



Advances in Neuroblastoma Research Association (ANRA)

By-Laws

(Amended September 2012)

1. Aims

The aims of the Advances in Neuroblastoma Research Association (ANRA) are to understand the pathogenesis of hereditary and sporadic neuroblastoma, as well as to improve the diagnosis, treatment, and outcome of patients with neuroblastoma, through the advancement and integration of laboratory and clinical research.

2. The ANR Meeting

The ANR meeting is generally held every two years. The venue is decided at the ANR meeting four years before. The ANRA is organized into three regions: 1) Europe, including Russia (EU); 2) North, Central and South Americas (AM) and 3) Asia, Australia and Africa (AA). The order of the meeting location is as follows: AM→EU→AA. The format of the meeting is organized under direction of the Local Chairperson and Local Organizing Committee, with assistance from the Steering Committee.

3. Membership

- A. **ANRA Members.** Membership in the ANRA is open to any laboratory scientist, clinician or professional in the health-related specialties, as well as post-docs, fellows, students, nurses, and parents. Candidates for membership from a region may be self-nominated or nominated by others. There are Full Members and Associate Members of the ANRA. To apply for membership, a CV and/or brief description (no more than 1 page) of the applicant's work related to neuroblastoma (basic, translational, clinical), should be submitted to the respective Regional Chair. Applications for membership (Full and associate) will be reviewed and approved by the respective Regional Advisory Board (Regional AB). The Regional AB will determine if an applicant qualifies for a full or Associate Membership.
- B. **Full Members.** Full Members are physicians, nurses, and/or investigators from Instructor to Professor in rank or position with a professional degree (MD, PhD, MD-PhD, or equivalent), who are at least 5 years from receipt of their professional degree. Only Full Members can vote, and only Full Members are required to pay dues.
- C. **Dues.** Membership dues are \$200 for 2 years, to be paid once every 2 years. Full Members from developing countries may obtain an exemption from paying dues with an appeal letter to the ANRA President. The ANRA Steering Committee will review the letter. Associate Members are not required to pay dues.

- D. **Benefits of Full Membership.** Full Members will have the following benefits:
- Sponsorship abstracts for ANR meetings. Abstracts submitted by Associate Members or non-member attendees require sponsorship by a Full Member. There is no limit on number of abstracts that can be sponsored by a Full Member.
 - Full access to ANRA membership pages on the website.
 - Ability to vote for Regional AB members.
 - Eligibility to run for election and serve as a Regional AB member.
 - Early access information about future ANR meetings, and have input into future meeting content.
 - Ability to nominate individuals for Lifetime Achievement Awards.
 - Ability to link/post research accomplishments and interests to the ANRA website.
- E. **Associate Members.** Associate Members are junior faculty (less than 5 years from their professional degree), post-docs, fellows, students, and nurses, as well as interested parents.
- F. **Membership List.** The President and the Secretary will be responsible for maintaining a current list of members.

4. Organization of the ANRA

The ANRA is comprised of Full and Associate Members and the following bodies: 1) the ANRA Steering Committee (SC); 2) the full ANRA AB, consisting of the three Regional ABs (AM, EU, AA); and 3) a Local Organizing Committee, led by a local Chairperson. All decisions requiring a vote shall be made by a quorum of the particular ANRA body. A quorum is constituted if 50% or more of the members of the SC, AB or Regional Abs, respectively, are present.

Steering Committee (SC). The SC is composed of 13 members: 3 Presidents (Past, Current, Incoming); 3 Regional Chairs (one each from the EU, AM, and AA Committees); 3 Regional Representatives (one each from the EU, AM, and AA Committees); 2 Local Chairpersons (one from the current meeting, one from the upcoming meeting; non-voting); a Secretary-Treasurer (non-voting), and a Webmaster (non-voting).

The SC discusses important issues concerning the ANRA and makes proposals for formalized action to the full AB. The SC supports the work of the President. Examples include the By-Laws, the ANRA organization, the meeting venue, elections, funding, the program and abstract scoring-for the ANR meeting, publications, and prizes to be awarded.

- A. **Presidents.** The region from which the President is nominated rotates every election (EU, AM, AA). Members of the SC and the relevant Regional AB nominate candidates for the incoming President. The incoming President is elected by the members of the SC and the full AB (majority vote). The current President and the Secretary manage the election of the incoming President. The President has a 6-year term: 2 years as incoming President, 2 years as current President, and 2 years as past President. The President cannot be re-elected. The responsibilities of the President include: 1) preparing the agenda and chairing SC and AB meetings; 2) managing the election of the secretary; 3) maintaining the rosters and terms for the SC and the Regional ABs members, with the assistance of the Secretary; 4) co-ordinating the Regional Chairs to undertake elections for AB and SC members. Additional responsibilities for the President that could be included are: 1) securing and collating nominations for the Incoming President; 2) liaising with the relevant Regional Chairperson regarding nominations for the next ANRA meeting site; and 3) appointing

the Webmaster.

- B. **Regional Chairs.** A Regional Chair is nominated and elected by each Regional AB. The Regional Chair represents their region at the SC meetings. The Regional Chair has a 6-year term and cannot be re-elected. The Regional Chair must be elected during their first 6 years on the AB, so they do not exceed the 12-year term limit on AB membership. Other responsibilities of the Regional Chairpersons include: 1) preparing the agenda and chairing Regional AB meetings; 2) managing the election of the future Regional Chairs and Regional Representatives of the Regional AB; and 3) reviewing and approving prospective ANRA members (Full and Associate Members) from the Region; 4) collecting opinions regarding the format and content of ANR meetings, and presenting them to the SC; 5) presiding over the nomination of candidates from the Region for Lifetime Achievement Awards.
- C. **Regional Representatives.** A Regional Representative is nominated and elected by each Regional AB. The Regional Representative represents their Region at the SC meetings, and assists the Regional Chair with future elections for Regional Chair or Regional Representative and AB members. The Regional Representative has a 6-year term and cannot be re-elected. The Regional Representative must be elected during their first 6 years on the AB, so they do not exceed the 12-year term limit on AB membership. Other responsibilities of the Regional Representatives include: 1) Assisting with the review of potential Members; 2) collecting opinions regarding the format and content of ANR meetings and presenting them to the SC.
- D. **Secretary-Treasurer.** The Secretary-Treasurer is nominated and elected by the SC and the entire AB. The Secretary-Treasurer has a 6-year term and can be re-elected once. The responsibilities of the Secretary-Treasurer include: 1) taking minutes of SC and AB meetings; 2) assisting the current President with election of the new President; and 3) maintaining current version of Bylaws, and making official changes in the Bylaws, as approved by the SC and AB; 4) maintaining a current list of all full and associate members; 5) maintaining a record of dues payment by Full Members.
- E. **Webmaster.** The current President appoints the Webmaster. The Webmaster has a 6-year term and can be re-elected once. The Webmaster will arrange for the maintenance of the ANRA website (www.ANRmeeting.org) and on the website list meeting venues, meeting proceedings, abstracts, and photographs on the ANRA website. The Webmaster will also post current versions of the ANRA membership list, as well as minutes from the SC and AB meetings, and the current bylaws on the ANRA website. Some web content will be restricted to Members of the SC and AB only.
- F. **Local Organizing Chair.** The local Organizing Chair leads the local Organizing Committee and is responsible for organizing the biannual ANR meeting (see below). The local Organizing Chair from the current and upcoming meetings are non-voting members of the SC.
- G. **Full Advisory Board (AB).** The full AB has 36 elected members and is composed of the membership of the 3 Regional AB's (12 members from each region). The term of an AB member is 6 years, and an AB member can be re-elected once. The total term on the AB cannot exceed 12 years. The terms of the AB members are staggered so that elections are held for four positions in each regional committee every 2 years. The Regional Chair is a representative of the Regional AB and manages the election of the Regional AB

members. The Regional Representative also represents the Region at the SC. All Full Members of a particular region (EU, AM, or AA) vote for AB members of their region, but only the Regional AB members vote for the Regional Chair and Regional Representative for their region. All 36 members of the three ABs vote for the new ANRA President. Duties of the AB include: 1) review and approval of proposals from the SC (majority vote of the quorum required); and 2) abstract review and scoring for the biannual meeting.

- AB meetings will be held at the biannual ANR meetings
- Special meetings of the AB may need to be held, if requested by the President or by 6 or more AB members. If requested, a meeting must be held within three months. Such meetings may be held by e-mail, video conference or other efficient electronic means, as well as in person.
- Term of Regional Chair and Regional Representative is 6 years.

Regional ABs. The Regional AB's (EU, AM, AA) consist of 12 Full ANRA Members from that region. The Regional AB members are nominated by the Full Members from that Region. All Full Members from the region are eligible to vote for Regional AB members. The members of the Regional AB are elected by a simple majority. In turn, the members of the regional AB elect the Regional Chairperson and the Regional Representative. The Regional Chairperson and the Regional Representative of each regional AB are members of the SC. The roles of the Full Members from the Region include nomination and election of the Regional AB members (4 members every 2 years, and replacements if an AB member rotates off before finishing their term). Proposals for new Regional AB members can be made by self-nomination or nomination by another Regional member. The Full Members of each region (EU, AM, AA) represent the voting body of their Region. Once a list of candidates for AB membership is generated, the Regional AB will be responsible for selecting up to 8 candidates (for 4 positions) from the list of candidates identified by the members from the Region. The Regional Chair is responsible for coordinating the election amongst all Full Members from the Region. The 4 candidates receiving the most votes will become the new Regional AB Committee members for a 6-year term. The Regional AB is responsible for: 1) soliciting possible venues and local chairpersons to host the ANR meeting, 2) reviewing and approving ANRA membership (Full and Associate Members) from the Region; 3) coordinating elections for Regional Chair and Regional Representative; and 4) identifying candidates for a new ANR President from the Region, every six years.

Local Chairpersons and Organizing Committee. Persons interested in hosting the biannual ANR meeting and becoming the Local Chairperson should complete the ANR Venue Application Form and submit the application to the Regional AB Chairperson together with other supporting documents that would be helpful in assessing the appropriateness of the individual and the site for hosting a future ANR meeting. This must be provided to the Regional AB and to the President 2 months ahead of the next biannual ANR meeting.

Persons interested in hosting the meeting will make a formal presentation at the full AB meeting (at a biannual ANR meeting) 4 years prior to the proposed ANR meeting date. SC and AB members will vote to elect the Local Chairperson (and their proposed site). The Local Chairperson is responsible for organizing the ANR meeting and generating sufficient revenues from registration fees and outside sources to finance the meeting. The Local Chairperson will be responsible for convening a local Organizing Committee to assist with the planning of the meeting and associated events. The Local Chairperson will work with the members of the SC to develop the scientific program for the ANR meeting.

The current SC will advise and assist the Local Chairperson and Local Organizing Committee with the overall planning and organization of the next ANR meeting, including: decisions concerning the number of oral or poster presentations, suggest speakers and topics for plenary sessions, workshops to be held before or after the ANR

meeting itself, and structured time for the SC and AB to convene and discuss ANR business including future venues for the meeting.

5. Funding

The ANRA accepts voluntary contributions for the funding of its activities. However, starting in 2012, dues will be collected from Full Members of the ANRA to help sustain the meetings and provide honoraria for award recipients.

6. Awards

A Lifetime Achievement Award will be given every two years to a suitable recipient at the biannual ANR meeting. Candidates for this award will be suggested by the Regional AB's and submitted to the President and the SC. Nomination should include a CV, as well as a cover letter describing the major contributions of the candidate to the field of neuroblastoma research. A vote will be taken by the SC and full AB (regional AB's from the EU, AM and AA), and the recipient will be decided by a simple majority of the vote. Members of the SC or AB that are being considered for this award must recuse themselves from deliberations. The recipient will receive a plaque or trophy, and a \$1,000 US honorarium. The recipient will also deliver an acceptance talk at the ANR meeting (if possible).

Best Abstract Awards will be given for the best abstract at each ANR meeting in the following categories: Basic Research, Translational Research, and Clinical Research. Awards will be selected by the Local Organizing Committee, with the assistance of the SC. The Award for Best Clinical Research Presentation will be called the Audrey Evans Prize. The 3 recipients for the best oral presentation in each category will each receive a \$500 dollar honorarium. The 3 recipients for best poster in each area will receive free registration at the next biannual ANR meeting.

7. Communication

Questions discussed and decisions reached by the SC and AB are communicated to the ANRA membership via the home page on the Internet (www.ANRmeeting.org) and/or by e-mail. Minutes from the SC and AB meetings will be posted, but they will only be accessible to SC and AB members. Similarly, the ANRA By-Laws will be available only to Full Members. Venues, programs and pictures from prior meetings will be posted and available to anyone visiting the site. Abstracts from meetings will be posted, beginning with the 2012 meeting, and they will be available to anyone visiting the site. A mechanism will also be established on the website for donations to be given to the general ANRA Fund to support meetings, honoraria and operation.