

Veterinary Society of Surgical Oncology

Constitution & Bylaws

Article I THE SOCIETY

1. Name of the Society: *Veterinary Society of Surgical Oncology (VSSO)*.
2. The VSSO shall be incorporated under the laws of the State of Colorado as a non-profit educational organization.
3. Executive Committee: The officers elected by the Membership include the President, Immediate Past-President, President-Elect, Secretary, and Treasurer.
4. Committees: Officers of a Committee will be selected by the Executive Committee from a pool of volunteer members.
5. Membership: See Article III.

Article II OBJECTIVES

The aims and objectives of the Society are to advance the art, science, and practice of surgery for the treatment of cancer in animals and people, and to disseminate knowledge to help provide the highest possible standard of surgical treatment for cancer. Specific aims and objectives are to:

1. Encourage and promote clinical research trials in surgical oncology.
2. Encourage and facilitate the publication of research trials at professional meetings and in veterinary and human journals.
3. Facilitate communication between veterinary surgeons whose primary interest lies in oncology.
4. Improve methods of surgical treatment for animals with cancer, either alone or with a multidisciplinary approach.
5. Promote and encourage mutual collaboration between veterinary surgeons with a special interest in surgical oncology and other branches of oncology.
6. Encourage and promote education in surgical oncology for professional veterinary students, graduate students and house officers, and graduated veterinarians and veterinary surgeons.

Article III MEMBERSHIP

The Society is composed of veterinarians with a special interest in surgical oncology. The Society acknowledges Full, Associate, Affiliate, and Honorary Membership.

1. **Full Members** are veterinary surgeons who have:
 - a. Completed a 3-year residency in small animal surgery and a minimum of a 1-year post-residency training program in surgical oncology;
 - b. Maintain active participation in clinical research trials approved and conducted by the Society by contributing case material to these trials within a 3-year period. Specific exemptions include clinical trials involving facilities (e.g., radiation therapy) or treatments (e.g., drugs) which are not available at the Members' institution or hospital.

2. **Associate Members** are board-certified veterinary surgeons with an interest in surgical oncology, but who have not completed a 1-year post-residency training program in surgical oncology. Board-certification includes certification by North American (American College of Veterinary Surgeons), European (European College of Veterinary Surgeons), Australasian (Australian College of Veterinary Scientists), and British (Royal College of Veterinary Surgeons) authorities. At the discretion of the Research Committee, Associate Members will be able to participate in research trials. Associate Members will be able to vote and hold office.
3. **Affiliate Members** are professional veterinary students, graduate students, house officers, and veterinarians with an interest in surgical oncology. Affiliate Members will not be able to vote or hold office.
4. **Honorary Members** are veterinary surgeons with a distinguished career in promoting the development of surgical oncology through research and the treatment of animals with cancer. Honorary Members will be nominated by a founding Full Member, elected by majority vote of the founding Full Members, and election will be ratified by the Executive Committee. Honorary Members will not be required to pay annual dues and will not be able to vote or hold office.

Active Membership

Active Membership of the Society for Full, Associate, and Affiliate Members is dependent on payment of annual dues by 1st July of each year. Honorary Members shall not be required to pay annual dues.

For Full Members, active Membership will also depend on involvement in clinical trials conducted by the Society within any 3-year period. Specific exemptions include clinical trials involving facilities (e.g., radiation therapy) or treatments (e.g., drugs) which are not available at the Members' institution or hospital. Full Members that do not contribute to clinical trials within a 3-year period, and for which specific exemptions do not apply, will be considered Associate Members with payment of annual dues. These Members can be reinstated to Full Membership status with participation in clinical trials conducted by the Society and approval by the Executive Committee.

Active Membership shall cease by voluntary resignation, death, or default of annual dues payment for more than one year.

Article IV: THE SOCIETY

1. The principal business of the Society will be transacted by the Society, which consists of the Executive Committee and Full and Associate Members of the Society.
2. The presiding officer will be the President. In the absence of the President, the President-Elect will preside. When both President and President-Elect are absent, another member of the Executive Committee will preside. The presiding officer will conduct the meeting and will vote only in the event of a tied vote. The presiding officer will tally votes with the aid of either the Secretary or Treasurer or another member of the Executive Committee.
3. Full and Associate Members of the Society have one vote each.

4. The Society will meet at least once during each calendar year at the annual Veterinary Cancer Society meeting. Items of business will be discussed at the annual meeting by Members in attendance. Voting will occur by written or email ballot of the Full and Associate Members. A quorum will constitute a simple majority of those voting within 30 days of balloting. Outcome will be delivered by the Secretary via email or newsletter.

Article V: EXECUTIVE COMMITTEE

1. The routine business of the Society is transacted by the Executive Committee, consisting of President, Immediate Past-President, President-Elect, Secretary, and Treasurer.
2. The Executive Committee is elected by Full and Associate Members of the Society after nomination by and from Full and Associate Members. Nominations are to be made at or before the business meeting of the Society.
3. Length of office of the President, Immediate Past-President, and the President-Elect is two years. Upon completion of the term as President, the President will continue to serve on the Executive Committee as Immediate Past-President. The President may be eligible for re-election once. The Secretary and Treasurer are elected for two years and may be re-elected twice.
4. In the event of vacancy occurring on the Executive Committee by reason of death or resignation or inability to act, the vacancy shall be filled by a nomination from Full and Associate Members of the Society and may be elected by email vote. A Member elected to fill such a vacancy shall hold office for the unexpired portion of the term of office.
5. The President is the official representative of the Society. The President is responsible for leading the Society and setting the agenda for the business meeting. The power to represent the Society may be temporarily delegated by the President to the President-Elect or another member of the Executive Committee.
6. The Executive Committee shall meet at least once during each calendar year.

Article VI: RESEARCH COMMITTEE

1. The Research Committee is elected by Full and Associate Members of the Society after nomination by and from Full and Associate Members. Nominations are to be made at or before the business meeting of the Society.
2. Members of the Research Committee are elected for four years and can be re-elected twice.
3. Members of the Research Committee will nominate and elect the Chairperson of the Research Committee.
4. The Chairperson of the Committee will report to the Executive Committee.
5. The Research Committee will review, discuss, and vote on research proposals submitted to the Chairperson. The distribution of research proposals and timelines for review, discussion, and voting on these proposals will be determined by the Chairperson of the Research Committee. The proposal will be accepted with a simple majority of votes. The Research Committee will decide if the research project will involve both Full and Associate Members, or Full Members only.
6. Following acceptance of a research proposal, the principal investigator is responsible for the organization, funding, and completion of the study.

7. Authorship for publications and abstracts presented at professional meetings of studies approved by the Research Committee will include all Members contributing 10% or more of case material. All other contributing Members should be acknowledged. The title of the publication should include "VSSO Study".

Article VII: OTHER COMMITTEES

1. Appointment of a Committee will be decided by the Executive Committee when needed.
2. The Committee will assist the Executive Committee.
3. The chairperson of the Committee will report to the Executive Committee.
4. Only the Executive Committee can dissolve a Committee.

Article VIII: AMENDMENTS

This constitution may be amended after a proposal has been presented to the Full and Associate Membership and discussed at a business meeting. Amendments will be adopted if a simple majority of the Members voting are in favor of the proposal. Voting will be by written or email ballots and votes must be submitted within 30 days of balloting to be valid.

BYLAWS

Article I: THE SOCIETY

Section 1:

Full Members of the Society shall be veterinary surgeons who have completed a 3-year residency in small animal surgery, minimum of a 1-year post-residency training program in surgical oncology, and participated in clinical research trials conducted by the Society within a 3-year period. Associate Members shall be board-certified veterinary surgeons with an interest in surgical oncology, but who have not completed a minimum of a 1-year post-residency training program in surgical oncology. Affiliate Members will be graduates or students of veterinary or medical schools whose dues are current (except for Honorary Members) and who continue to meet the qualification requirements established by the Constitution.

Section 2:

The Society shall meet annually at such a time and place as designated at the preceding meeting.

Section 3:

All questions before the Society, except as specified elsewhere, shall be decided by the simple majority vote of those Full and Associate Members present at any Society meeting, or written or email ballot.

Section 4:

The fiscal year begins on 1st of July. The annual dues for Membership shall be decided each year at the Society meeting and shall be payable on or before 1st of July of each year.

Article II: THE EXECUTIVE COMMITTEE

Section 1:

The Executive Committee shall be the executive body of the Society and shall consider all business and matters of policy pertaining to the affairs of the Society. It shall appoint standing committees, select the time and the place of meetings and determine the fees for membership and other fees. It shall direct the management of funds held by the Society. A meeting of the Executive Committee shall be held at the time and place designated for the annual meeting of the Society. Special meetings may be called at any time by the presiding person of the Executive Committee. Three members of the Executive Committee shall constitute a quorum for transaction of any business which may come before the meeting.

Section 2:

Vacancies occurring on the Executive Committee shall be filled following Article IV(4) of the Constitution.

Article III: THE OFFICERS

Section 1:

The President shall preside at the meetings of the Society, preserve order, regulate and stimulate debates, appoint Committees not otherwise provided for, announce results of elections, and perform all other duties legitimately appertaining to the office. The President is an ex officio member of all Committees.

Section 2:

The Immediate Past-President shall continue to be a member of the Executive Committee for a term of two years.

Section 3:

The President-Elect shall be a member of the Executive Committee. They shall perform the duties of the President in their absence or inability to serve. The President-Elect shall serve as editor of the VSSO newsletter and may assist the President and Executive Committee as required. In the absence of the President, the President-Elect may temporarily assume the duties and prerogatives of the office of President. The President-Elect will assume the office of President at the expiration of the term of office of the President two years after the annual meeting at which they were elected.

Section 4:

The Secretary shall attend to the correspondence of the Society and keep the minutes of the Society and Executive Committee. They are responsible for maintaining the minutes and correspondence of the Society in an orderly manner and forward this material to the succeeding Secretary. They will cosign with the President on all official papers, send invitations and programs to the Members and potential Members, and keep meeting attendance.

Section 5:

The Treasurer shall be custodian of all money of the Society. They are responsible for maintaining the financial records of the Society in an orderly manner and forward this material to the succeeding Treasurer. They will approve and pay bills sent to the Society at the direction of the Executive Committee and keep accurate books of accounts. They will collect dues and submit a written report to the Executive Committee. Acceptance of the financial report will constitute a satisfactory audit. A summary of this report will be presented to the Members at its annual business meeting.

Article IV: DISSOLUTION OF THE SOCIETY

The Society may only be dissolved by a resolution supported by more than two-thirds of Full and Associate Members. Notice of such a resolution should be received by the Secretary in writing no less than six months prior to voting and all Full and Associate Members should be informed of this resolution a minimum of three months prior to voting. Voting will be by written or email ballots and votes must be submitted within 30 days of balloting to be valid. In case of dissolution of the Society, all assets will be donated to the Veterinary Cancer Society.

Article V: HONORARY MEMBERSHIP

Nomination of Honorary Membership shall be made through sponsorship by a Full Member in good standing. The sponsor shall furnish the Secretary with such information about the candidate as required by the Executive Committee and the candidate will be voted on by Full Members and ratified by the Executive Committee.

Article VI: AMENDMENTS

The Bylaws may be amended after a proposal has been presented to Full Members and discussed at a business meeting. Amendments will be adopted if a simple majority of the members voting are in favor of the proposal. Voting will be by written or email ballots and votes must be submitted within 30 days of balloting to be valid.