

 Danish Cancer Society

# Statutes



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The Danish Cancer Society was founded in October 1928



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## § 1 Name and location

**Para. 1.** The name of the Society is Kræftens Bekæmpelse (the Danish Cancer Society).

**Para. 2.** The Danish Cancer Society's registered headquarters are in Copenhagen.

## § 2 Purpose

**Para. 1.** The purpose of the Cancer Society is to fight cancer.

**Para. 2.** The Cancer Society ('the Society') shall endeavour:

- to prevent the onset of cancer,
- to increase the potential for cures and
- to alleviate the physical, psychological and social impacts of cancer.

## § 3 Spheres of activity

**Para. 1.** The Society's spheres of activity include research, education, increasing awareness, prevention, patient and relatives support and formulating cancer policies both within these areas and within the fields of diagnostics and treatment.

**Para. 2.** The Society undertakes its prescribed tasks by means of:

- its own activities, including research.
- collaboration with relevant national and international public, voluntary and private partners.
- political influence at local, regional, national and international levels.

**Para. 3.** The Society shall, in its activities, work to develop, expand and strengthen the wider community's overall efforts to fight cancer – which shall include initiating new measures – without thereby replacing the activities of the public sector itself.

**Para. 4.** In all its activities, the Society shall endeavour to ensure that each individual is capable of assuming their natural responsibility for their own situation in relation to the prevention and early diagnosis of cancer, as well as for their treatment and for their rehabilitation following cancer.

## § 4 Division of responsibilities

**Para. 1.** The Committee of Representatives debates and approves the long-

term objectives and plans of the Society and contributes to the ongoing development of the Society's activities.

**Para. 2.** The Central Board debates and approves the overall policy strategies for the Society's key areas of activity, including those resulting from meetings of the Committee of Representatives.

The Central Board establishes the delineation of the Society's activities within specific areas and how these are prioritised.

The Central Board establishes, by means of procedural rules, the various management responsibilities.

**Para. 3.** The Executive Committee is responsible for the day-to-day policy direction of the Society.

**Para. 4.** The CEO is responsible for the day-to-day management of the Society.

## § 5 Membership

**Para. 1.** Members of the Society may be admitted either as individuals or as families within the same household. Institutions, companies and organisations may also be admitted.

**Para. 2.** The membership fee for individuals and families for the following financial year is determined at the Annual General Meeting of the Committee of Representatives. The fee for institutions, companies and organisations whose membership is collective is determined by agreement between the relevant member and the Society.

**Para. 3.** Persons elected to the boards of local units, regional committees, the Presidium or the Central Board shall be members of the Society.

**Para. 4.** Other voluntary work for the Society does not require membership.

## § 6 Local units

**Para. 1.** A local unit comprises those members of the Society residing in a particular municipality. A local unit may incorporate more than one municipality.

- Para. 2.** Local units which decided before the end of 2006 to continue as local units based upon pre-2007 municipal boundaries, and which have a liaison committee, may do so, provided that:
- all the Society's members in the municipality are guaranteed the opportunity to participate in the Annual General Meeting of the unit.
  - the liaison committee is the Society's recognised local political body within the municipality.
  - the chairperson of the liaison committee is recognised as the chairperson of the Society in the municipality and its spokesperson on political issues.
- Para. 3.** The functions of local units are within the context of the function categories:
- to assist in carrying out the Society's policies in relation to cancer-related issues.
  - to contribute to the maintenance of contact and collaboration with the local municipality in relation to cancer-related issues.
  - to disseminate information about the Society's work and its results, with the aim of promoting the fight against cancer.
  - to undertake local activities, including fundraising, information, prevention and patient support activities within the frameworks established by the Central Board.
  - to ensure accessibility for members.
  - to safeguard the interests of local citizens and members of the Society.
- Para. 4.** The Annual General Meeting is held every year before the end of March and is announced at least 14 days in advance by publication in or through relevant media/communication channels. The Annual General Meeting can be announced via advertising in local papers, via the Society's website, in a letter or e-mail to the members or by combinations of the above.

Resolutions to the Annual General Meeting (AGM) must be sent to the chairperson of the local unit at least 8 days before the AGM.

The agenda for the AGM must include at least the following:

- 1) Election of a Chair.
- 2) The committee shall report on the year's activities for approval.
- 3) The audited accounts shall be submitted for approval.
- 4) Debate and approval of the association's plan of action for the coming year.

- 5) Election of committee members including substitutes.
- 6) Selection of auditor and substitute if applicable.
- 7) Resolutions received.
- 8) Any other business.

The local unit is headed by a committee usually consisting of 5-7 members elected directly by the unit's own members at the AGM, in accordance with Para. 1.

The AGM may grant exemptions from the residency rule. When nominating candidates for positions on the committee, the committee strives to ensure that different skills and backgrounds, including diverse geographical locations, are represented. Any members who have not paid their subscription by the time of the AGM may not be elected and may not vote. Voting by proxy is not permitted. Family membership provides eligibility both for election to and voting rights for the committee of the local unit for a maximum of two family members.

The election period is 2 years. Every year, around half of the places on the committee are open to election. Re-election is permitted.

- Para. 6.** The committee elects its own chairman and treasurer, who must represent different households. In the event of a member moving to another municipality, the member can remain a member of the committee for the remaining part of the election period.
- Para. 7.** The committee establishes its own rules of procedure.
- Para. 8.** The committee is responsible for the promotion and coordination of volunteered activities in the municipality.
- Para. 9.** The committee can establish local task forces and activity groups working independently but accountable to the committee.
- Para. 10.** The committee finances its local activities through local collections, donations, sponsors and public grants within the Society's ethical guidelines. It is possible for the local unit to receive financial support in accordance with the guidelines established by the Central Board. The Central Board determines the maximum funds that can be held in a local association's account.

**Para. 11.** Financial contributions are to be used in accordance with the wishes of the donor or for the purpose of the collection. Sums collected as part of a national campaign are sent to the national HQ.

**Para. 12.** The local unit may not provide financial support to individuals, or to research or for activities that are normally undertaken by public bodies. The local unit may not hire staff. Leasing contracts may be entered into with the agreement of the Regional Office.

**Para. 13.** The local unit is to provide a financial statement of income and expenditure for each calendar year in accordance with the applicable rules and instructions as determined by the Society's auditor for the provision of local unit financial statements. The audited accounts are to be forwarded to the Society for approval before the end of March.

**Para. 14.** The local unit can be legally bound by its chairman in conjunction with the treasurer or by 3 members of the local unit's committee in conjunction.

## § 7 Regional Committee

**Para. 1.** Each of the 5 regions has a Regional Committee.

**Para. 2.** The duties of the Regional Committee are:

- to assist in carrying out the Society's policies with regard to cancer-related issues at the regional level.
- to provide information about the Society's work and its results with the aim of promoting the fight against cancer.
- to inform the region's local units as well as the Central Board about regional cancer-related issues.
- to seek to collaborate with potential user panels or similar bodies within the region.

**Para. 3.** The Regional Committee consists of 5-9 members resident in the region and 2 substitutes elected from the Society's membership resident in the region. When drawing up the candidates, account must be taken of the need for the necessary insight as well as professional and geographical diversity to ensure that the committee's tasks can be fulfilled.

An election meeting, that should preferably be held within a period of two months after the Annual General Meeting of the Committee of Representatives, elects 5-9 members and 2 substitutes. The election meeting may grant exemptions from the residency rule. Two representatives of each local unit or liaison committee in the region and regional committee members have the right to vote. The election meeting is announced no later than 2 weeks before the meeting.

The Regional Committee selects its own chairperson and vice-chairperson. The Committee determines its own rules of procedure.

In the event of a member moving to another region, the member can remain a member of the Regional Committee for the remaining part of the election period.

- Para.4.** The agenda for the election meeting must include the following:
- 1) Election of a Chair.
  - 2) The Regional Committee shall report back on the year's activities for approval.
  - 3) Debate and approval of the Regional Committee's plan of action for the coming year.
  - 4) Election of Regional Committee, including substitutes.
  - 5) Resolutions received.

## **§ 8 Collaboration between local units, regional committees and regional Central Board members**

The Central Board shall ensure that collaboration with municipalities and regions on cancer-related issues takes place, and shall coordinate the Society's efforts in this direction. One way in which this can occur is through an annual meeting (not the election meeting) between the region's local unit chairpersons, the heads of the liaison committees, the Regional Committee and Central Board members resident in the region.

## **§ 9 The governing bodies of the Danish Cancer Society**

- Para. 1.** The Society's governing bodies are:
1. The Committee of Representatives.
  2. The Presidium of the Committee of Representatives.
  3. The Central Board.
  4. The Executive Committee.



## §10 Committee of Representatives

- Para. 1.** The Committee of Representatives is the Society's highest authority.
- Para. 2.** The duties of the Committee of Representatives are to:
- determine the Society's statutes.
  - debate and approve the long-term objectives and plans for the Society's coming activities.
  - elect the Presidium, Central Board and auditor.
  - approve reports and annual accounts.
  - determine the membership fee.
- Para. 3.** The Committee of Representatives consists of:
- representatives from the Society's local units. Every local unit has the right to two representatives selected by the unit's committee. For every 1,000 members, a local unit may select a further representative.
  - 2 representatives for each regional election.
  - members of the Presidium of the Committee of Representatives.
  - members of the Central Board.
- Para. 4.** The Central Board establishes relevant guidelines for the participation of guests.
- Para. 5.** The Annual General Meeting of the Committee of Representatives is held every year before the end of May.

The agenda for the Annual General Meeting of the Committee of Representatives must at least include the following:

- 1) The Central Board reports on the year's activities for approval.
- 2) Presentation and approval of the audited annual accounts as submitted by the Central Board.
- 3) Establishment of membership fees for individuals and families for the following financial year.
- 4) Election of the Presidium of the Committee of Representatives.
- 5) Election of the Central Board.
- 6) Election of auditor.
- 7) Dealing with cases, including debate and approval of the Society's long-term objectives and plans and the Society's objectives and plans for local units and regional committees brought to it by the Presidium or the Central Board, or cases notified to it by a member of the Committee of Representatives at least 5 weeks beforehand.

Notification must be given in writing to the Chairperson of the Society.

8) Any other business.

Dealing with cases brought to it by the Presidium or the Central Board, or cases notified to it by a member of the Committee of Representatives at least 5 weeks beforehand. Notification must be given in writing to the Chairperson of the Society.

## § 11 The Presidium of the Committee of Representatives

The Committee of Representatives is led by a Presidium consisting of a President and two Vice-Presidents, who are elected for a three-year period at the Annual Meeting of the Committee of Representatives. One of the three members of the Presidium is elected every year. Re-election is permitted, although no more than twice. Members of the Presidium cannot at the same time be members of the Central Board or be employees of the Society. Members of the Presidium are entitled to participate in meetings of the Central Board. The President is entitled to participate in meetings of the Executive Committee.

## § 12 Central Board

**Stk. 1.** The Central Board consists of 30 members. 28 members are elected by and from members of the Society using the points method at the Annual General Meeting of the Committee of Representatives. 2 members are elected by and from employees of the Society. Apart from these 2 members, no other members of the Central Board may be employees of the Society. Central Board members serve for a period of 3 years, and every year one-third of the members elected by the Committee of Representatives stand for re-election. Re-election is permitted, although no more than twice.

Following a waiting period equivalent to the time served by a person as a member of the Central Board, it is possible for him/her to stand as a candidate again.

In the event that a person has previously served as a member of the Central Board for more than 5 years, the waiting period will, however, be 5 years.

In the event that a member resigns from or otherwise leaves the Central Board between two Annual General Meetings of the Committee of Representatives, a special election takes place at the next Annual General Meeting. Until that time, the position remains unfilled.

Candidates to the Central Board must be nominated by at least 5 members of the Committee of Representatives or Central Board.

**Para. 2.** The Central Board's nomination of candidates to the Board must take account of the need to ensure that the expertise and professional versatility necessary to carry out the obligations of the Central Board are reflected in its nominees, and that relevant patient organisations and groups and all five regions are represented.

In the event that the Central Board is of the view that in general, or in one or more exceptional cases, it lacks the necessary expertise, the Central Board may, where appropriate, draw upon non-Board members with specific expertise and/or representatives of patient organisations or groups to participate in meetings, although without voting rights.

**Para. 3.** Every year, the Central Board elects from among its members a Chair and Vice-Chair. Re-election is permitted.

**Para. 4.** The Central Board holds its constitutive meeting within 1 month of the Annual Meeting of the Committee of Representatives.

At its final meeting before the Annual Meeting of the Committee of Representatives, the outgoing Central Board determines the time and location for the constitutive meeting of the new Central Board and continues its work until this takes place.

The term of office of the new Central Board members begins with effect from the constitutive meeting.

As well as the constitutive meeting, the Central Board normally holds four regular meetings per year and also if the Chair, Vice-Chair, a majority of the Executive Committee or at least 5 members of the Central Board deem it necessary.

The Central Board itself determines its rules of procedure.

**Para. 5.** The chairpersons of the permanent committees usually attend meetings of the Central Board, although without voting rights.

## § 13

**Para. 1.** Matters of principle or of otherwise vital significance for the Society's activities, including the prioritisation of its statutory obligations, are submitted to the Central Board by the Executive Committee or taken up on the initiative of the Central Board itself.

**Para. 2.** The Central Board makes decisions as to the approval of the key financial figures as well as the accounts.

**Para. 3.** The Central Board appoints and dismisses the CEO on the basis of recommendations made by the Executive Committee.

## § 14 Executive Committee

**Para. 1.** The Central Board elects from among its members an Executive Committee responsible for the day-to-day leadership of the Society. The Chairperson and Vice-Chairperson of the Central Board are at the same time Chairperson and Vice-Chairperson of the Executive Committee, which also consists of a further 5 members. The term of office is one year, and re-election is permitted. The Executive Committee itself determines its rules of procedure, subject to the approval of the Central Board.

**Para. 2.** In the event that the Executive Committee lacks the necessary expertise to deal with one or more exceptional cases, it may draw upon non-Board members with specific expertise to participate in meetings on an ad hoc basis, although without voting rights.

**Para. 3.** The chairpersons of the permanent committees normally attend Executive Committee meetings in order to strengthen the relationship between the Executive Committee and the relevant committee with regard to issues in which the latter has expertise. Chairpersons of the permanent committees do not have voting rights within the Executive Committee.

## § 15 Committees

- Para. 1.** The Central Board shall appoint permanent committees within the following areas:
1. One or more scientific committees, which are allocated a grant before the start of each financial year by the Central Board to be distributed at the discretion of the committees for the support of scientific work.
  2. A committee, which advises on issues relating to prevention.
  3. A committee, which advises on issues relating to patients and relatives support.
  4. A committee, which advises on voluntary work.
  5. A broadly-based scientific committee, which provides ad hoc advice on overarching scientific issues.
- Para. 2.** Additional permanent committees may be appointed at the discretion of the Central Board.
- Para. 3.** The Central Board and the Executive Committee may request a permanent committee to express its views, and a permanent committee may express its views to the Central Board and the Executive Committee on its own initiative, about issues within the permanent committee's sphere of competence.
- Para. 4.** The Executive Committee may appoint ad hoc committees according to need and determine their terms of reference.

## § 16

- Para. 1.** The terms of reference applicable to permanent committees are determined by the Central Board following proposals from the Executive Committee.
- Para. 2.** The Central Board shall determine the maximum number of members for each individual committee, as well as deciding the criteria for the composition of each committee and the guidelines for securing nominations to it. The Central Board shall, in this connection, ensure that an appropriate range of specialist skills are reflected in the committee and also take reasonable account of the geographical and institutional constitution of its membership.

**Para. 3.** The Central Board selects members of the permanent committee after the relevant committee has had the opportunity to submit its reasoned nominations and/or express its views about candidates nominated by another body. In the terms of reference applicable to advisory committees, the Central Board can give the CEO the power to make a decision concerning the selection of members for advisory committees. The term of office is 3 years, and every year one-third of the positions on the committee are subject to election. Re-election is permitted once only. In the event of a member's re-election to a permanent committee, any subsequent election to that committee can take place after a 6-year period. It is not permissible to be a member of the Central Board and a permanent committee, or to be a member of more than one permanent committee, simultaneously.

In the event that a member resigns from or otherwise leaves a permanent committee, the remaining members select a replacement for the vacant position for the remainder of the term of office. Members selected in this way can be re-elected to a further two terms.

**Para. 4.** Committee members may be either Danish or foreign citizens.

**Para. 5.** Every committee shall elect from among its members a chairperson, who serves in this role for the duration of his/her term of office on the committee.

**Para. 6.** The chairperson of the Central Board has the right to observe the meetings of permanent committees and is to be sent notice, agendas and minutes of their meetings.

**Para. 7.** The rules of procedure for each permanent committee are determined by the Executive Committee following discussions with the relevant committee.

**Para. 8.** The CEO of the Society is responsible for secretariat services in all the permanent committees and has the right to participate in the meetings of the committees.

## § 17 **Binding authority**

The following persons have the right to legally bind the Society in

contractual arrangements:

- Chairperson/Vice-chairperson of the Central Board in conjunction with the CEO.
- 2 members of the Executive Committee in conjunction with the CEO or
- 3 members of the Executive Committee in conjunction.

## § 18 Accounts and audits

The Society's accounting year is the calendar year. The Society's bookkeeping and accounts are audited by a chartered accountant elected by the Committee of Representatives.

## § 19 Statutory Amendments and the Society's dissolution

- Para. 1.** Changes to the Society's statutes may be adopted at any meeting of the Committee of Representatives if a resolution to this effect is included on the agenda and at least 2/3 of the members present at the meeting vote in favour of the resolution.
- Para. 2.** A decision to dissolve the Society can be taken at a meeting of the Committee of Representatives if the resolution to do so is included on the agenda and is supported by at least 3/4 of Committee members with voting rights. In the event that the resolution receives the support of more than half, but less than 3/4, of all members of the Committee with voting rights, the resolution to dissolve the Society shall be adopted if a new meeting of the Committee of Representatives is called within 30 days to debate the resolution, and the resolution is supported by a simple majority of the members of the Committee present at this meeting.
- Para. 3.** In the event of the dissolution of the Society, the Committee of Representatives shall decide how the Society's resources should be disbursed for non-profitable purposes and in accordance with the objectives of the Society. The decision shall be approved by the Ministry of Health.

## § 20 Date of effect

These statutes were most recently amended at the Committee of Representatives meeting of 7 May 2022 and came into effect on the same date.



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