minimum of USD\$500).
 - c. Upon approval by the Council, the application will be forwarded to the General Assembly for ratification.
- G. New Member Countries/Region may attend the Executive Board as observers without voting rights in the first year of membership.
- H. Voting rights may be granted from second year of membership if the Member Society/Region meets one of following condition:
 - a. Pay annual dues
 - b. More than 20 individual members belonging to the Member Society/Region have completed membership registration

SECTION 3. Termination or Suspension of Membership

- A. Membership of the Society may be terminated or suspended on the following grounds: a) by default in payment of annual membership fees over a period of time which shall not normally exceed thirty-six (36) calendar months. b) if any action/s of the member contravenes the Constitution and is deemed to be detrimental to the reputation or interests of the Society.
- B. Such termination or suspension can only be made by the members of the Executive Board and by a two thirds (2/3) majority of the members of the Executive Board present and entitled to vote.
- C. Written notice will be given to the affected Member Country/Region. Such notice shall be subject to a period to be fixed by the Executive Board but shall not be less than six (6) calendar months during which time the affected party will have the right to reply / appeal to the Executive Board.

SECTION 4. Income

The income of the Society may consist of:

- Individual Membership fees
- Donation and financial contribution of Member Country/Region
- Donations and other contributions
- Congress revenues

For details information, see Appendix A.

ARTICLE III: Executive Board and Committees

SECTION 1. Executive Board

- A. The Executive Board shall comprise
 - a. The President
 - b. The President Elect (Vice-president)
 - c. The Secretary-Treasurer
 - d. Congress Chair of a pertinent year
 - e. Committee Chairs
 - f. Representative of each Member Country/Region
- B. All members of the Executive Board have voting rights, but only one chair of each committee has voting rights. When a member of the Executive Board stands for representatives of both Country/Region and a Committee, he/she shall have voting rights only for Country/Region, but not for the Committee. In such a case, the Committee concerned shall have a substituting person from the corresponding Committee, supposed to be a Vice Chair, but in case there is no Vice Chair in the Committee, a nominated person by the Chair joins the EB Meeting and takes a vote as the alternative Representative of the Committee.
- C. The Executive Board shall exercise supervision over the affairs of the ASNO.
- D. Executive Board members should reside in Asian and Oceanian region.

SECTION 2. Representative of Member Country/Region

- A. Only Member Country/Region can designate One Representatives to join the Executive Board and exercise the right to vote.
- B. Representative should have the same nationality in which the Member Country/Region locates.
- C. The Representatives of Member Country/Region are nominated by the Member Country/Region but should be approved by the Executive Board to become the Executive Board Members.
- D. In the case of replacement of the Representative, the Member Country/Region should inform Secretary-Treasurer immediately and it shall be approved by the Executive Board at a meeting where a quorum is present.

SECTION 3. President

- A. The President shall be the chief executive of ASNO, shall be the Chair of the Executive Board members, and shall be generally responsible for fulfilling the purpose of ASNO as articulated by the membership, the Executive Board and these Bylaws.

- B. The President, or in the President's absence, the Vice-President, or in the Vice-President's absence, the Secretary-Treasurer, shall preside at all meetings of ASNO.
- C. The President appoints the Executive Board Members except Congress Chair of a pertinent year, to avoid prejudice against a country.
- D. The President shall serve for a term of two years.
- E. The Presidency shall be rotated amongst Member Countries/Region. Member Countries/Region has an equal right to assume the Presidency of the Society. Member Countries/Region of an incumbent President can only make another nomination for this post after 4 General Assemblies have lapsed.

SECTION 4. President Elect

- A. In the absence of the President, the President Elect shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon, the President.
- B. The President Elect shall have such other powers and perform such other duties as the Executive Board may prescribe.
- C. The President Elect shall serve for 2 years, 1 term only.

SECTION 5. Secretary-Treasurer

- A. The Secretary-Treasurer shall maintain the minutes of meetings of the Executive Board and shall perform like duties for standing committees when required.
- B. The Secretary-Treasurer shall cause notice to be given of all special meetings of the Executive Board and shall perform such other duties as may be prescribed by the Executive Board or by the President, under whose supervision the Secretary-Treasurer shall function.
- C. The Secretary-Treasurer shall keep a membership book containing the name and address of each member. The Secretary-Treasurer shall have custody of the seal of ASNO, and the Secretary-Treasurer shall have authority to affix the seal to any instrument requiring it and to attest to its authenticity. The Secretary-Treasurer shall also attest all instruments signed by the President or Vice-President.
- D. The Secretary-Treasurer shall certify and keep the original or a copy of these Bylaws as amended or otherwise altered to date.
- E. The Secretary-Treasurer shall have custody of all ASNO funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to ASNO and shall deposit all monies and other valuable effects in the name and to the credit of ASNO in such depositories as may be designated by the Executive Board. The Secretary-Treasurer shall disburse the funds of ASNO as ordered by the Executive Board, taking proper vouchers for such disbursements. The Secretary-Treasurer shall make a report of the finances of ASNO annually to the Executive Board and shall otherwise render an account of transactions as Secretary-Treasurer and of the financial condition of ASNO in accordance with currently acceptable accounting practices.

SECTION 6. Congress Chair

- A. Congress Chair shall be designated by hosting Member Country/Region.
- B. The term of the chair is for a period of one year beginning just after the previous ASNO Meeting and ending on the last day of the ASNO meeting that he or she chairs.
- C. The Congress chair acts as an Executive Board Member during his or her term regarding congress matters.

SECTION 7. Nomination Committee

- A. The Executive Board shall comprise
 - a. Three former ASNO presidents
 - b. Current ASNO president
 - c. Congress Chair of a pertinent year
- B. Since the ASNO society does not have a society president until 2021, the three former ASNO Congress Chair will become members of the nomination committee until the conditions specified in the item “A” are met.
- C. Since there will be no former ASNO president in 2022, the first year of its foundation, the four former ASNO congress chairs and the congress chair of a pertinent year will act as members of the Nomination Committee. Also, in 2022, the congress chair of a pertinent year will serve as the chair of the nomination committee. Details of the Nomination Committee for 2022 – 2031 are provided in Appendix B.

SECTION 8. Elections of Officers and Terms

- A. The ASNO President and President-elect are elected through the following procedure:
 - a. Call for Nominations and application form will be distributed to all Member Country/Region two (2) years in advance.
 - b. Each Member Country/Region has a right to nominate one candidate from that country/region.
 - c. The application form includes the candidate’s bio, the name of the recommended member country/region, the reason for the recommendation, ASNO contribution activities, and academic achievement in the field of neuro-oncology etc.
 - d. The Central office collects all applications and forwards them to the Nomination committee for review and selection.
 - e. Nomination committee confirms one candidate for each position, then reports the results and requests the Executive Board for final confirmation.
 - f. The nominated President and President-Elect are finally approved at the Executive Board meeting.
- B. In the case of two or more candidates nominated, the Nomination Committee takes a vote to elect a President and President-elect.
- C. The term of officers (President, President-elect, Secretary-Treasurer and Committee Chair) is from the beginning of January as of the fiscal year to the end of December of the next fiscal year (for 2 years).
- D. If there is only one candidate, the nominee needs an approval of the Nomination Committee.
- E. The President-Elect acts as the Vice-President for two years and will automatically take over as president once the current president's term of office is completed.
- F. If a vacancy occurs in the office of President, the President Elect shall exercise the duties of President.
- G. If a vacancy occurs in any office other than President, the Executive Board may elect a person to fill the unexpired term.
- H. The candidate of the Secretary-Treasurer is nominated by the President and the Executive Board approves the proposal by simple majority voting.
- I. The Secretary-Treasurer and Committee Chair may serve no more than two consecutive terms (4 years) in the same position in the same position.

SECTION 9. Executive Board Meetings

- A. Regular meetings of the Executive Board shall be held on such dates and at such times and locations as may be designated by the Executive Board.
- B. Executive Board Members may designate other ASNO members as delegates when they cannot attend at the Executive Board Meetings. In this case, Executive Board Members should inform the Secretary-Treasurer of their absence at least 30 days before the meeting. The approved delegates have the same rights on behalf of the Executive Board Members who will be absent at the pertinent meeting.
- C. Executive Board Members are allowed to accompany necessary personnel to the meeting.
- D. Executive Board Members may discuss and determine on ASNO affairs by electronic mail or teleconference at other times as deemed necessary to carry out its functions.
- E. At any meeting of the Executive Board, a half of the Executive Board members in office shall constitute a quorum for the transaction of business.
- F. Most of the votes cast at the Executive Board Meetings, duly called and at which a quorum is present, shall be sufficient to take or authorize action upon any matter which may properly come before the meeting.
- G. In case of a tie, the final voting right is exercised by the chair of the Executive Board.
- H. The agenda of the EB meeting is decided when more than half of the EB members are attended and more than half of those present agree. Provided that a power of attorney is submitted, or a proxy is present, the corresponding member shall be deemed to be present at the meeting.

SECTION 10. Committees

- A. The Executive Board can decide on the creation, modification and cancellation of Committees, without such decision requiring a modification of the Bylaw of ASNO. The Executive Board can define their aim, their activities and the management structure of the Committees.
- B. The Committee Chair is nominated by the President and then should be approved in the Executive Board Meeting.
- C. The Vice Chair is nominated by the Chair of the corresponding Committee and then should be approved in the Executive Board Meeting.
- D. The Committees can establish the supplementary provisions to accomplish their activities according to the aim of the Committees. The proposed supplementary provisions should be approved by the Executive Board.

ARTICLE IV: The ASNO Congress

SECTION 1. ASNO Congress

- A. Call for Bid and Bidding Guidelines will be distributed to all countries/regions in Asia and Oceania four (4) years in advance.
- B. Any countries/regions in Asia and Oceania who wish to host the congress or pre/post congress scientific activities of the Federation will submit a letter of intent.
- C. Based on the Letter of Intent an initial shortlist of up to three (3) destinations will be selected by the Executive Board. These parties will be invited to move forward with preparing the full Bid Proposal.
- D. Congress Chair shall be designated by hosting country/region at least one year prior to the

- congress.
- E. The hosting country/region of the ASNO Congress should be determined three years before the meeting at the Executive Board Meeting.

SECTION 2. Hosting Countries/Regions

- A. Any countries/regions in Asia and Oceania can apply to host the ASNO Congress.
- B. Countries/regions that host annual congress are mandatorily required to donate a certain amount to ASNO after the congress. The size of the amount can be negotiated in advance depending on the economic circumstances of the country/region and the scale of sponsorship of the congress.
- C. The specific amount and method of donation would be determined and approved at the EB meeting.

ARTICLE V: General Assembly

SECTION 1.

The General Assembly is composed of all members as defined in ARTICLE II, SECTION 1 and 2.

SECTION 2.

The General Assembly meets annually on the occasion of the ASNO Congress. Notice of the meeting should be announced by e-mail, fax, postal mail or the website at least 30 days before the assembly.

SECTION 3.

The Executive Board should report the ASNO affairs at the General Assembly. The General Assembly has the power to validate the reported ASNO affairs.

ARTICLE VI: Amendments

SECTION 1. Amendments.

Amendments of these by-laws may be proposed by majority action of the Executive Board at a regular or special meeting called by the chair, or by a member of the Executive Board.

SECTION 2.

These by-laws may be amended either by affirmative vote of two-thirds of those members at the Executive Board Meeting.

ARTICLE VII: General Provisions

SECTION 1. Fiscal Year

The fiscal year of ASNO shall be as determined by the Executive Board.

SECTION 2. Central Office

- A. The first ASNO Central Office is located in Korea from 2022 under the supervision of the Korean Society for four (4) years.
- B. Before the central office management contract is terminated, the Executive Board evaluates the work so far and decides whether to renew the central office operation.
- C. The designation of the city or country of ASNO's Central Office may be changed by amendment of these by-laws.
- D. ASNO's Central Office should be located in Asian & Oceanian region.
- E. Member Country/Region wishing to have an ASNO Central Office in their home country must submit a letter of intent to the Executive Board two (2) years prior to termination of the current central office management's contract.

SECTION 3. Budget and Accounts

The Executive Board is obligated to submit the accounts for the expired financial year and the budget for the following fiscal year to the ordinary General Assembly for their approval.

Asian Society for Neuro-Oncology

Appendix A. ARTICLE II: MEMBERSHIP

I. Individual membership

Annual Fee	Benefits
USD 50	Reduced registration fee at any ASNO academic meetings including an annual meeting.

II. Member country/region

Category	Benefits
A. Those pay USD 1,000* annually	<ul style="list-style-type: none"> ● Can attend executive board (or business) meetings with voting rights. ● Can nominate President and President-elect candidates. ● Can host ASNO academic meetings including an annual congress.
B. Those recruit more than 20 individual members, but do not pay annual fee	<ul style="list-style-type: none"> ● Can attend executive board (or business) meetings with voting rights. ● Can host ASNO academic meetings including an annual congress.
C. Those that do not meet A or B	<ul style="list-style-type: none"> ● Can attend executive board (or business) meetings as an observer without voting rights. ● Can host ASNO academic meetings including an annual congress.

USD 1,000* by self-declaration, but USD 500 annually is acceptable for LMIC (Lower middle income countries) or LIC (Low income countries) according to the report of World Bank.

World Bank Report

<u>Low-income countries (LIC)</u>				
Afghanistan	Burkina Faso	Burundi	Central African Republic	Chad
Congo	Eritrea	Ethiopia	Gambia	Guinea
Guinea-Bissau	Korea, Dem. People's Rep.	Liberia	Madagascar	Malawi
Mali	Mozambique	Niger	Rwanda	Sierra Leone
Somalia	South Sudan	Sudan	Syrian Arab republic	Togo
Uganda	Yemen, Rep.	27 countries		

<u>Lower middle-income countries (LMIC)</u>				
Algeria	Angola	Bangladesh	Belize	Benin
Bhutan	Bolivia	Cabo Verde	Cambodia	Cameroon
Comoros	Congo, Rep.	Cote D'Ivoire	Djibouti	Egypt, Arab Rep.
El Salvador	Eswatini	Ghana	Haiti	Honduras
India	Indonesia	Iran, Islamic Rep.	Kenya	Kiribati
Kyrgyz Republic	Lao PDR	Lesotho	Mauritania	Micronesia, Fed. Sts.
Mongolia	Morocco	Myanmar	Nepal	Nicaragua
Nigeria	Pakistan	Papua New Guinea	Philippines	Samoa
Sao Tome and Principe	Senegal	Solomon Islands	Sri Lanka	Tajikistan
Tanzania	Timor-Leste	Tunisia	Ukraine	Uzbekistan
Vanuatu	Vietnam	West Bank and Gaza	Zambia	Zimbabwe
55 countries				

Appendix B. Section 7. Nomination Committee

List of members and Chair of the Nomination Committee for the President elect (Vice President).

Time of the Presidential election	List of members	Chair
*2022 For the 1 st President (2022 – 2023)	① 2016 ASNO Congress Chair ② 2017 ASNO Congress Chair ③ 2018 ASNO Congress Chair ④ 2019 ASNO Congress Chair ⑤ 2022 ASNO Congress Chair	2022 ASNO Congress Chair
2022 For the 2 nd President (2024 - 2025)	① 2016 ASNO Congress Chair ② 2017 ASNO Congress Chair ③ 2018 ASNO Congress Chair ④ 2019 ASNO Congress Chair ⑤ 2022 ASNO Congress Chair	2022 ASNO Congress Chair
2023 For the 3 rd President (2026 – 2027)	① 2018 ASNO Congress Chair ② 2019 ASNO Congress Chair ③ 2022 ASNO Congress Chair ④ 2023 ASNO Congress Chair ⑤ ASNO President (2022-2023)	ASNO President (2022 ~ 2023)
2025 For the 4 th President (2028 – 2029)	① 2023 ASNO Congress Chair ② 2024 ASNO Congress Chair ③ 2025 ASNO Congress Chair ④ Past ASNO President (2022-2023) ⑤ ASNO President (2024-2025)	ASNO President (2024-2025)
2027 For the 5 th President (2030 – 2031)	① 2026 ASNO Congress Chair ② 2027 ASNO Congress Chair ③ Past ASNO President (2022-2023) ④ Past ASNO President (2024-2025) ⑤ ASNO President (2026-2027)	ASNO President (2026-2027)

*: special nomination committee for the 1st president (à same with that for the 1st president elect)

Supplementary provision for types (or categories), duties and privileges of membership

Adopted originally on December 18, 2023 (online)

This internal regulation complements the provisions related to Individual Members as stipulated in the articles of the Bylaws of the Asian Society for Neuro-Oncology (“ASNO”).

Section 1. Benefit of Individual Member

Individual Member

- A. Can have a benefit of reduced registration fee at any ASNO academic meetings including an annual meeting.
- B. Can access to the Archive including ASNO 2023 annual meeting’s materials, ASNO webinars and all video lectures from the 17th ASNO / WFNOS 2022 virtual congress.
- C. Can access all photos of ASNO's annual congresses.
- D. Non-payment of Individual Membership annual fee shall lose benefits determined in Section 1 A, B, and C in the rest of the corresponding fiscal year.