

**European Group  
for Blood and  
Marrow  
Transplantation  
Nurses Group  
Constitution**

## 1. *Establishment*

The Group is established and will be known as The European Blood and Marrow Transplantation Nurses Group (herein sometimes referred to as EBMT).

## 2. *Objectives*

The purpose of the EBMT will be to improve the nursing care of patients undergoing blood and marrow transplantation.

In achieving this purpose, the Group will:

- 2.1 Promote and develop this sphere of nursing in countries throughout Europe.
- 2.2 Promote and co-ordinate educational programmes for nurses engaged in caring for patients undergoing blood and marrow transplantation.
- 2.3 Identify and build a corpus of knowledge specific to this sphere of nursing.
- 2.4 Encourage the development of and participation in collaborative research.
- 2.5 Encourage exchange programmes for nurses in blood and marrow transplantation care.
- 2.6 Provide a means of communication between similar groups and individuals engaged in this sphere of nursing.
- 2.7 Establish links with other organizations that may influence the development of blood and marrow transplantation nursing.

## 3. **Membership**

- 3.1 Membership will be restricted to nurses and health care workers actively engaged in blood and blood/marrow transplantation and haematology nursing, or to the development of this sphere of nursing.
- 3.2 Membership's terms and fee is for one year, 1st April to 31st March, valid from registration up to and inclusive of the next congress. Renewal of membership after one year will be at reduced rate.
- 3.3 Members who are not Registered Nurses are excluded from Board functions.
- 3.4 Members who are not Registered Nurses are excluded from voting at the Annual General Meeting.

### **3.5 Amendment (March 2000)**

**Associate Membership, will be available to non-European individuals and centres. An associate member has no voting rights and is not eligible for positions of the EBMT Nurses Board. Centre membership for non-European centres will also have the same restrictions. Individual members can function as ordinary members of working parties and participate and present data at the EBMT meetings, but finances for working parties will only be available within the geographical area of Europe.**

#### 4. *Term of Office*

- 4.1 Board members will be appointed for a period of 4 years. Board members are as follows:
- President
  - Vice-President
  - Secretary
  - Treasurer
  - Representative from the organizing country
- 4.2 Office holders may be re-elected.
- 4.3 The members of the board, including representative from organizing country, will be from at least three countries, with a maximum of two persons per country.
- 4.4 The organising country of the congress will appoint one nurse to join the board for a period of one year. This member will be in office for one year prior to the congress. The nurse should be able to communicate in English.
- 4.5 The EBMT Nurses Group will fund secretarial supplies.

#### **4.6/4.7 Amendment (March 2000)**

**4.6 The Vice Chair / President Elect will be appointed for a period of four years, but after 2 years would become Chairperson / President.**

**4.7 Resignation from board members - Board members who wish to resign must give written notice to all board members of a minimum of 3 months, but must complete the membership year.**

#### 5. *Honorary Officers*

The EBMT will elect from among its members a chairperson, a vice-chairperson, a treasurer and a secretary. To be elected, one has to first become a member.

#### 6. *Elections*

- 6.1 Honorary officers of the Board will hold office for one year. They are appointed by the organizing country.
- 6.2 Elections will be held every two years.  
The post of Chairperson and Treasurer will be elected together, followed two years later by the post of Vice-Chair and Secretary.
- 6.3 The Secretary will be responsible for organizing the elections.

#### 7. *Contact Persons*

The EBMT will appoint a contact person from each country, who will be responsible for the liaisons in that country. These contact persons must be a member of the EBMT Nurses Group.

## 8. *Meetings of the EBMT Members*

8.1 The members will meet once a year at the Annual General Meeting.

**Amendment (March 2000)**

**8.2 This meeting will be held during the EBMT conference.**

## 9. *Meetings of the EBMT Board*

9.1 The Board will meet at least twice a year.

9.2 The Board will have the responsibility of deciding the date, agenda and venue of the meeting and will make the necessary arrangements.

9.3 The EBMT Nurses Group Board may establish working parties as the need arises. These working parties must be supported by at least 20% of the members. Active members of the working parties must be EBMT members.

## 10. *Official Language*

The official language of the group will be English.

## 11. *Communication*

11.1 All official announcements and communication of the Group will be published in the EBMT Nurses Group Journal **Amendment (March 2000) or the EBMT Newsletter.**

11.2 Information may be published in other Journals once permission has been granted by the Chairperson.

## 12. *Finance*

12.1 All money raised in the name of the EBMT Nurses Group will be held in an account to be decided by the Board.

12.2 All money raised in the name of the EBMT Nurses Group will be forwarded to the Treasurer within 28 days of receipt.

12.3 Next to the Treasurer, the Chairperson will have access to the account(s) of the EBMT Nurses Group.

12.4 Copies of a financial statement will be presented to the members at each General Meeting.

## 13. *Address*

The address of the EBMT Nurses Group will be at the address of the Current Secretary of the EBMT Nurses Group.

## 14. *Amendments of the Constitution*

Proposals to amend the Constitution will be made to the Chairperson at least two calendar months before the next AGM meeting and will have the support of at least

10% of the Group. Details of the proposed amendment will be circulated with the agenda of the meeting.

Amendments to the Constitution must be agreed by at least two-thirds of the members of the Group present at the meeting.

#### 15. *Dissolution*

Dissolution of the Group will be agreed by at least 75 % of the members of the Group. Upon dissolution of the Group, all funds held in the name of the Group will be donated to another organization promoting blood and marrow transplantation nursing. This to be decided by a simple majority of those members present at the final meeting.

*Updated May 1<sup>st</sup> 2003 (MNiC)*