



HEAD AND NECK OPTICAL DIAGNOSTICS SOCIETY (HNODS)

The International Society of Minimally Invasive Diagnostics

Constitution

Article 1: Name

The name of the organisation shall be the "Head & Neck Optical Diagnostics Society"; will be identified as "The Society" throughout the constitution. The "Council of Head & Neck Optical Diagnostics Society" will be identified as "The Council" through out the constitution. The Society is registered in the United Kingdom as an international non-profit organisation under British Law.

Article 2: Aims

Improve the early diagnosis and treatment of patients.

Facilitate the education of healthcare professionals and the general public.

Promote and encourage the study and practice of optical diagnostics techniques in the head and neck.

The Society will also aim to promote and encourage the study and practice of other imaging modalities in the head and neck.

Facilitate communications between clinicians, scientists, physicists, engineers, technicians, radiologists and pathologists, particularly those with interest in the pathology of the head and neck.

Conduct Educational Congresses for the application of optical diagnostics in the head & neck. Also, The Society will conduct Scientific Meetings which will aim to report the advances in the field.

Build close relations with laser, optical and surgical associations, societies, research groups, industry and patient's organisations.

Article 3: Council & Founding Members

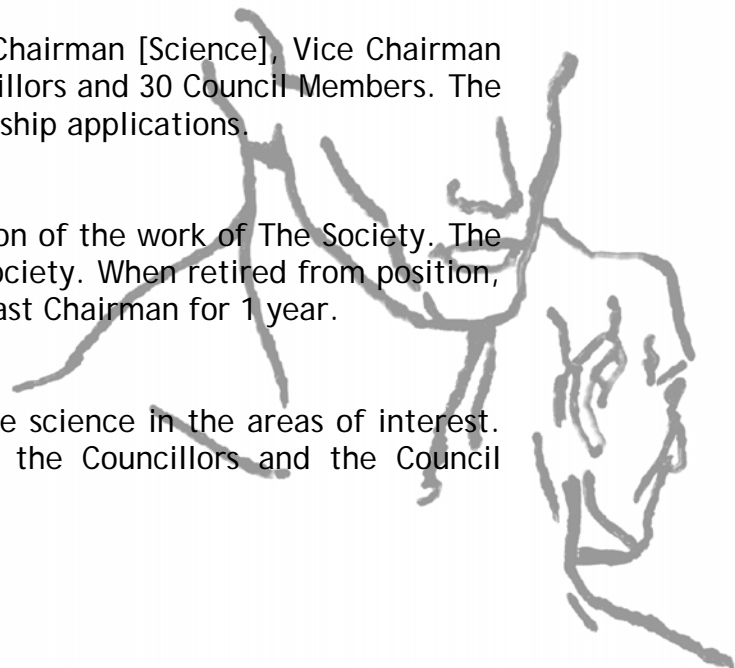
The Council has 5 Officers (Chairman, Vice Chairman [Science], Vice Chairman [Clinical], Secretary and Treasurer), 5 Councillors and 30 Council Members. The Council scrutinises and approves the membership applications.

The Chairman

The duties will include the general supervision of the work of The Society. The Chairman will be the spokesperson for the society. When retired from position, the Chairman shall be acting as Immediate Past Chairman for 1 year.

The Vice Chairman (Science)

The duties will be to encourage and promote science in the areas of interest. The Vice Chairman will work closely with the Councillors and the Council





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Members in order to achieve this. The Duties will, also, involve supervising awards and grants.

The Vice Chairman (Clinical)

The duties will be to encourage and promote practice in the areas of interest. The Vice Chairman will work closely with the Councillors and the Council members in order to achieve this. The duties will, also, involve organising Educational Congresses.

The Secretary

The duties will involve organising Scientific Meetings. Also, shall notify Senior Fellows, Fellows-in-Training, Junior Fellows and Honorary Fellows of meetings, of nominations for memberships and similar matters. The Secretary will turn to The Council on all matters of policy. The elections will be supervised by the Secretary.

The Treasurer

The duties will involve all the financial matters of The Society. The Treasurer shall keep a list of the financial and defaulting Fellows. The treasurer will need to advise The Council of the financial state of The Society; this is imperative as it might affect the awards, grants, educational congresses as well as invitations for the Scientific Meetings. The duties also involve presenting an annual statement of the financial affairs of The Society.

The Councillors

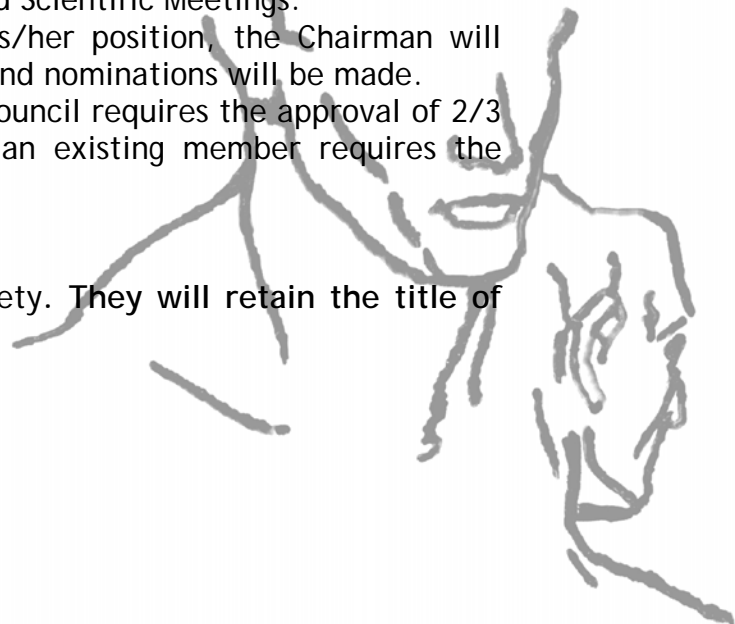
The duties involve conducting the affairs of the Society. The Duties will also involve promoting for the Society. No Councillor will hold office for more than 8 consecutive years. The Society's Newsletter is the responsibility of the Councillors.

The Council Member

The duties involve conducting the affairs of the Society. The duties will also involve organising Educational Congresses and Scientific Meetings. When a member chooses to retire from his/her position, the Chairman will discuss filling the position with The Council and nominations will be made. The appointment of a new member of The Council requires the approval of 2/3 of The Council. Likewise, the removal of an existing member requires the approval 2/3 of all members of The Council.

Founding Members

Thirty-five members have founded The Society. They will retain the title of the "Founding Member".





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Article 4: Elections

Initially, every member of The Council will hold position for 4 years. Then there will be elections every two years. The positions of the Chairman, Vice Chairmen, Secretary, Treasurer and Officers are opened to every member of The Council if he/she chooses to run for election.

When choosing to run for an Officer post, the Councillor will require only one letter of support from any of the Council Members. Unlike Council Members where 2 letters of support are required. The Officers cannot hold the same post for more than two consecutive terms.

A Nominating Committee consisting of the Secretary, 1 Councillor and 3 Council Members will prepare the elections. The Fellows who are allowed to vote include the Council Members, Senior Fellows, Fellows-in-Training and Junior Fellows. Honorary Fellows have no voting rights.

At the end of his/her term, the Chairman will be Immediate Past Chairman for 1 year, on a non-voting basis, to ensure the continuity of The Society.

Article 5: Membership

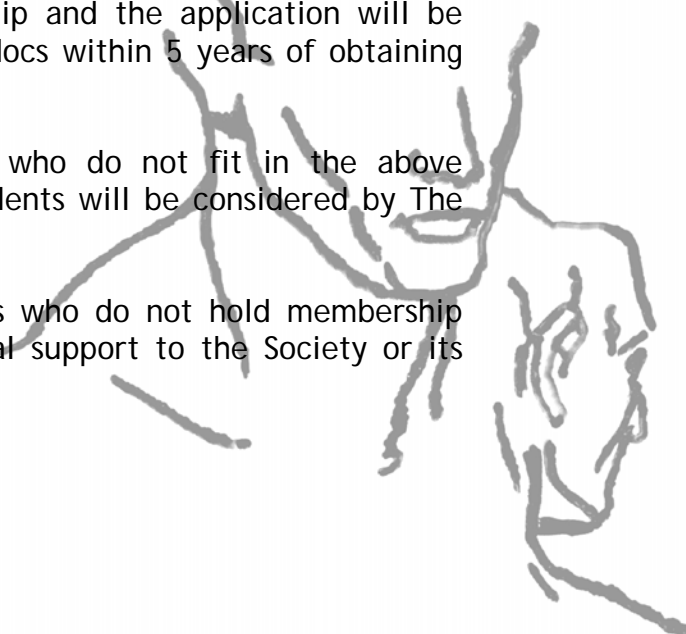
Membership categories include: Senior Fellows, Fellows-in-Training, Junior Fellows and Honorary Fellows. An application should be supported by 2 members of The Society; this should include a member of The Council.

Senior Fellows: will be granted to persons who have made an outstanding contribution in their area of interest. This involves Senior Clinicians, Senior Scientists, Senior Physicists, Senior Technicians, Engineers and Senior Radiologists and Pathologists.

Fellows-in-Training: will be granted to persons who are either in approved training programmes or are involved in postgraduate qualifications. Up on the grant of the qualification or the certificate of training, the Fellow-in-Training need to apply for a Senior Fellow membership and the application will be considered by The Council. Non-clinical post docs within 5 years of obtaining their PhD will also be eligible.

Junior Fellows: will be granted to persons who do not fit in the above categories. Applications by undergraduate students will be considered by The Council.

Honorary Fellows: will be granted to persons who do not hold membership with the Society but have provided substantial support to the Society or its Educational Congresses or Scientific Meetings.





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The annual subscription will be set by the Officers and the Councillors of The Society.

Fees should be paid directly to the "Head & Neck Optical Diagnostics Society"

Article 6: Educational Congresses

Educational Congresses related to the application of optical biopsy in the head and neck will be held on a regular basis. Selection of the Organising Committee will be in the hand of the Vice Chairman (Clinical) and Secretary and will be supervised by the Chairman. Educational Congresses should be always discussed with the Treasurer to ensure financial coverage.

The place where the Congress is to be held will be agreed by The Council.

Article 7: Scientific Meetings

A Scientific Meeting will be held on a regular basis. Selection of the Organising Committee will be in the hand of the Secretary and will be supervised by the Chairman. Scientific Meetings should be always discussed with the Treasurer to ensure financial coverage.

Following the establishment of the Society, it is envisaged there will be a meeting every 1-2 years, with local meetings as required.

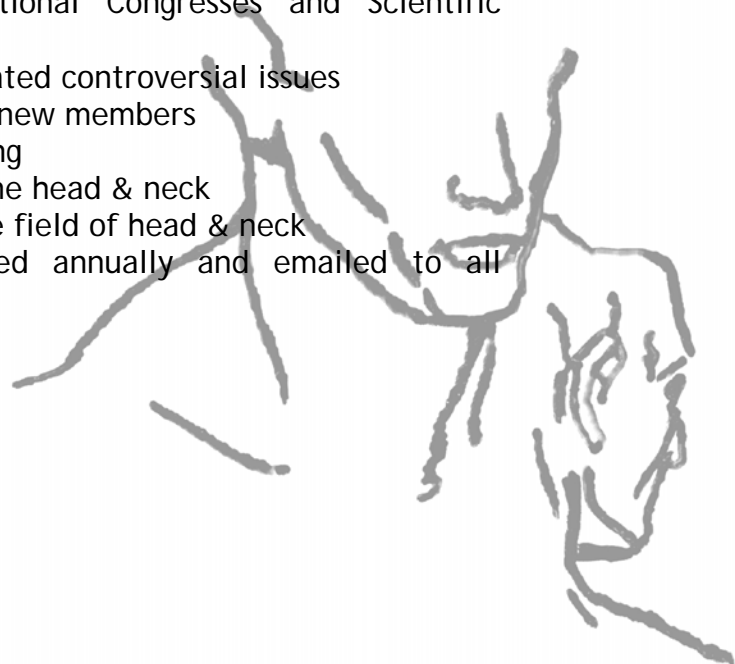
The place where the Scientific Meeting is to be held will be discussed by the Council. The meeting will take place over one or two days and delivers Continuous Professional Development points.

Article 8: The Society's Newsletter

The Society's Newsletter will include:

- (1) The Chairman's Letter
- (2) Announcement of awards and grants winners
- (3) Announcement of forthcoming Educational Congresses and Scientific Meetings
- (4) Update with the Society's position on related controversial issues
- (5) Updates with elections, membership and new members
- (6) Summary of the previous Scientific Meeting
- (7) Updates with other Societies related to the head & neck
- (8) Updates with cutting edge research in the field of head & neck

The Society's Newsletter will be produced annually and emailed to all members.





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Article 9: The Society's Journal

The official journal of The Society is "Head & Neck Oncology".

Head & Neck Oncology is a closed peer review multidisciplinary journal publishes high quality original research studies, case reports, editorials, reviews, book reviews, commentaries, letters to the Editor and meeting report. Head and Neck Oncology is a PubMed cited journal published by BioMed Central.

The journal will publish the Chairman's Letter as well as the abstracts that have been accepted for oral communications or poster presentations in the Scientific Meeting. Also the journal will consider publishing the full manuscripts after peer-reviewing.

Article 10: Prizes and Grants

A series of prizes and research grants will be made to members depending on the financial position of the society. This will be supervised by the Vice Chairman (Science).

Article 11: Expulsion

The Council shall have power to expel any member whose conduct shall in the opinion of The Council render him/her unfit for membership of The Society. No member shall be expelled without first having an opportunity of appearing before The Council with representation and answering complaints against him/her.

Article 12: Conflict of Interests

Any member of The Council shall declare any potential or real conflict of interests (financial or non-financial) to The Council. Failure to do so may result in expulsion.

Article 13: Equal Opportunities

No member of The Society will be prejudiced in The Society in terms of race, gender, religion and/or sexual orientation. Any complaints may be brought before The Council.

Article 14: Altering the Constitution

The Council shall have the power to remove, alter or add articles to the constitution if there was a need to do so. Council Members should be in favour of the decision by a 2/3 majority for any significant constitutional change.

