



**THE CONSTITUTION  
OF  
NIGERIAN CANCER SOCIETY  
(FOUNDED 1968)**

**(ADOPTED AS AMENDED OCTOBER 2017)**

## PREAMBLE

We members of Nigerian Cancer Society having realized the need to synergize efforts against cancer ravaging the Nigerian populace, do hereby make and give to ourselves the following constitution.

### **ARTICLE 1: THE SUPREMACY OF THE CONSTITUTION:**

This constitution is supreme and its provision shall have binding force on all members of the Society.

### **Article 2: NAME:**

The society shall be called Nigerian Cancer Society hereinafter called "The society"

### **Article 3: MOTTO:**

The Motto of the Society shall be; "United Against Cancer"

### **Article 4: SEAL AND SYMBOL OF THE SOCIETY:**

The seal and symbol of the society shall be 2 adjacent blue and red squares, the blue square will have plain map of Nigeria with a red crab lying centrally within it and the red square will have full name of the society written in white.

### **Article 5: OFFICE**

The National Headquarters of the Society shall be situated at the FCT, Abuja.

### **Article 6 VISION:**

A world where no Nigerian fear cancer.

### **Article 7: MISSION STATEMENT:**

The Nigerian Cancer Society is the premier global, community-based organization dedicated to facilitating the prevention, management, treatment, and control of cancer among Nigerians worldwide through cancer research, education, training, community engagement, community outreach, advocacy and service.

### **Article 8: VALUES:**

- Excellence
- Integrity
- Transparency
- Respect
- Innovation
- Inclusiveness
- Culturally sensitive care

### **ARTICLE 9: GOALS:**

- (a) To promote translational research across the cancer care continuum, including prevention, early detection, diagnosis, treatment, survivorship and end of life.
- (b) To educate the public on cancer prevention, management and control across the cancer care continuum.
- (c) To aid in the development of cancer care facilities for cancer prevention, early detection, diagnosis, treatment, survivorship and end of life in Nigeria.
- (d) To support and advocate for cancer research across the cancer care continuum.
- (e) To collaborate with Nigeria government entities in eliminating cancer among Nigerians.

- (f) To collaborate with other cancer societies, organizations and institutions local or international to foster the eradication of cancer globally.

## **ARTICLE 10: MEMBERSHIP**

Membership of the Society is open to all who are interested in Cancer prevention and control. They shall be person with the zeal to promote the mission and vision of the society.

### **10.1 MEMBERSHIP CATEGORY**

- i. Provisional members: Any person or organization that has completed membership form, paid and is pending approval by the National Executive Council.
- ii. Full members: Registered members who are up to date with their financial obligations to the association and have been approved by the National Executive Council.
- iii. Honorary members: Senior Members of the public who the congress deems fit to bestow such an honor due to their significant contributions to the society (including financial) and to the eradication of cancer in Nigeria.
- iv. Corporate membership: Organizations with corporate membership status up to date with their financial obligations to the association and have been approved by the National Executive Council. The privilege will include but not limited to free 5 (five) individual membership annual dues.
- v. International members: Registered members of the association who are not residing in Nigeria, are up to date with their financial obligations to the association and have been approved by the National Executive Council.

### **10:2 RIGHT OF MEMBER**

- i. There shall be freedom of thought and expression within the Society
- ii. No person shall be deprived of membership of the society on the grounds of sex, ethnic origin, religion or political belief.
- iii. Only financial members can vote and be voted for in any election

### **10:3: TERMINATION OF MEMBERSHIP:** Membership shall be terminated in one of the following ways:

- i. By resignation in writing to the chapter Secretary.
- ii. By expulsion, as in discipline

## **Article 11 OPERATIONAL STRUCTURE**

**11.1 THE NATIONAL EXECUTIVE COUNCIL (NEC):** shall be responsible for the overall coordination of activities of the association.

- i. There shall be established zones, local chapters and international chapters of the society for the purposes of coordinating local and international administrative activities of the association.
- ii. There shall be established, scientific advisory boards for the purposes of coordinating scientific and research activities of the association

### **11.2 COMPOSITION OF NATIONAL EXECUTIVE COUNCIL:**

Officers of the Society shall constitute the national executive council and shall include the following:

- a. President
- b. President Elect
- c. Zonal Vice Presidents

- North Central
  - North East
  - North West
  - South East
  - South South
  - South West
- d. International Vice Presidents
    - The Americas
    - Europe
  - e. Secretary General
  - f. Assistant Secretary
  - g. Treasurer
  - h. Financial Secretary
  - i. Publicity Secretary
  - j. Editor in Chief
  - k. The immediate past President and Secretary General
  - l. The immediate past Vice Presidents for the Americas and Europe
  - m. Chief Executive Officer: This is a non-elected member of NEC

### **11.3 FUNCTIONS OF THE OFFICERS:**

- A. The president shall preside at all general and executive meetings of the society. He shall be empowered to act on behalf of the executive council when necessary.
- B. The Vice Presidents (Zonal and international) shall synchronize activities of chapters within their zones and in the absence of the president, any of the vice presidents can preside at general and executive council meetings of the society.
- C. The Secretary General shall keep all records of the society and shall be responsible for conducting the correspondence of the society and for executing the decisions and directives of the executive council and A.G.M. He shall summon executive and annual general meeting on the directives of the president and the executive council.
- D. The assistant Secretary shall assist the secretary general in all his duties.
- E. The treasurer shall maintain the accounts of the Society, shall keep records of the investment and properties of the society. He shall also keep the bank cheques, passbooks and receipt books of the society.
- F. The Financial Secretary shall keep the financial records of the society and shall receive money and pay same to the Treasurer. The financial secretary shall give a report at the general meeting.
- G. Publicity Secretary shall be responsible for both internal and external publicity of activities of the society.
- H. The Chief Executive Officer shall statutorily be the chairman of the scientific advisory board and be responsible for day to day running of the secretariat of the association. He/She shall report directly to NEC.

**11.4 LOCAL CHAPTER:** shall consist of group of people affiliated to health institutions or a state of the federation who have come together under the umbrella of Nigerian cancer society.

- i. Formation of local chapter requires a letter to the president of the society notifying and seeking permission of the NEC to form such chapter.
- ii. Shall elect officers to run the chapter in line with the constitution of the society.
- iii. Shall form committees for execution of its activities in line with the constitution of the society
- iv. Shall work with zonal VP of their geo-political zones to promote the vision and mission of the society

**11.5 ZONES IN THE SOCIETY:** The zonal arrangement within the society shall be in line with the existing geopolitical boundaries in Nigeria

- i. The activities of each zone shall be coordinated by respective VP of the zones.

**11.6 INTERNATIONAL CHAPTERS**

- i. For co-ordination of the activities of Nigeria Cancer Society internationally.
- ii. Ensure that international meetings are properly organized and held internationally.
- iii. Attend NEC under the sponsorship of the international regions.
- iv. Continent Coordinators for international chapters.
- v. Engage and foster Memorandum of Agreements with international organizations and associations.

**11.7 ADVISORY BOARDS AND COMMITTEES**

- i. Board of Trustee
- ii. Scientific Advisory Board
- iii. Standing Committees
  - a. Clinical Care
  - b. Patients' support
  - c. Education & Training
  - d. Research
  - e. Advocacy
  - f. Fund Raising
  - g. Transparency and Accountability
- iv. Ad-Hoc Committees
  - a. Committee for appointment of Chief Executive Officer
  - b. Nominating Committee
  - c. Strategic Plan
  - d. Constitution

**11.8 SPECIAL INTEREST GROUPS:** Group of individuals with interest in specific aspect of cancer care shall be referred to as special interest groups. Such group include but not limited to; patient support group, psycho-oncology group, gynae-oncology group, surgical oncology group.

- i. A member will apply to NEC in writing requesting permission for formation of a specific interest group stating clear goals and objectives of such group.
- ii. Minimum of 10 members must have been indicated interest to be members of such group before such application can be considered by NEC
- iii. The execution of the activities of such group is the sole responsibility of its members.

- iv. NEC will have oversight function on the activities of the group to ensure it remain within set objectives.

**11.9 CHIEF EXECUTIVE OFFICER:** There shall be a chief executive officer of the society which shall be appointed by NEC, through a specially constituted committee upon ratification by AGM.

- i. NEC will advertise for the post to be filled by a scientist with administrative prowess
- ii. NEC will appoint a suitably qualified applicant upon ratification by the AGM.
- iii. NEC reserves the right to terminate such appointment upon ratification by the AGM

**11.10 BOARD OF TRUSTEES:** There shall be trustees of the Society to a maximum of 7. One which must be from each of the six geo-political zones of the country. These shall be drawn from eminent persons of proven integrity who are willing to promote the aims and objectives of the society, assist in securing funding for the society, and shall be entrusted with the properties of the Society.

**11.11 GRAND PATRONS:** The society shall have a Grand Patron who shall be a prominent citizen of the Federal Republic of Nigeria.

Duties: Shall advice the Society when necessary and should be invited to activities of the society.

## **ARTICLE 12: MEETINGS:**

### **12.1 ANNUAL GENERAL MEETING:**

- i. There shall be annual meeting at a date and place specified on the recommendation of the executive council this should statutorily be last week of October.
- ii. AGM shall be designated election year or non-election year AGM depending on if election is due for the AGM
- iii. Non-election year AGM shall be rotated in sequence between the zones.
- iv. The chapter (or Zone) that hosted a non-election AGM automatically reserves the right to produce the president for the immediately following election year AGM
- v. No zone shall produce president without prior hosting of non-election year AGM
- vi. All election year AGM shall hold in Abuja until such a time when the society is deemed well established.
- vii. Election committee shall be appointed during all non-election year AGM to conduct the election for the next election year AGM
- viii. Conference committee shall be appointed during all non-election year AGM to execute the International Biennial scientific conference of the society
- ix. It shall be the function of the A.G.M. to approve or ratify the actions of executive council.

### **12.2 EMERGENCY GENERAL MEETINGS:**

- i. An emergency general meeting shall be called at the request in writing of at least twenty members from at least three zones. Quorum for meeting shall be by simple majority of members present.

### **12.3 International biennial SCIENTIFIC CONFERENCE:**

- i. There shall be biennial scientific conference every two years.
- ii. The international biennial scientific conference shall hold in Abuja until such a time when the society is deemed well established

- iii. It shall be the function of scientific advisory board to organize the conference.
- iv. The conference planning committee shall work hand in hand with the secretariat in executing the conference

**Article 13: NIGERIAN CANCER SOCIETY JOURNAL:** There shall be a medical journal of the society.

**13.1 Name:** The name of the Journal shall be the African Cancer Discoveries Journal (ACDJ)

**13.2 Ownership:** The Journal shall be owned by the Nigerian Cancer Society.

**13.3 Aims of the Journal:** Subject to the provision of this constitution, the aims of the Journal shall be:

- i. To provide a medium for the dissemination of cancer research discoveries.
- ii. To serve as a forum for the dissemination of conference proceedings.
- iii. To serve as a medium for cancer special topics that is of immediate benefit to Nigerians.

#### **13.4 Functionaries of the Journal**

##### **i. The Editor-in-Chief**

- a. The Editor-in-Chief shall be elected at the AGM to serve a single term of five (5) years.
- b. Persons to be elected as Editor-in-Chief shall be of an academically sound background with an impeccable character.

##### **iv. Assistant Editor-in-Chief**

- a. There shall be two (2) Assistant Editor-in-Chief to be elected at the AGM
- b. They shall have tenure of two (2) years, renewable to a maximum of two (2) terms.
- c. Persons to be appointed as Assistant Editor-in-Chief must be academically sound and of unquestionable character.

##### **v. Editors**

- a. There shall be Six (6) Editors to be elected at the AGM, reflecting various aspects of cancer advocacy, prevention, diagnosis, treatment etc.
- b. They shall have tenure of two (2) years, renewable to a maximum of two (2) terms.

##### **vi. Sectional Editors**

- a. There shall be one (1) Sectional Editors for each of the various aspect of cancer advocacy, prevention, diagnosis, treatment etc
- b. They shall have tenure of two (2) years, renewable to a maximum of two (2) terms.

##### **vii. Editorial Board**

The editorial board shall consist of the following:

- a. Editor-In-Chief as Chairman
- b. Assistant Editors-In-Chief
- c. Editors

- d. Sectional Editors
- e. The Editor-In-Chief shall appoint the Secretary to the editorial board from among the assistant Editors-In-Chief.

**viii. Editorial Advisers**

Editorial advisers shall be appointed by the editorial board. They shall serve a term of three (3) years each, and shall be eligible to one other term only. There shall not be less than ten (10) editorial advisers, spread across regions and profession as much as possible.

**13.5 Management of the Journal**

The editorial board shall be vested with the management, including production and sales of the journal in accordance with section 12.6 below; shall meet every six (6) months. The meeting shall be called by the secretary of the editorial board in consultation with the Editor-In-Chief. Twenty percent (20%) of members including the Editor-In-Chief or the secretary of the editorial board shall form a quorum. In his absence, the Editor-In-Chief shall delegate the responsibility of chairing the meeting to any member of the Board.

**13.6 Duties of Functionaries of the Journal**

**i. Editor-In-Chief**

- a. The Editor-In-Chief shall maintain an editorial office.
- b. The Editor-In-Chief shall receive manuscripts for the Journal, and shall be responsible for obtaining assessments regarding the suitability or otherwise of such manuscripts for publications.
- c. He shall make a written progress report including financial report to every AGM.
- d. He shall prepare annual, and when necessary, supplementary budget(s) for the journal which shall first be vetted by the editorial board and approved by the executive council.

**ii. Secretary of the editorial board**

- a. The Secretary of the Editorial board shall assist the Editor-In-Chief in recruiting manuscripts, in-house review of manuscripts, and reading of Galley proofs, among others.

**iii. Assistant Editor-In-Chief**

- a. The Assistant Editor-In-Chief shall assist the Editor-In-Chief in the production of the journal and one of them may be asked to deputize for him, subject to confirmation by the executive council whenever such an action is to last up to a year or more. They shall also assist in reading and correcting proofs of the journal.

**iv. The Editorial Advisers**

The Editorial Adviser shall:

- a. Ensure strict adherence to the objectives of the journal.



- b. Advise the Editor-In-Chief in all other matters relating to the efficient running of the journal.

**v. Editors/Sectional Editors**

The Editors and Sectional Editors shall assist with review of manuscripts relevant to their area of profession or specialty, and advise the Editor-In-Chief on matters relating to the day-to-day running of the journal.

**13.7 PUBLISHER**

A reputable publisher shall be contracted by the editorial board as the need arise.

**Article 14 ELECTIONS**

**14.1 Election OF OFFICERS:**

- i. All members of the executive council (Except the Chief scientific officer) are elected every two years by voting at the annual general meeting at which election of officers is on the agenda.
- ii. Notice of election must be circulated at least eight weeks before the meeting.
- iii. Only members who have been in a good financial standing for at least twelve months shall be eligible to vote and be voted for.

**14.2 TERM OF OFFICE:**

- i. The president shall hold office for two years in the first instance and shall NOT be eligible for second term.
- ii. Every elected officer, except the president shall hold for two years in the first instance and shall be eligible for second term only. Thereafter, he/she shall not be eligible for election to that office until a period of at least two years have elapsed.

**14.3 REMOVAL FROM OFFICE:**

An officer may be removed from office at the annual general meeting on grounds of failure to attend two consecutive executive meetings without an acceptable explanation or excuse or for gross misconduct and negligence of duties of the office or death/Incapacitation or resignation.

**14.4 REPLACEMENT:**

Following removal from office, death or incapacitation, an officer shall be replaced by election or nomination supported by more than 2/3 majority of financial members present

**Article 15: FINANCES:** The society shall be financed as follows:

**15.1: Membership**

- i. Individual membership registration: Annual registration fee of N5,000 shall be paid by individuals wishing to be member of the society. A lower amount may be approved by the NEC based on individual cases, due to financial constraints.
- ii. Lifetime membership registration: The registration fee for lifetime membership of the society is N50,000.
- iii. Corporate membership registration: Annual registration fee of N30,000 shall be paid by organizations wishing to be member of the society.
- iv. NCS International Membership Fee (explore using Paypal)

- a. NCS International clinicians and scientists – Lifetime Membership Regular price of \$1,000;
  - i. \$500 (50% off) if paid by December 1, 2017
- b. NCS International clinicians and scientists – Annual Membership Regular price of \$50;
  - i. \$25 (50% off) and Y2018 free if paid by December 1, 2017
- c. NCS International students and trainees– Annual Membership Regular price of \$10;
  - i. \$0 (100% off) and Y2018 free if registered by December 1, 2017
- d. NCS International Corporate Annual Membership \$500 Annually (Includes free membership for 5 people)

**15.2** Funds raised by the society from various activities, these activities shall include but not limited to the followings:

- i. Annual conferences: The society's conferences shall be executed in such a manner as to generate funds for the society
- ii. Journals: publication and distributions of the society's journal shall be in such a manner as to generate funds for the society
- iii. Social sales: sales of items customized with society's logo
- iv. Race for Cancer: An annual national race to raise awareness and fund for cancer outreach programs.

**15.3** Grants from individual, public and private organizations

**15.4** Accounts: The society shall maintain, but not limited to the following accounts

- i. General Account: This shall be the account into which membership related funds and the share dividends of the society are paid. The signatories to the account shall be the president, secretary and the treasurer, with the president being the principal signatory.
- ii. Conference account: This shall be the account into which all funds related to the society's annual conferences are paid. The signatories to the account shall be the president, the chairman and the treasurer of conference organizing committee
- iii. Journal account: this shall be the account into which all funds related to the society's journal are paid. The signatories to the account shall be the president, editor in chief and assistant editor in chief.

#### **Article 16: APPOINTMENT OF AUDITORS**

- i. Auditors for the accounts of the society shall be appointed by the executive council subject to ratification by the AGM.
- ii. The accounts of the society shall be audited annually and the report presented to the annual general meeting.

#### **Article 17: REGISTRATION**

The society shall be registered with the federal government of Nigeria as a voluntary non-profit organization.

#### **Article 18: AMENDMENT OF THE CONSTITUTION**

The constitution of the society shall be amended by a two thirds majority vote of members present and voting at annual general meetings. Notice of amendment at least six months prior to the next A.G.M.

**MEMBERS OF THE CONSTITUTION REVIEW COMMITTEE**

| <u>Name</u>             | <u>Position</u> | <u>Signature</u> |
|-------------------------|-----------------|------------------|
| Prof. Haruna A. Nggada  | Chairman        |                  |
| Prof. Ofeoma Okoye      | Vice Chairman   |                  |
| Prof. Folakemi Odedina  | Member          |                  |
| Mr. Gbenga Adejuwon     | Member          |                  |
| Mrs. Kareemah Suleiman  | Member          |                  |
| Mr. Runcie C.W. Chidebe | Member          |                  |
| Dr. Ishak Iwal          | Secretary       |                  |