



UKIACR CONSTITUTION

1 Definition

The United Kingdom and Ireland Association of Cancer Registries (UKIACR) is a society, members of which are involved in the development of cancer registration, and in its application both to the study of cancer in defined populations and to the development of cancer control programmes.

2 Scope and objectives

The Association is involved in all aspects of the National Cancer Registration Schemes of England, Ireland, Northern Ireland, Scotland and Wales, and collaboration aimed at improving these schemes is a central purpose of the Association. The Association has interests in all aspects of cancer registration and intelligence, both in its methodology and in its application to the collection, analysis and publication of population-based data on the incidence, treatment and mortality of cancer and survival from cancer, and in the use of these data for research aimed at control of cancer in the population. A prime responsibility is the development of policy in this area.

The specific objectives of the Association are:

- to promote the collection and use of population-based data on cancer for research, health needs assessment, health care evaluation and cancer control;
- to co-ordinate policy development on confidentiality and access to registry data;
- to co-ordinate the exchange of technical advice between Members;
- to hold periodic scientific and technical meetings, and to hold an annual general meeting of the Association;
- to develop the role of cancer registries in education and training;
- to co-operate with and seek the support of Governmental and Health Service authorities in the furtherance of cancer registration;
- to represent its Members on such national and international bodies as may be appropriate.

3 Membership

The Association consists of Full Members, Associate Members, Individual Members and such other types of member as may be determined. Members are cancer registries. Full membership is open to national population-based cancer registries of England, Ireland, Northern Ireland, Scotland and Wales which collect or collate and also process data on all malignant neoplasms. This comprises the following organisations as full members:

- Scottish Cancer Registry, Information Services Division, Public Health & Intelligence, NHS National Services Scotland
- Northern Ireland Cancer Registry

- Office for National Statistics, UK
- National Cancer Registration and Analysis Service, Public Health England
- National Cancer Registry Ireland
- Welsh Cancer Intelligence and Surveillance Unit, Public Health Wales

Associate Membership is open to cancer registries in the United Kingdom and Ireland which are or intend to become population-based, sex or cancer site or type (e.g. bone neoplasms or mesothelioma) or are subnational in their coverage. Associate Membership is also open to other bodies or institutions with an interest in the work of the Association. Associate Members will not have a vote.

Individual Membership is open to individuals with an interest in the work of the Association. Individual Members will not have a vote.

Full Members and Associate Members participate voluntarily in the work of the Association through their delegates. Full Members may send one delegate to meetings of the Association, and each Full Member shall have one vote. Delegates shall represent the views of their parent Member at Association meetings, and decisions, policy or actions of the Association will be construed as binding if carried by a two thirds majority vote provided there is no conflict with formal hosting and governance arrangements of individual organisations.

4 Principles of working

The principles of working of the UKIACR shall include equality of the full members. This includes:

- equal weight of full members' votes on the executive group
- the work of the executive and its subgroups to be collaborative
- each members' organisations and their representatives to have mutual respect for each other, having regard for the principles and reality of UK devolution, and to the fact that Ireland is a separate nation state independent of the UK
- members having regard of the different processes, health systems, legal systems, government and parliamentary bodies and political environment that exist in each member's jurisdiction
- adequate representation of the breadth of full members' constituencies on sub-groups,
- sub-groups being accountable and advisory to the UKIACR executive group and not to any member's organisation or considered as sub-groups of any of those organisations
- decisions of the Executive or its sub-groups being advisory to full members' organisations, so as to provide guidance and a UK and Ireland framework.

5 Organisation

The Executive Committee shall comprise the Directors (or equivalent) of all Full Member registries or their nominees.

The Executive Committee of the Association will meet at least three times a year. Representatives of Associate Members, and Chairs of sub-groups may be invited to attend meetings of the Executive Committee. The Executive Committee may invite other persons who would facilitate the work of the Association to attend its meetings as observers.

The Association will have three officers, a Chair, Vice Chair (or two Co-chairs) and Treasurer. Officers shall be elected annually by the Full Members for designated terms of office as provided in the standing orders of the Association, except that the Executive Secretary shall be nominated by the Member providing the secretariat of the Association. The officers shall conduct the affairs of the Association in such a manner as to further its objectives. The Executive Committee shall define the duties of its officers accordingly, maintain the standing orders of the Association, and keep suitable accounts of any monies received or disbursed. The Executive Committee shall have the power to set, increase and levy a subscription from Members and to disburse monies in furtherance of its objectives. Activities may include but are not restricted to the creation and dissolution of committees and working parties, the organisation of meetings, and representation of the Association to external bodies.

An officer vacancy arising by resignation or otherwise may be filled for the remainder of the term of office by simple majority vote of a meeting of the Executive Committee, which shall also have power to co-opt non-voting additional officers for specific purposes and for a term not extending beyond the annual general meeting following their co-option.

The officers shall serve as chief liaison officers between the Association and all its Members, for the exchange of information and for the organisation of meetings and research projects.

6 Adoption of UKIACR policy

The usual procedure for the development of UKIACR policy on a major issue should encompass most or all of the following: extensive internal discussion; examination of the issue in depth by a sub-group (e.g. the CRCG) or a specially constituted working group; agreement to a draft policy or guidelines (with accompanying context); wide, including, where appropriate, external, consultation on the draft; and revision of the draft in the light of comments received. The “final” draft should be circulated to all Members at least one calendar month in advance of the Executive Committee meeting at which it is to be considered. If it is not possible to reach a consensus at the meeting, a vote will be taken. To be adopted, the policy will require a two thirds majority of those voting (provided there is no conflict with formal hosting and governance arrangements of individual organisations).

7 Amendments

Amendments to the constitution or standing orders for the time being in force may be proposed jointly by any three Full Members of the Association. Amendments to the constitution will be considered by the Executive and will come into force if approved by at least two-thirds of those voting.



8 Winding-up Arrangements

The Association may be dissolved by a vote of two-thirds of the Full Members. In the event of such a resolution being adopted, the Executive will also make arrangements for the allocation of assets and liabilities in accordance with the objectives of the Association.