



**BY LAWS OF  
THE INTERNATIONAL SOCIETY OF BLOOD TRANSFUSION**

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These By-laws are in accordance with the Statutes of the International Society of Blood Transfusion, hereinafter referred to as “the Society”.

## **1. CENTRAL OFFICE**

The Central Office of the Society is located in Amsterdam, The Netherlands. The Central Office is managed by the Executive Director who along with other employed staff administer the business of the Society.

## **2. MEMBERSHIP**

### **2.1 Individual Members**

Individual Membership is described in Article 5 of the Statutes of the Society.

### **2.2 Honorary Members**

1. Any person who has made a valuable contribution to the field of transfusion medicine and science will be eligible as an Honorary Member (see Article 5 under 2.b. of the Statutes).
2. Any individual member has the right to nominate a candidate for Honorary Membership to the Board of Directors.
3. The Board of Directors decides on the award of Honorary Membership. The name of the Honorary Member will be disclosed at the next General Assembly.

### **2.3 Affiliate Members**

An Affiliate Member is any organisation, association or agency active in the field of transfusion medicine and related therapies and appointed by the Board of Directors. The organisation must be “not for profit”, not a commercial company and have made a commitment to abide by the Code of Ethics (see Article 5 under 2.c. of the Statutes).

One representative appointed in writing of the Affiliate Member may attend the General Assembly and exercise the membership rights granted by the Society.

The Affiliate Member must provide the Central Office with:

1. Name and address and contact details;
2. A statement endorsing the Code of Ethics of the Society;
3. Name and address of the proposed affiliate representative to the Society.

In the event that the affiliate representative is also an Individual Member of the Society then the affiliate vote must be carried out as in accordance with the proxy rules identified in Article 10.6 of the Statutes.

## **3. MEMBERSHIP PRIVILEGES**

In addition to the rights set out in the Statutes each member will:

1. Receive Vox Sanguinis and the Society’s publications
2. Have access to the Society’s “members only” portion of the web site
3. Be entitled to a reduced fee for the Society’s congresses and meetings.

## **4. CORPORATE PARTNERS**

Any commercial company active in the field of transfusion medicine and related therapies may be considered for Corporate Partnership. Details of Corporate Partnership are available on the website.

The Board of Directors decides on the admission of Corporate Partners.

## **5. THE GENERAL ASSEMBLY**

All members attending the General Assembly must present identification and sign the attendance sheet prior to entering the Assembly.

1. The General Assembly is chaired by the President of the Society. If the President is absent, the General Assembly is chaired by the Senior Vice-President, the Junior Vice-President or a member of the Board of Directors chosen and appointed by the General Assembly in this order of priority.
2. The Secretary General or another person designated by the Chair of the meeting for that purpose is responsible for taking minutes of the proceedings of the General Assembly. The minutes will be made available for review and approval at the next General Assembly.
3. The minutes are signed by the Chair and the Secretary General after they have been approved.
4. There must be a reliable mechanism to count the votes cast at the General Assembly. This may include electronic voting systems.
5. Proxy votes that meet the requirements in the Statutes (Article 10.6) must be lodged with the Secretary General prior to the commencement of the meeting.
6. Proxy notices must identify which specific resolutions are covered by the proxy.
7. The Secretary General decides whether a proxy is admissible or not.

## **6. BOARD OF DIRECTORS**

### **6.1 Duties**

The Board of Directors appoints standing committees and working parties as described in Sections 11 and 13 of these By-laws. The Board of Directors may also appoint ad hoc committees as appropriate. The President has ex officio membership of all committees and working parties of the Society.

The Board may identify a member of the Society to undertake specific activities to further the Society's aims. Specific roles will be defined in the Board Operating Manual.

### **6.2 Meetings of the Board of Directors and Executive Committee**

Meetings of the Board of Directors and Executive Committee are chaired by the President of the Society.

Meetings of the Board of Directors and Executive Committee may take place either face to face or by electronic means.

### **6.3 Minutes**

The minutes of the Board meetings are confidential to the Board.

A summary of the meeting will be published on the members-only portion of the website after the minutes have been approved.

## **7. PROCEDURE FOR THE INVESTIGATION AND MANAGEMENT OF ALLEGED MISCONDUCT**

1. Any member of the Society who perceives a real or apparent breach of the Statutes, By-laws or resolutions, including the Code of Conduct in the case of Board members, must report it to the President and cooperate with the investigation thereafter. If the breach involves the President, it must be reported to the Senior Vice-President, or to the Junior Vice-President if both President and Senior Vice-President are involved.
2. The President or either of the Vice-Presidents, as identified in clause 1 (hereinafter "the Investigator"), will investigate said allegation.
3. The Investigator will hear the defence of the member so accused. The said member must file a written statement of their defence. The Investigator may also hear witnesses if deemed necessary. The Investigator will report back to the Executive Committee within 28 days of the complaint.
4. The Executive Committee, after reviewing the report, will make a recommendation to the Board. If a breach is determined to have occurred, the Executive Committee will recommend a sanction taking into account the severity of the breach.
5. The Board of Directors will review the Executive Committee's recommendation and has the authority to a) terminate the membership or to expel a member of the Society and b) suspend a Director of ISBT and recommend dismissal to the next General Assembly.
6. If the accused member desires to make further representations to the General Assembly, they must file a notice to that effect with the Society's Secretary General 60 days from the notice of the recommendation.
7. In such an event, the accused member may present their case to the General Assembly for a maximum duration of 10 minutes. The Board will respond and explain its recommendation. The accused member may proceed with a rebuttal not exceeding 5 minutes. The General Assembly will then vote on whether or not to uphold the Board's recommendation. Simple majority vote is required in this instance. The decision of the General Assembly is final.

## **8. OBSERVERS AT BOARD MEETINGS**

The following persons, without voting rights, may be invited to be present at part of the meetings of the Board of Directors:

1. Representatives of organisations as determined by the Board of Directors.
2. The Editor in Chief of Vox Sanguinis
3. Any other individual deemed necessary to enable the Board to carry out its duties appropriately.

## **9. FEES**

1. At the beginning of each calendar year, each Individual and Affiliate Member will be sent a notice stating the membership fee, which is due to be paid for the following membership year (April – March). Such communication shall be deemed adequate notification to the Member of their financial responsibilities to the Society.

If the member has not paid their annual contribution by the end of three months after the commencement of the membership year (April 1) the membership will be deemed terminated, as per July 1 of that year.

2. Subject to the availability of funds the Society may permit membership exempt of fees. Such membership will not exceed the equivalent of 5% of Individual Members. These members have the rights and privileges as Individual Members. This process is designed to help those people active in the field of transfusion medicine and science who have difficulty finding the cost of the membership fee. The applicant should live in one of the low, medium and high development index countries, included in the UN Development Programme (UNDP) list. The maximum number of exempt members from high development index countries should not exceed 20% of the exempt membership. The applicant should be under 40 years of age.
  - Such exemption of membership fees should not exceed 3 years.
  - Exempt Membership will terminate at the end of the membership year if the member turns 40 before the three-year term ends.
  - An applicant for Exempt Membership must submit a brief c.v. and a copy of the photo page of their passport.
  - Exempt Membership applications will be sent to the relevant Regional Director for approval. The Regional Directors decision will be final.

## **10. FINANCES**

The financial business of the Society shall be carried out according to the Standing Financial Instructions, which are part of the Board Operating Manual.

## **11. STANDING COMMITTEES**

The following Standing Committees are established:

- The Standing Committee of the ISBT Academy
- The Standing Committee on Ethics
- International Scientific Advisory Committee (ISAC)
- Jean Julliard Prize Committee
- Nominations Committee
- Vox Sanguinis Standing Committee

Each Committee shall have at least one Board member and, except for ISAC, other members as appointed by the Board of Directors.

Written operating principles for Standing Committees and Terms of Reference for each Standing Committee are available on the website.

## **12. VOX SANGUINIS**

The scientific journal of the Society is Vox Sanguinis.

The overall responsibility for the management of the Journal shall be devolved to the Executive Committee. The Executive Committee appoints a Vox Sanguinis Standing Committee to:

1. Manage the operational activities of the Journal, including the selection of the Publisher and the necessary contracts;
2. Appoint the Editor in Chief and, on advice of the Editor in Chief, the Section Editors of the Journal.

The Vox Sanguinis Standing Committee shall not be responsible for the Scientific content of the Journal. This responsibility rests with the Editor in Chief advised by the Section Editors.

### **13. WORKING PARTIES**

The Society has a number of Working Parties, which are listed on the website. The Board of Directors is responsible for the establishment and termination of Working Parties.

Each Working Party shall have written terms of reference approved by the Board of Directors and shall submit an annual report of its activities to the Board of Directors.

Written operating principles for Working Parties will be maintained by the Board of Directors and are available on the website. Terms of Reference of each Working Party are available on the website.

### **14. CONGRESSES**

1. The Board of Directors is ultimately responsible for the administration of the Society's congresses.

The Board of Directors is charged with ensuring that the regional and international congresses are financially self supporting. 60% of any surplus funds generated by the congresses remain with ISBT and 40% are shared with the local society or institute unless circumstances warrant another arrangement. In the latter situation, a resolution from the Board of Directors will be needed. Any loss incurred at a congress is borne by the Society.

2. The organisation of ISBT congresses may in part be devolved to a Professional Congress Organiser (PCO).
3. The Executive Director will maintain the Congress Handbook, which will include the guidelines for organisation of congresses.
4. Expressions of interest for hosting international and regional congresses will be sought by the Executive Director three years prior to the year of the congress. The Executive Director and representative from the PCO compile a shortlist based on criteria defined by the Board that shall define the site. The shortlisted candidates will present to the Board who will be responsible for making a final decision. The decision of the Board is final.

### **15. ISBT AWARDS, PRIZES and FELLOWSHIPS**

#### **15.1 The ISBT Award**

1. This may be awarded at each congress to persons who have contributed significantly to transfusion medicine and science, mainly in educational aspects.

2. The decision to grant the ISBT Award is made by the members of the Executive Committee.
3. It is presented at an ISBT congress.

### **15.2 The ISBT Developing Country Award**

1. This is to encourage further development within the field and to recognize and acknowledge blood services and/or centres and/or individuals for their achievements in strengthening blood transfusion.
2. It may be given in the year of an international congress.
3. Applications are only open to blood services and/or centres or individuals resident in low or medium human development index countries according to the UN Development Programme.
4. It is in the form of sponsorship to attend an ISBT international congress and organize an education symposium and/or potential short scholarship to visit a centre of excellence.
5. The decision to grant the Developing Country Award is made by the Board of Directors.

### **15.3 The Jean Julliard Prize**

1. This was established in 1962 in memory of the Society's first Secretary-General. The Prize may be awarded during each International Congress.
2. It is reserved for scientists less than 40 years of age at the time of application, in recognition of recently completed scientific work on blood transfusion and related subjects. In general, it will be awarded to one individual but in special cases may be shared. The winner is expected to present a plenary lecture during the congress.
3. The selection of the winner is made by the Jean Julliard committee, which is chaired by the past President and elected every two years by the Executive Committee.
4. The nomination procedure is published on the ISBT website or can be obtained from the ISBT Central Office.

### **15.4 Harold Gunson Fellowships**

Fellowships are offered to give applicants the opportunity to attend the Society's congresses. Every financial year, the Society will grant fellowships for a maximum of €30,000 subject to the funds available.

The applicant should:

1. Be 40 years or younger;
2. Live in a low or medium human development index country included in the UN Development Programme (UNDP) list
3. Have an abstract that has been accepted for the scientific programme.

Harold Gunson Fellowships may be awarded a maximum of two times to one individual. The selection is carried out by the Executive Director in consultation with the Secretary General.

### **15.5 Vox Sanguinis Best Paper Prize**

Vox Sanguinis grants a scientific award: the Vox Sanguinis Best Paper Prize for the best original article published per calendar year in Vox Sanguinis. In case of multiple authors, the prize will be awarded to the corresponding author (as representative of the whole team).



The procedure is as follows:

1. Each editor of Vox Sanguinis (Editor in Chief, Section Editors, Review Editors and International Forum Editors) selects one candidate paper from all original articles published in the preceeding year.
2. The final selection of the best paper will be carried out by the Jean Julliard Committee.
3. The procedure will be guided by the Editor in Chief of Vox Sanguinis.

The name of the winner (or of the team, as appropriate) will be published in Vox Sanguinis. The prize will be presented during an ISBT congress.

#### **15.6 ISBT Presidential Award**

The Board of the Foundation Transfusion Medicine, The Netherlands has instituted an award, named the ISBT Presidential Award, for exceptional performances in transfusion medicine or a related field. It is managed by the Foundation Transfusion Medicine and presented at the ISBT International Congress.

#### **16. DOCUMENTATION**

Documents will be managed in accordance with a document retention policy as outlined in the Board Operating Manual.

#### **17. AMENDMENT OF BY-LAWS**

Amendment to these By-laws can only be approved by a majority vote at a General Assembly. A notarial deed is not required.