

Statutes of NOBOS

1. st Annual General Assembly of May 2016

§ 1 NOBOS as an organization

- The official name of this society is Nordic Society of Paediatric Oncology Nurses with the acronym NOBOS.
- NOBOS was founded as an organization at a meeting in Iceland in 1998.
- NOBOS is a non-profit organization and board members are volunteers.
- The official language of NOBOS is English.

§2 The aim of NOBOS

- To coordinate and develop knowledge in clinical paediatric haematology and oncology nursing care.
- To exchange ideas and inspiration to nursing research.
- To organize a biannual conference according to the conference manual
- NOBOS conference will take place every second year at the same time and place as the NOPHO annual meeting.
- The general assembly will take place every second year during the conference. Agenda for the general assembly will be present at the web www.nobos.org four weeks before the meeting. Suggestions has to be e-mailed to NOBOS chair at least two weeks in advance.
- Members of NOBOS can attend the general assembly

§3 NOBOS membership

- All nurses working in the field of paediatric haematology and oncology can be members of NOBOS.
- Membership fee is 20-euro pr. two year.
- Application form and pavement is electronic on the website www.nobos.org
- Members have access to the closed membership area at the web site

§4 NOBOS membership fund

- Besides being a part of a Nordic paediatric oncology-nursing network, members have the opportunity to apply for funding from the NOBOS membership fund to attend conferences, preferably members who submit an abstract.
- Members attend conference on reduced fee.
- Membership is automatically cancelled if membership fee are not paid for two consecutive periods of two years.

§5 The Board

- Only members of NOBOS can become members of the board. All board members are volunteers.

- Each country has three members elected for a six years period, with the possibility of re-election.
- New board members are elected nationally and approved by the board. A new candidate has the opportunity to join a board meeting as a trainee the year before he/she becomes an official board member.
- A new board member has to make sure that their managers support their work in the board. If needed a letter for the managers signed by the chairperson of NOBOS will be sent.
- A board member planning to leave the board has to make sure that a new board member will be elected.
- If a board member suddenly/unplanned leave the board the two other board members from the country has to make sure a new board member is elected.
- Former board members will receive a certificate to document their work in the board.

§6 Board meetings

- At least two board members from each country have to attend the board meetings.
- The board has a formal board meeting every year. The meeting takes place at the same time and country as the NOPHO annual meeting, preferably at the same place.
- During the joint NOPHO/NOBOS conference every second year the board will meet the day before the conference and have a short common boardmeeting with NOPHO
- Members of the organizing committee of the present conference have to attend the pre-conference meeting.
- A draft for an agenda for the board meetings has to be sent out by the chairperson four weeks in advance for comments and additions.
- The final agenda has to be e-mailed to all board members and has to be on the website-closed area for board members two weeks before the meeting.
- The board will also have two web-based meetings at every year in November and February. The agenda for the web meeting has to be sent out two weeks in advance.
- At the closed area in the web site for the board, full minutes and other relevant documents will be uploaded.

§7 Voting rules:

- If consensus is not possible, the decision is decided by voting.
- At least half of the board has to be present for the voting to be valid.
- Each member of the board has one vote.

§8 Chairperson of NOBOS

- The chairperson is elected for two years according to a country list at the board meeting between the conferences, every second year.
- Country list for chairperson:
 - *Iceland*
 - *Denmark*

- *Norway*
- *Finland*
- *Sweden*
- The present chairperson will announce the next chairperson at the conference gala Dinner.

§9 Secretary of NOBOS

- The secretary of NOBOS is elected for two years, with the possibility to prolong for two more years decided at the board meeting.

§10 Cashier / treasurer

- NOBOS has one cashier
- NOBOS has two accounts
- One account is separately for the membership fee.
- Conference surplus above 5000 euro is divided proportional between NOPHO and NOBOS.
- Conference accounting has to be e mailed to the chairperson and the cashier
- NOBOS gives out two poster prizes at the conference; one for best Clinical nursing care topics and one for best nursing research and each prize is at 125 euro.
- Two NOBOS members are elected at each NOBOS meeting general assembly to audit the accounts of NOBOS during the following two years.
- The audit will take place once a year or upon request of a minimum of two board members.
- The auditors examine the accounts, financial records and assets of the organisation and further ensure that the board follows the rules of NOBOS.
- The auditors generate a yearly audit report, which is to be emailed to the board before April 1th.

§11 NOBOS web site

- The NOBOS website is located at www.nobos.org
- The web group/ web master is responsible for developing and updating the web site but all board members are encouraged to provide the web site with useful information.
- The web has a public area, a closed area for members only and a closed area for the board.
- On the member area, members will find useful clinical information, conference abstracts as well as information from NOBOS such as synopses of minutes from the board meetings.

§12 RESOLUTION

- Decision to dissolve NOBOS can only happen after a decision by $\frac{3}{4}$ majority of two consecutive general assemblies.
- If such a decision should be taken half of the members must be present. If this condition is not present, the proposal shall be decided by ballot among NOBOS's members.
- In case of dissolution of the society, remaining funds will be donated to a Nordic organization for paediatric oncology selected by the outgoing board.

Adopted in Reykjavik, Iceland at the NOBOS conference May 28. – 31. 2016

Attachment - Guidelines for the various board positions

Tasks for the chairperson

- Chairing all the board meetings
- Has an active role in the arrangements of the next conference. If divergence the chairman has the last word regarding the conference program.
- Prepare the agenda for the board meetings.
- Prepare the common NOPHO/ NOBOS board meeting in collaboration with the NOPHO Secretary General.
- Arranging the board meeting between the conferences in collaboration with the local board members.

Tasks for the secretary

- Responsible for the minutes from the board meetings.
- Minutes are e-mailed to the board members for comments within 2 weeks after the meeting. Deadline for comments is one week. The secretary sends the updated version to all board members for final approval within one week.
- To post the minutes at the website in the closed web-area for board members only.
- To post a shorter version of the minutes on the website to the members, approved by the chairman.
- To update the board member list and forward it to the board members and the web master.

Tasks for the cashier

- Responsible for the financial issues of NOBOS
- He/she and another board member is authorized to sign all NOBOS accounts
- Accounting of the two NOBOS accounts.
- The accounting must be ready for the auditors in February.

Tasks for all board members

- Update webmaster about local news according to paediatric oncology nursing: nursing research, new PhD's etc.
- Responsible of informing nurses in home country about NOBOS, the website, membership, upcoming conference.
- Summarize conference evaluation forms.
- Organize board meeting between conferences.

- Ad hoc tasks; letters, applications etc. read applications for grants and select fund-receiver.
- Promote educational courses in paediatric haematology and oncology.

Tasks for the webmaster

- The administration of NOBOS members i.e. records and renewal of memberships is the responsibility of the webmaster.
- Responsible for arranging the web-meetings.