



Board of Directors  
Operating Manual  
August 2022

1.	Introduction .....	4
2.	Vision and Mission.....	5
3.	Objectives .....	6
4.	Office Information.....	7
5.	Organigram of ISBT relationships.....	9
6.	Board of Directors and Executive Committee.....	10
7.	Voting at Board, Executive Committee and Regional Directors meetings .....	12
8.	Code of Conduct for Board of Directors.....	13
9.	ISBT Conflict of Interest Policy and Disclosure Policy and Process .....	17
10.	ISBT Code of Ethics related to Transfusion Medicine.....	23
11.	Risk Management Policy and Register.....	28
12.	Board of Directors and Officers Insurance.....	30
13.	Duties of the President.....	31
14.	Duties of the President Elect.....	34
15.	Duties of the Vice Presidents .....	36
16.	Duties of the Secretary General.....	38
17.	Duties of the Treasurer .....	40
18.	Duties of the Past President.....	42
19.	Duties of the Regional Directors.....	43
20.	Nomination and Election of Board members.....	45
21.	Standing Financial Instructions.....	46
22.	Corporate Partnership .....	50
23.	ISBT Committees.....	50
24.	Executive Committee .....	51
25.	Standing Committee of the ISBT Academy.....	52
26.	The Standing Committee on Ethics .....	54
27.	The International Scientific Advisory Committee (ISAC).....	55
28.	The Jean Julliard Prize Committee .....	56
29.	The Nominations Committee .....	57
30.	The Vox Sanguinis Standing Committee.....	58
31.	The Young Professionals Council .....	59
32.	ISBT Awards and Prizes .....	61
33.	Memorandum of Understanding .....	66
34.	Congresses.....	67

35.	Congress Risk Management.....	68
36.	ISBT Scientific Secretary .....	71
37.	Strategic Plan 2019 - 2024.....	72
38.	Working Parties.....	75
39.	ISBT Academy .....	83
40.	ISBT Foundation.....	84
41.	ISBT Statutes 2022.....	85
42.	ISBT By Laws 2022 .....	93

## 1. Introduction

The Board of Directors of ISBT is entrusted with the management of the Society. The Board of Directors ensures that the Society acts in accordance with the Statutes and resolutions adopted by the General Assembly.

Brief History of ISBT

### 2.1 Establishment

The first congress of the ISBT took place in Rome, Italy, September 26 – 29, 1935. According to the records 20 nations were present and eight Red Cross Societies. The outcome of the meeting was the need for a society.

The second congress was held in Paris, France, September 20 – October 2, 1937. Delegates from 29 countries and the League of Red Cross Societies were present. At the end of the congress the formation of the Société Internationale de Transfusion Sanguine (SITS) (International Society of Blood Transfusion) was proposed and accepted. It was decided that the permanent office should be in Paris headed by the Secretary General. The office remained in Paris until 1991.

### 2.2 ISBT Central Office Timeline

1935 - 1991 – Paris, France

1992 - 1999 - Manchester, UK

2000 onwards – Amsterdam, The Netherlands

2008 – First Executive Director appointed

2012 – First stand-alone office is established at Marnixstraat 317 1016TB Amsterdam

### 2.3 Congresses

The first congress took place in Rome, Italy in 1935 and the second in Paris, France in 1937. The Second World War interrupted the congresses, and the third congress was not held until 1947. From 1954 onwards the international congresses have been held every two years.

In 1989 ISBT introduced regional congresses; the first took place in 1989 in Lugano, Switzerland and the second in 1991 in Hong Kong. From 1997 onwards two regional congresses have taken place every two years in uneven years; 7,9,11 etc.

In 2005 ISBT for the first time the services of a Professional Congress Organiser were used. This enabled more consistency with regard to registration and support for the exhibition and sponsorship.

In 2010 ISBT appointed a Scientific Secretary who is responsible for compiling the scientific programme for congresses. The position is unremunerated.

## 2. Vision and Mission

### **Vision**

A world of safe and sufficient blood

### **Mission**

ISBT is a global community of professionals sharing knowledge to enhance transfusion practice. We do this by: Providing opportunities for advancing knowledge and education & by advocacy for the welfare of blood donors and patients.

### 3. Objectives

- To promote and to maintain a high level of ethical, medical and scientific practice in blood transfusion medicine, science and related therapies throughout the world.
- To encourage and support the development of collaborative programmes for good practice, particularly in the context of less well-developed blood transfusion services.
- To make provision for the exchange of views and information between members of the Society and other societies.
- To create global and regional opportunities for the presentation of research, new developments and changing concepts in blood transfusion medicine, science and related therapies.
- To establish close and mutually beneficial working relationships with relevant international and national professional societies, and with inter-governmental and non-governmental organisations, in order to disseminate knowledge of how transfusion medicine and science and related therapies may best serve donors and patients.

## 4. Office Information

### Address

Marnixstraat 317, 1016TB Amsterdam

### Telephone

T: +31 (020) 7601 760

F: +31 (020) 7601 761

### 1. Staff

There are six staff and a Finance Manager who are listed below with their contact details.

Executive Director	Jenny White	ed@isbtweb.org
Scientific Officer	Eszter Herczenik	science@isbtweb.org
Stakeholder, Marketing and Compliance Officer	Beatriz Galindo	marketing@isbtweb.org
Projects Officer & Executive support	Jeannette Nader	office@isbtweb.org
Communications Coordinator	Vacant position	communication@isbtweb.org
Community Coordinator (temporary position)	Currently vacant – pending review	community@isbtweb.org
Membership Officer	Mildred Kada	membership@isbtweb.org
Finance Manager	Ralph Zepeda	finance@isbtweb.org
Education Projects Officer	Geoff Simon	educationprojects@isbtweb.org

### 2. Roles

#### **Executive Director** (full time)

Responsible for effective management of the ISBT Central Office, liaises with the Board of Directors and membership ensuring the delivery of policies and strategy. Responsible for financial control according to the Standard Financial procedures. Overall co-ordinating role for ISBT congresses.

#### **Scientific Officer** (4 days/week)

Supports scientific activities of the ISBT including: the ISBT Academy and e-Portal which focuses on education, the scientific programme at congresses and the 14 ISBT Working Parties and ISBT webinars.

#### **Stakeholder, Marketing and Compliance Officer** (4 days/week)

Manage a range of tasks associated with increasing the ISBT brand to build the Societies membership and develop effective key stakeholder engagement including Affiliate members and Corporate Partners. Is responsible for GDPR, compliance and risk management.

**Projects Officer & Executive support** (4 days/week)

Responsible for the organisation and co-ordination of office operations and procedures in support of the Executive Director, Scientific Officer, Communications Coordinator and Finance Manager. Supports the Executive Director in regard to Board activities e.g., travel, reimbursement etc.

**Communications Coordinator** (4 days/week)

Coordinates and facilitates the communications activities of ISBT including the website, quarterly magazine Transfusion Today, e- news and marketing tools to promote the Society. Responsible for ISBT booth at ISBT congresses and other events.

**Community Coordinator** (temporary position 2 days/week)

Providing partial cover for the Communications Coordinator post and conducting a mentoring pilot scheme.

**Membership Manager** (4 days/week)

Responsible for all membership issues including membership registration and renewal. Maintains the membership database.

**Finance Manager** (contracted 1 day/week)

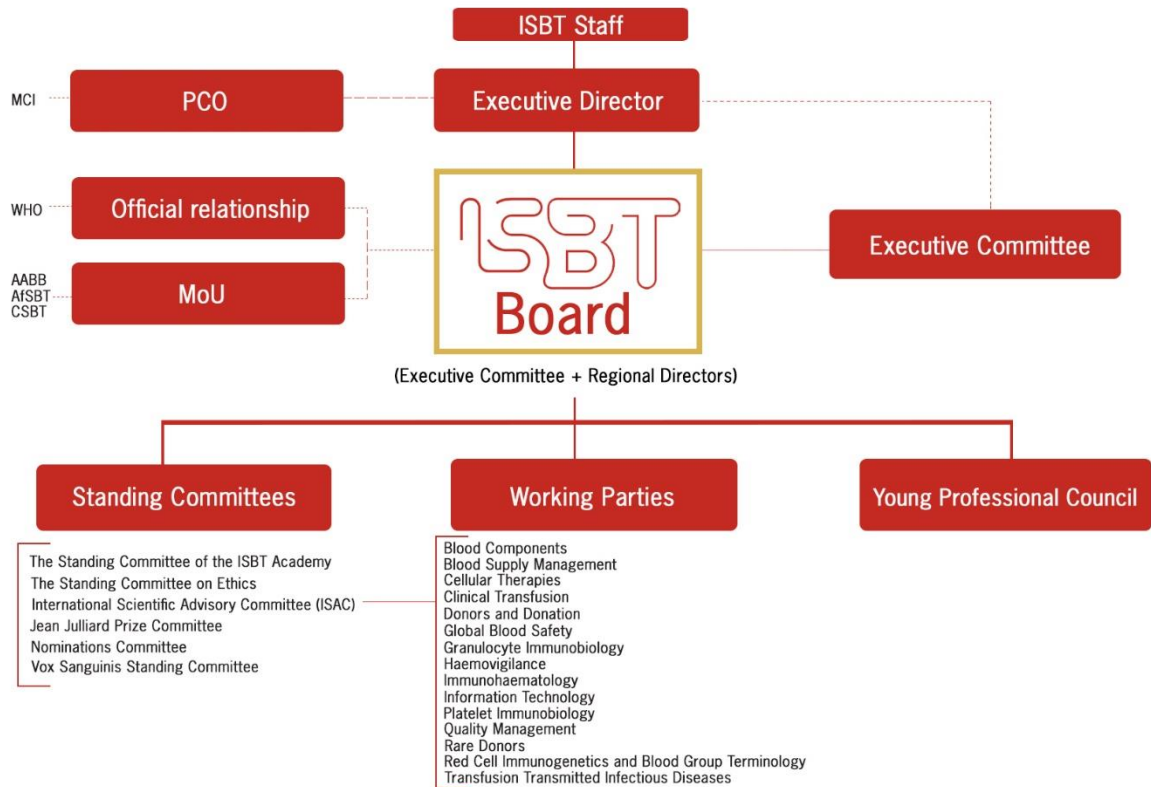
Responsible for finances - payments, invoices, preparation of quarterly financial reports, and annual financial report. Supports the Executive Director and Treasurer in the preparation of the annual budget. Is also responsible for finances of the ISBT Foundation and ISBT congresses.

**Education Projects Officer** (contracted on variable hours)

Remote working, based in Brisbane, Australia. Developing e-learning on behalf of the ISBT Academy.



## 5. Organigram of ISBT relationships



## 6. Board of Directors and Executive Committee

### 1. The Board of Directors

- a) The President of the Society - one two-year term
- b) The two Vice Presidents - one four-year term
- c) A Secretary General and Treasurer, elected for four-year terms and who may be re-elected for a second four-year term
- d) A President Elect - one two-year term
- e) The Past President - one two-year term
- f) Nine Regional Directors - four-year terms

### 2. Board meetings

- 2.1 The Board meets twice a year face to face usually in conjunction with a regional or international ISBT congress. On Friday morning the Regional Directors and the Executive Committee meet as two separate groups. The whole Board meets on Friday afternoon and all-day Saturday prior to the congress. The meetings take place at the congress venue or an adjacent hotel. If an international congress year the second Board meeting may take place in Amsterdam either in November of the same year or February of the following year, or as a virtual meeting.

Telephone conferences and additional virtual meetings may also take place.

- 2.2 The Executive Director together with the Secretary General and President compile the agenda.
- 2.3 Agendas and associated papers are circulated to Board members electronically usually seven days before the Board meeting.
- 2.4 Minutes are taken by the Executive Assistant / Executive Director and sent to the President and Secretary General for review as soon as possible after the meeting. Minutes are provided to Board members no later than 6 weeks following the Board meeting. The minutes are approved at the next Board meeting

The minutes of Board meetings are posted on the members only section of the ISBT website.

### 3. Executive Committee

The Board of Directors may delegate the daily management of the Society's affairs to an Executive Committee that ensures the Society acts in accordance with the resolutions of the Board of Directors.

The composition of the Executive Committee is as follows:

- a) The President
- b) The two Vice Presidents
- c) The Secretary General
- d) The Treasurer
- e) The President Elect
- f) The Past President

Minutes of the Executive Committee meetings are taken by the Executive Assistant / Executive Director and are not made publicly available.

#### **4. Regional Directors meeting**

- 4.1 The Regional Directors will meet twice a year with at least one meeting being face to face.
- 4.2 Standard agenda items will include update of activities, review of strategic priorities, and feedback from the regions. The agenda will be compiled by the Chairperson.
- 4.3 The Regional Directors elect a new Chairperson annually at the summer face to face meeting with the term running from July 1 – June 30. The Chairperson should have at least 12 months experience as a Regional Director.
- 4.4 Minutes will be taken and circulated to the Regional Directors.
- 4.5 The Regional Directors meeting will report to the Board.
- 4.6 Regional Directors will be allocated a budget of up to €1500 per annum to attend, participate and represent ISBT at national/regional meetings in the region. This is intended to enable RDs to attend congresses that they would not normally attend, so as to connect with other parts of the region and represent ISBT there. This spending must be agreed in advance with ISBT Central Office.

## 7. Voting at Board, Executive Committee and Regional Directors meetings

### 1. Motions and matters of policy

Voting on motions that have been proposed and seconded is carried out by an open ballot and the following procedures should be adopted:

- a) **Face-to-face meetings:** by show of hands, with any 'phoned-in' members declaring their vote verbally.
- b) **Teleconferences:** by the President/Chair asking each member to declare their vote in turn.
- c) **Virtual meetings:** by an electronic or visual show of hands as requested by the Chair.
- d) **By email:** each member will cast their vote by sending an email to the ISBT office by an announced deadline. The office will then send an email to all members declaring the result and listing how each member voted.

The President/Chair has a vote as a committee member, plus a casting vote should the vote be tied

If no member speaks out to oppose the motion when the President/Chair asks if it is agreed, there is no need to vote, and the motion is carried *nem. con.* (nemine contradicente, unanimously).

If any member considers that they have a conflict of interest in the issue, or if the committee considers that any member has a conflict of interest, then that member should refrain from voting.

### 2. Nominated persons to Chair or join committees, represent the Society, etc.

This will be carried out by secret ballot.

- a) **Face-to-face meetings:** by ballot papers. If available, tellers will be appointed who will not be members of the committee and who will count the votes and inform the President/Chair of the result. Alternatively, the President/Chair will count the votes after casting his/her own vote.
- b) **Teleconferences / virtual meetings:** there is no provision for a secret ballot by teleconference or virtual meeting.
- c) **By email:** each member will cast their vote by sending an email to the ISBT office by an announced deadline. The office will then inform members of the result and how many votes were cast for each candidate by email, either directly or through the secretary of the committee. No member of the committee should be informed how individuals cast their votes.

The President has a vote as a Board member, plus a casting vote should the vote be tied

If any member considers that they have a conflict of interest, or if the committee considers that any member has a conflict of interest, then that member should refrain from voting. Members should refrain from voting for themselves unless all nominated persons have a right to vote (i.e., are members of the same committee).

## 8. Code of Conduct for Board of Directors

### 5.1 General provisions

#### 1. DEFINITIONS

In this Code of Conduct, unless the context dictates otherwise, the terms and expressions below are used as follows:

- 1.1 “Board”: ISBT’s Board of Directors.
- 1.2 “By-Laws”: the By-Laws adopted pursuant to the Constitution.
- 1.3 “Conflict of interest”: Any real, apparent, potential or future situation in which a director may be inclined to give preference to his or her personal interest, or the interest of a related party, to the detriment of ISBT.
- 1.4 “Directors or member of the Board of Directors”: Person appointed to the ISBT Board of Directors in accordance with the Statutes.
- 1.5 “Law”: Dutch law, which is applicable to the Society.
- 1.6 “Related party”: Individuals related by blood, adoption or marriage, or living as partners, as well as any organization, company or other entity in which the Directors or their families may have a controlling interest.
- 1.7 “Resolution of the Society”: resolution of the General Assembly.
- 1.8 “Society”: International Society of Blood Transfusion
- 1.9 “Statutes”: a notarial instrument containing the constitution executed June 2013 and any amendments thereto.

---

#### 2. MANAGEMENT DUTIES

- 2.1 Directors are appointed to manage ISBT. In carrying out their duties, they must adhere to the obligations imposed upon them by the framework of Dutch law and of other countries, if applicable, the Statutes and the By-Laws, the ISBT Code of Ethics, the resolution of the Society, and act within the limits of the power conferred upon them.

## **2.2 DIRECTORS MUST PERFORM THEIR DUTIES WITH CARE AND RESERVE:**

2.2.1 Directors must be rigorous and independent, and act in the best interests of ISBT.

2.2.2 Directors must act within the limits of their mandate.

2.2.3 Directors must be courteous; their relationships must be characterized by good faith, so as to maintain the trust and consideration required by their role.

## **2.3 DIRECTORS MUST ACT WITH HONESTY, LOYALTY AND SOLIDARITY:**

2.3.1 Directors must act with integrity and impartiality in the best interests of ISBT.

2.3.2 Directors must not in any way participate in illicit activities.

2.3.3 Directors must actively take part in the management of ISBT, which in no way precludes their right to dissent.

2.3.4 Directors must be loyal and honest to their colleagues and in their dealings with them.

2.3.5 Directors must abide by the Board's decisions even if they had registered a dissenting vote on a particular matter.

## **2.4 DIRECTORS MUST ACT WITH SKILL, DILIGENCE AND EFFICIENCY:**

2.4.1 Directors must exercise their skills and abilities, demonstrating diligence and effectiveness in carrying out their mandate. They must also demonstrate independent professional judgment.

2.4.2 All members of the Board of Directors must actively participate in the Board's work and attend meetings regularly. They must also be assiduous when taking part in Board committees.

## **2.5 DIRECTORS MUST ACT ACCORDING TO THE RULES OF CONFIDENTIALITY:**

2.5.1 Directors must respect the confidential nature of any information that comes to their attention in the course of their duties or by virtue of their position. Documents distributed for or at Board meetings are confidential until the Board has made a decision on the matter referred to in the said documents and has declared the said documents public.

2.5.2 Directors must not use confidential information that comes to their attention during the course of their duties for the purpose of obtaining a direct or indirect advantage, now or in the future, for themselves or a related party.

### **3. CONFLICTS OF INTEREST**

#### **3.1 GENERAL PROVISIONS**

- 3.1.1 Directors must at all times maintain a high level of independence and avoid any situation in which there could be a personal advantage, direct or indirect, either now or in the future, which could jeopardize their independence, integrity or impartiality.
- 3.1.2 Directors must prevent any conflict of interest or appearance thereof and avoid putting themselves in a position that could ultimately prevent them from fulfilling their duties.

#### **3.2 PREVENTIVE MEASURES**

- 3.2.1 Directors must complete and sign the ISBT conflicts of interest form annually and must update it as required.
- 3.2.2 At the start of each meeting or during said meeting, if the situation arises, Directors must declare any existing conflict of interest to the Chair and see that it is recorded in the minutes.
- 3.2.3 Directors must demonstrate impartiality:
- 3.2.4 Directors shall not use their position as Board members, solicit, accept or demand any gift, favour, other advantage or consideration, for themselves or a related party, either directly or indirectly, now or in the future, which could compromise their independence, integrity or impartiality; such is the case of gifts, favours, advantages or considerations other than what is customary and of modest value.
- 3.2.5 Directors must not award, offer to award or promise to award to a third party a gift, favour or other advantage or consideration that could compromise their independence, integrity or impartiality.

---

### **4. AFTER TENURE MEASURES**

- 4.1 After their tenure on the Board expires, Directors must maintain confidentiality and refrain from disclosing any non-public data, information, debate or discussion to which they were privy by virtue of their position at ISBT.

---

### **5. RESPONSIBILITIES AND SANCTIONS**

- 5.1 Compliance with the Code of Conduct is an integral part of the duties and obligations of Directors.
- 5.2 The President of the ISBT Board of Directors has the duty to ensure that the Code of Conduct is complied with and applied.

- 5.3** ISBT's Board of Directors shall revise this Code of Conduct on regular basis to ensure that it adequately reflects changes in the laws, rules, regulations and situations specific to ISBT.
- 5.4** Directors undertake to sign the Code of Conduct agreement form appended at the start of their mandate and every year thereafter.
- 5.5** Directors undertake to sign the declaration of personal interests appended at the start of their mandate and every year thereafter.



## 9. ISBT Conflict of Interest Policy and Disclosure Policy and Process

Directors undertake to read the ISBT conflict of interest policy (below). A “declaration of interests” form to confirm that the policy has been read and understood and to disclose any potential conflicts of interest according to the policy is to be completed at the start of their Board membership and annually thereafter.

### 1. General

The International Society of Blood Transfusion (ISBT) is an international community of professionals sharing knowledge to enhance transfusion practice. We achieve this by providing opportunities for advancing knowledge and education and by advocacy for the welfare of blood donors and transfusion recipients. Based in the Netherlands, ISBT is a not-for-profit organization that is recognized as a Public Benefit Organisation by the Dutch Tax and Customs Administration.

ISBT is committed to ensuring the integrity of its medical, scientific, educational, and research activities. The Society acknowledges the key role that its Directors, Standing Committees and Working parties play in assuring its professional reputation and ensuring its ultimate success. This requires individuals in these positions to maintain a high level of independence and avoid any situation in which there could be a personal advantage (direct or indirect), either now or in the future, which could jeopardize their independence, integrity or impartiality or which might impact adversely on the reputation of the Society.

The Society is well served by the fact that many of those involved in its activities have diverse interests and are involved in a number of activities outside the ISBT. These interests enhance the expertise that these individuals bring to the various roles that they fill in representing the Society.

On occasion, situations may exist in which an individual serving the Society in an elected, appointed, or volunteer position or as an employee has some outside interest that could constitute a “conflict of interest”, as defined herein, or that could be perceived as constituting a conflict of interest. The ISBT’s position is to actively seek to address such issues, preferably before they arise, or, at a minimum, when they become known to the individual and/or the Society.

Generally, a conflict of interest could be said to exist when individuals have material or intellectual interests outside the Society specifically in the field of transfusion medicine and science that could influence or could be perceived as influencing their decisions or actions not to be in the best interest of the Society.

The intent of this policy is not to prevent members of ISBT who have relevant relationship(s) with commercial interest(s) or other interests from involvement in the activities of the Society but rather to ensure that ISBT promotes an environment whereby decisions are made that are independent of control from commercial, and other, interests and free of commercial bias. Openness and transparency about possible conflicts of interest is important to maintain integrity and public trust in the organization.

The atmosphere ISBT wishes to create is one in which individuals are comfortable asking questions relating to conflict of interest without feeling awkward or accusatorial and where

recusing oneself from participation in discussions that might be perceived as constituting a conflict is the norm rather than the exception.

## **2. Who is covered by this policy?**

The policy covers individuals who hold positions of influence and or authority within ISBT. This includes:

- Members of the ISBT Board (including observers)
- Chairs and members of Standing Committees
- Officers of Working Parties as defined in the ToRs
- ISBT Employees

Candidates for membership of the ISBT Executive and Board will be required, as a condition on acceptance of their nomination, to provide a 'limited disclosure' summary that will be made available to members at the time of the election.

The ISBT Board will be responsible for ensuring that similar arrangements are in place for members of the ISBT Foundation Board and the Vox Sanguinis Editorial Board.

The European Board for Accreditation in Haematology (EBAH) requires all speakers at ISBT Congresses to complete a Disclosure form as a condition of accreditation.

## **2. Types of Interest**

For the purposes of this policy, an 'interest' includes any activity or involvement that has the potential, or which might be perceived, to influence the decisions or actions of an individual resulting in an outcome that might not be in the best interests of the Society. These include both financial and non-financial interests.

### **a. Commercial and Financial Interests**

A 'commercial interest' involves a relationship with any entity producing, marketing, selling, re-selling, or distributing health care goods or services consumed by healthcare professionals that relates to the activities of the Society.

Academic consulting and fees from such institutions are not considered to constitute an interest and do not need to be declared. This exemption does not apply if the activity is sponsored by an organisation that meets the definition of a commercial interest (as identified in the paragraph above).

Financial interests are defined as those relationships that are ongoing or have occurred within the past 12 months in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (like stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. This includes contracted research, speaker/lecturer fees, membership on advisory committees or review panels, board membership, involvement in any other activities for which remuneration is received or expected.

An interest is defined by the nature of the relationship and not by the sum of money involved. The impact of any given sum of money on an individual will vary according to their individual circumstances. The purpose of this policy is to identify potential and perceived interests in an open and transparent manner.

The Society considers relationships of any person required under this policy to include financial relationships of a spouse or life partner.

#### **b. Other Interests**

These may include, but are not limited to, the following situations: leadership position (voluntary or compensated) in another organization involved in the fields of transfusion medicine and science; non-compensated consultancy; and leadership position (voluntary or compensated) in foundations/fundraising organisations in transfusion medicine and science.

A conflict of interest may also exist if an individual serving as an Officer, Board Member, Editor of any of the Society's publications or Congress President were simultaneously serving in a similar or otherwise significant leadership position with another organisation (profit or nonprofit) having a mission that substantially overlaps with that of the Society.

The Society, therefore, requires that individuals in positions covered by the Policy or who are candidates for the positions disclose whether they currently hold a similar leadership position with another relevant entity. If this is the case, they agree to disclose such information and work with the Society, and the Board, to find a way to avoid any potential conflicts by excluding themselves partially or completely from their designated ISBT activity where they are judged to have a conflict of interest.

In addition, individuals covered by the Policy agree that should they consider accepting positions with organisations, which may result in a conflict of interest, they will immediately inform the ISBT and work with the Society, and the Board, to find a way to avoid any potential conflicts by excluding themselves partially or completely from their designated ISBT activity. This aims to avoid the development of conflict of interest.

### **3. Disclosure of Conflicts of Interests**

A key element in transparently dealing with and avoiding conflicts of interest is to ensure that a system is in place under which those serving the Society are well aware of what constitutes a conflict of interest, are open and willing to deal with conflicts for the benefit of the integrity of the Society and its programs and provide full disclosure of any relevant interest.

Accordingly, ISBT has developed this policy and requires individuals acting in leadership positions in the Society, as defined in section 2, to follow it. This will include a requirement to document interests using the prescribed form on an annual basis. In addition, individuals covered by this policy are expected to notify the Society in writing if a new conflict of interest arises that has not previously been noted through the disclosure process.

The Society commits to hold the information provided by this process in a confidential manner. It will only share disclosures outside the organisation should this become legally required or otherwise necessary as determined by the Board of ISBT and after first notifying the individual.

#### **4. Assessing, Managing, Reporting and Resolving Conflicts of Interest**

##### ***a. The assessment and resolution process***

The Secretary-General will have overall responsibility for oversight and management of the disclosure process and will inform the Board in the event that a significant concern arises through the process.

The process by which any individual's disclosed information is assessed, and the evaluation as to any level of "conflict", begins with the prompt and full disclosure by the individual involved.

On an annual basis, disclosures will be collected by ISBT staff via electronic means and shared with the Secretary-General. The information will then be assessed taking into account known and anticipated activities of the Society to determine whether potential conflicts of interest exist using the system identified below.

In the event that the circumstances of an individual covered by this policy changes and new potential conflicts arise then the covered individual is required to notify the change, in accordance with the policy, as soon as practically possible.

The Secretary-General, with the support of ISBT staff, will share all relevant disclosures with

- The President for disclosures by members of the Board including observers, the Executive Director and chairs of Standing Committees and Working parties
- The Chair of the relevant Standing committee for members of the committee
- The Chair of the Working Party for Officers of the Working Party
- The Executive Director for employees of the Society.

When the question of a conflict exists, it will be fully discussed with each side given the opportunity to state why they believe the conflict does or does not exist. When this process identifies a conflict of interest, the Secretary-General, in consultation with the relevant chair and individual involved, will be responsible for the determining what action is required to manage the conflict. Possible approaches include, but are not limited to,

1. Ensuring that the individual does not participate in discussions on relevant topics without full disclosure
2. Excluding the individual from participating in decision-making discussions or casting a vote on relevant topics
3. Ensuring that the individual does not imply that she/he is acting on behalf of the Society when discussing the relevant subject with third parties
4. Ensuring that the individual clarifies with third parties when she/he deals on the relevant topic that she/he is not acting on behalf of the Society; or

5. Requiring a commitment from the individual not to share confidential information relating to the activities of the Society.
6. Requiring an individual to choose between the competing activities and, if necessary, requiring the individual to stand down from their position within the Society.

The appropriate action(s) will take into account the nature and extent of the individual conflicts and be determined following a considered risk assessment by those involved. In the event that this process fails to gain agreement, the Secretary-General will be responsible for escalating the discussion to the next organisational level.

The Executive Committee of ISBT will have overall responsibility for decisions on management plans for Conflicts of Interest

Nothing in this policy is intended to remove the rights of individual members contained in the Statutes and Bye Laws of the Society. In the event that there is on-going disagreement on the existence or appropriate management of the conflicts then the procedure for the investigation and management of alleged misconduct contained in section 7 of the Bye Laws will apply.

#### ***b. Management of identified Conflicts of Interest***

The Society, via the Chairs of committees and working parties and/or Secretary General, is responsible for identifying and resolving all disclosed interests and those that should arise without disclosure, prior to carrying out its activities.

Each year the committee chairs will receive a report of the declared conflicts for each committee member, including agreed actions to manage the conflict, so that she/he can facilitate the proper management of conflicts.

Each meeting of a committee covered by the policy should begin with a statement concerning the policy and the key processes for managing conflicts.

- The chair is responsible for ensuring that known conflicts are disclosed and that no member acts inappropriately
- Members should be reminded of their duty of care to avoid conflicts of interest as part of their participation in the work of the respective committee.
- Individuals covered by the policy are responsible for ensuring that they abide by the agreed plan for management of the conflict.
- When a subject comes up that presents a potential conflict, the member must state the conflict, refrain from participating in decision-making or voting on that particular issue by leaving the room. Such actions should be noted in the minutes of the meeting.

**c. *Failure to comply with the Policy and agreed approaches to management of individual conflicts***

The procedure for the investigation and management of alleged misconduct contained in section 7 of the Bye Laws will apply in the event that an individual fails to complete the necessary disclosures, fails to identify all conflicts in their disclosure, or fails to abide by the agreed plan for management of the conflict.

**d. *Declaration of interests for speakers at ISBT Congresses and events***

The Scientific Secretary, in collaboration with the Executive Director, shall ensure that the requirements of the Congress Accrediting authority, currently the European Board for Accreditation in Haematology (EBAH), are met for both abstract submissions and speakers at ISBT events.

**Acknowledgements**

This policy draws on the structure and content of the *Conflict of Interest and Disclosure Policy and Process* of the International Society for Haemostasis and Thrombosis. ISBT acknowledges and thanks ISTH for this.

## 10. ISBT Code of Ethics related to Transfusion Medicine

### **Purpose**

This Code defines the ethical and professional principles that the International Society of Blood Transfusion (hereinafter the Society) as a body of transfusion medicine professionals believes should underpin the establishment and activities of a Blood Service and identifies ethical and professional standards for practitioners active in the field.

### **Introduction**

The availability of a safe, effective and sufficient supply of blood and blood products (hereafter defined as '*blood*') as well as their optimal use for patients, underpins the practice of modern medicine. *Blood* is a medical product of human origin, and its availability is dependent on the contribution of the *donor* who gives *blood* for the benefit of others with no physical benefit to her/himself. It is therefore important that the contribution of the *donors* and their donation is respected and that all reasonable steps are taken to protect their health and safety and that appropriate safeguards are in place to ensure that the products derived from the donation are used appropriately and equitably for the patients.

The Society endorses the principles contained in the *Convention for the Protection of Human Rights and Dignity of the Human Being with regard to the Application of Biology and Medicine: Convention on Human Rights and Biomedicine* (Oviedo Convention 1997)<sup>1</sup> and also the recommendations contained in the *World Health Assembly Resolution on the Utilization and supply of human blood and blood products (WHA28.72)*<sup>2</sup>. Consistent with this we affirm the importance of the principle of voluntary non-remunerated donation as the basis for the establishment and development of Blood Services.

*Blood Services* provide *blood* for patients and information and advice to clinicians to support the appropriate use of *blood*. The rights and responsibilities of *donors* and patients are of equal importance and the health, safety and well-being of the *donor* should not be compromised in order to meet the needs of patients.

This Code of Ethics outlines the responsibilities of *Professionals* involved in the field of transfusion medicine to *donors* and to patients. These responsibilities are aligned to the well acknowledged four principles of biomedical ethics: autonomy, non-maleficence, beneficence, and justice. A specific aspect of another principle, dignity, covering all four principles, specifically applies to *donors* (all five key ethical principles are shown in the table below).

The Code also includes a series of statements directed to health authorities that relate to the stewardship of the blood supply. The Society expects that Professionals involved in the field will, to the extent within their control, also adhere to the principles contained in this section of the document.

---

<sup>1</sup> Council of Europe CETS No 164 Convention for the Protection of Human Rights and Dignity of the Human Being with regard to the Application of Biology and Medicine: Convention on Human Rights and Biomedicine <http://www.coe.int/en/web/bioethics/oviedo-convention>

<sup>2</sup> World Health Organisation: Resolution 28.72 on the utilization and supply of human blood and blood products 1975. <http://www.who.int/bloodsafety/en/WHA28.72.pdf>

<b>Ethics - ‘the branch of knowledge that deals with moral principles’<sup>3</sup></b>	
<i>Dignity</i>	A human being has an innate right to be valued and receive ethical treatment.
<i>Autonomy</i>	The capacity of a <a href="#">rational individual</a> to make an informed, un-coerced decision.
<i>Beneficence</i>	Beneficence is action that is done for the benefit of others. Beneficent actions can be taken to help prevent or remove harms or to simply improve the situation of others
<i>Non maleficence</i>	To “do no unnecessary or unreasonable harm.”
<i>Justice</i>	Concerned with the equitable distribution of benefits and burdens to individuals in social institutions, and how the rights of various individuals are realised.

## 1. Definitions

- 1.1** “*Blood*” means human blood that is collected, including whole blood and blood components collected by apheresis and hematopoietic stem cells, either for direct transfusion or for use in the preparation of a medicinal product for human use.
- 1.2** “*Donor*” means any person who voluntarily gives blood or blood components
- 1.3** “*Blood Service*” means any structure or body that is responsible for any aspect of the recruitment of *donors*, collection and testing of *blood*, whatever their intended purpose, and their processing, storage, and distribution when intended for transfusion.
- 1.4** “*Professional*” means any professional involved in either the activities of a Blood Service or in the clinical use of *blood*.

The use of the terms ‘must’ and ‘should’ have been carefully controlled within this document. The term ‘must’ identifies something as mandatory. A *professional* will have the ability to control if this can be achieved. In contrast ‘should’ identifies a term where either the principle is outside of the control of the *professional* (i.e., a stewardship statement) or where the ability of the professional to make a decision might, in individual cases, be constrained by external factors such as public health or legal requirements and resourcing decisions.

<sup>3</sup> Definitions derived from *Human Bodies: Donation for medicine and research*. Nuffield Council on Bioethics [http://nuffieldbioethics.org/wp-content/uploads/2014/07/Donation\\_full\\_report.pdf](http://nuffieldbioethics.org/wp-content/uploads/2014/07/Donation_full_report.pdf)



## **2. Ethical Principles Relating to Patients**

In addition to equitable access to treatment, the patient has a right to expect that her/his autonomy is respected, and that a decision to transfuse is made for her/his benefit and avoids the risk of unnecessary or unreasonable harm to her/him.

### **2.1 Autonomy**

- 2.1.1 Specific consent must, where feasible, be obtained prior to the transfusion. The consent should be informed and in order to achieve this, information must be provided on the known risks and benefits of blood transfusion and any possible alternative therapies in order to enable a decision whether to accept or refuse the procedure. The information must be provided in a way that is comprehensible to the potential recipient.
- 2.1.2 In the event that specific consent cannot be obtained the basis for treatment by transfusion must be in the best interests of the patient.
- 2.1.3 Any valid advance directive should be respected.

### **2.2 Beneficence and non-maleficence**

- 2.2.1 The patient has a right to be treated with dignity and therefore decisions on the need for transfusion should be based on genuine clinical need.
- 2.2.2 Transfusion therapy must be given under the overall responsibility of a registered healthcare Professional who is competent to do so.
- 2.2.3 Patients should be informed if information becomes available following a transfusion that indicates they have, or may have been, harmed by the transfusion.
- 2.2.4 Information concerning the patient and the treatment that they receive should be managed in a confidential manner.

### **2.3 Justice**

- 2.3.1 Patients should be treated equitably for the same healthcare condition. This implies that medical decisions relating to transfusion of *blood* should be based on the best available evidence and treatments for patients (adapted to the local healthcare situation).
- 2.3.2 The patient should, within the constraints of the local health system, receive the most appropriate blood product(s) that is (are) available. As far as possible the patient should receive only those particular products (whole blood, cells, plasma, or plasma derivatives) that are clinically appropriate and afford optimal safety.
- 2.3.3 There should be no financial incentive to prescribe *blood*.

## **3. Ethical Principles Relating to Donors**

The autonomy and dignity of the *donor*, including potential *donors*, must be respected at all times. The *donor* does not physically benefit from the donation; thus, the *donor* should be exposed to as little harm as possible, in compliance with the principle of non-maleficence.

### 3.1 *Autonomy*

- 3.1.1 The *donor* must expressly provide consent to the donation of *blood*. The consent must be informed. Informed consent should include knowledge of all known risks associated with the donation, of the subsequent legitimate use of the donation and of how information pertaining to the *donor* and donation will be treated confidentially. The consent should, where appropriate, include information on possible commercialisation of the products derived from the donation and whether the donation might be used for research, quality control or any other purpose.
- 3.1.2 Information provided by the *donor* and generated about the *donor* (i.e., test results) *must* be treated confidentially. The *donor* should be informed in advance of the release of any such information.

### 3.2 *Dignity and non-maleficence*

- 3.2.1 Donor selection criteria must be applied to protect the health of recipients and *donors*. *Donors* must be made aware of their responsibility not to harm the recipient
- 3.2.2 *Donors* must be informed if they have or may have been harmed or in the event that any results or information regarding their donation may have an impact on their health.
- 3.2.3 The decision to administer any substance or medicine to a *donor* for the purpose of increasing the concentration of specific components of the blood or for any other reason should take into account that there is no benefit to the *donor*. This should only be considered when there is good evidence of specific benefits to the recipient, or in the context of research approved by an Ethics Committee and when the *donor* has been informed of all known risks and these have been reduced as far as is possible.
- 3.2.4 Anonymity between *donor* and recipient should be ensured except when both *donor* and recipient freely and expressly consent otherwise.

## 4. Stewardship

Health authorities have a responsibility to ensure that *Blood Services* are established and progressively developed so as to assure the needs of the patients using an ethical framework encompassing the care of both *donors* and patients.

The Society endorses the principles contained in the *Convention for the Protection of Human Rights and Dignity of the Human Being with regard to the Application of Biology and Medicine: Convention on Human Rights and Biomedicine* (Oviedo Convention 1997)<sup>1</sup> and also the recommendations contained in the *World Health Assembly Resolution on the Utilization and supply of human blood and blood products (WHA28.72)*<sup>2</sup>. Consistent with this we affirm the importance of the principle of voluntary non-remunerated donation as the basis for the establishment and development of Blood Services.

The Society therefore urges Health Authorities to ensure that the activities of *Blood Services* are undertaken in a manner consistent with the contents of this Code of Ethics and that in addition the following key principles should underpin their governance and delivery.

---

<sup>1</sup> Council of Europe CETS No 164 Convention for the Protection of Human Rights and Dignity of the Human Being with regard to the Application of Biology and Medicine: Convention on Human Rights and Biomedicine <http://www.coe.int/en/web/bioethics/oviedo-convention>

<sup>2</sup> World Health Organisation: Resolution 28.72 on the utilization and supply of human blood and blood products 1975. <http://www.who.int/bloodsafety/en/WHA28.72.pdf>

## 4.1 Dignity and Beneficence

- 4.1.1 Donated *blood* should be seen as a 'community good' in order to assure the dignity of the *donor* and of their donation and not as a commodity to meet others' ends. Therefore, the establishment and running of a *Blood Service* should be based upon not-for-profit principles.
- 4.1.2 Blood donation should be voluntary and non-remunerated<sup>2</sup>. A donation is considered voluntary and non- remunerated if the person gives *blood*, of his/her own free will and receives no payment for it, either in the form of cash, or in kind which could be considered a substitute for money. This would include time off work other than that reasonably needed for the donation and travel. Small tokens, refreshments and reimbursements of direct travel costs are compatible with voluntary, non-remunerated donation<sup>4</sup>.
- 4.1.3 Any form of incentive<sup>5</sup> that might influence the underlying reason to donate *blood* should be actively discouraged and must be prohibited if this will either impact on the safety of the *blood*, result in exploitation of the *donor* or lead to inequity of access for recipients
- 4.1.4 Donation is a civic act for the benefit of others and contributes to social cohesion. There is no right to donate.
- 4.1.5 Blood donor selection should be based on current, accepted and regularly reviewed scientific data. The ability to donate should not be unnecessarily restricted and blood donation criteria should not be justified on the basis of gender, race, nationality, religion, sexual orientation or social class.
- 4.1.6 Neither *donor* nor potential recipient has the right to require that any such discrimination be practiced.
- 4.1.7 No coercion should be made on the *donor* to give blood

## 4.2 Justice

- 4.2.1 *Blood* and blood products should be considered as a public resource. Access to the products should be based on clinical need taking into account the overall capacity of the local health system. Discrimination based on factors such as patients' resources should be avoided.
- 4.2.2 Wastage of *blood* should be avoided in order to safeguard the interests of all potential recipients and the *donor*.

## 4.3 Non-maleficence

- 4.3.1 All matters related to donation of *blood* and its clinical use should be in compliance with appropriately defined and internationally accepted standards.

The original Code was adopted by the General Assembly of ISBT, July 12, 2000.

It was amended by the General Assembly of ISBT, September 5, 2006.

This revision was adopted by the General Assembly of ISBT, June 20, 2017.

---

<sup>4</sup> Council of Europe Definition contained in Article 2 of Recommendation No R (95)14

<sup>5</sup> Based on *the Intervention Ladder* contained in *Human Bodies: Donation for medicine and research*. Nuffield Council on Bioethics [http://nuffieldbioethics.org/wp-content/uploads/2014/07/Donation\\_full\\_report.pdf](http://nuffieldbioethics.org/wp-content/uploads/2014/07/Donation_full_report.pdf)

## 11. Risk Management Policy and Register

### Overview

ISBT recognises that the Society is exposed to certain risks due to the nature of its activities and the environment in which it operates.

The key to ISBT's success is the effective management of risk to ensure its organisational objectives are achieved. Risks arise due to the organisation's operational activities and from external sources and may occur in many ways. They have the potential to impact financial performance, reputation, the ISBT community and the overall performance of the Society.

### Policy

In order to fully understand such risks, ISBT has established a Risk Management Policy which provides the framework for how risk will be managed within the organisation. The Risk Management Policy forms part of the governance framework of the Society. It also integrates with the strategic planning process. The Policy addresses both strategic and operational risks.

The ISBT Board and staff have identified risks across the organisation. ISBT will identify operation controls which manage risk and will assess the degree of risk by taking into consideration the potential impact on operations. Risks will be ranked, and a risk register will be maintained.

Actions have been identified for risks which may impact on the Society. Risks, and the effectiveness of the risk management system will be monitored on a regular basis and ISBT will communicate and consult with relevant stakeholders on our approach to managing risk.

### Integration with governance and strategic planning

The Risk Management Policy forms part of the governance framework and integrates with the strategic planning process. The Policy addresses both strategic and operational risks and the requirement of the organisation to operate in its regulatory environment.

### Accountability

Ownership of risks and actions to mitigate risk will be assigned to relevant roles within the organisation. ISBT has incorporated risk management accountability in the Executive Director's role and the Executive Director will be required to report on risks and actions to mitigate risk.

### Risk management oversight

ISBT's Risk Management Committee will oversee the Risk Management Policy and the organisation's exposure to risk. Oversight of the effectiveness of our risk management processes and activities will provide assurance to the Board and stakeholders and will support our commitment to continuous organisational improvement.

### Reporting, monitoring and review

ISBT will monitor risks and corrective actions on an ongoing basis. Performance of the risk management system and any outstanding actions required to mitigate risk will be reported to the Risk Management Committee. Formal reviews of both the risk management system and the Risk Register will take place on an annual basis and the Board will assess the effectiveness of the Risk Management Policy annually.

## Communication and consultation

ISBT will communicate and consult with its stakeholders (internal and external) on its approach to risk management.

## Risk Register

Risk No.	Risk Category	Risk Name	Probability H/M/L (3/2/1)	Impact H/M/L	Total effect *Probable impact	Consequence	Measures to control the risk
1.	Congress and Membership	<i>e.g., financial constraints in blood services &amp; hospitals</i>					
2.	Staff	<i>e.g., Insufficient staff resources in the IBST office</i>					
3.	Congress	<i>e.g., Financially unsuccessful congress</i>					
4.	Corporate partners	<i>e.g., Reduction in the number of corporate partners</i>					
5.	Staff	<i>e.g., small staff team – low staff retention</i>					
6.	Journal	<i>e.g., Poor financial results for Vox</i>					
7.	Budgetary control	<i>e.g., Neglected cost control</i>					
8.	Finance	<i>e.g. Fraud</i>					
9.	Membership	<i>e.g., Fall in Individual and Affiliate membership numbers</i>					
10.	Board	<i>e.g., Inexperienced and ineffective Board members</i>					

## 12. Board of Directors and Officers Insurance

The members of the ISBT Board of Directors are covered by Master Plus by Chubb, this insurance protects the Board members against civil or criminal proceedings arising from their role.

The Master Plus policy offers comprehensive insurance cover against defence costs and legal liability arising from: -

- Wrongful acts
- Errors and omissions
- Misstatement
- Negligence
- Breach of Duty

The product includes: -

- 100% allocation of defence costs and cover for emergency defence costs
- Flexible options on limits
- Cover for costs incurred by relatives if a case is heard abroad
- Cover for court attendance and staff disruption.

ISBT has taken out cover for €1,000,000

## 13. Duties of the President

### 1. Introduction

The ISBT President leads the Society on behalf of the members. The position is held for two years. The President then assumes the past President position for a further two years. The ISBT President represents ISBT as appropriate at international meetings and conferences. The ISBT President will hold regular telecons with the ISBT Executive Director and Secretary General to discuss regular business of the society. The ISBT President will visit the ISBT office as necessary. The ISBT President acts as line manager for the ISBT Executive Director. Detailed duties of the President are described in section 4.

### 2. The Board of Directors

The Board of Directors is appointed by the General Meeting and consists of the President, two Vice Presidents, the Secretary General, the Treasurer, the President Elect, the Past President and nine Regional Directors elected from the six WHO regions with two members for Europe, the Americas and the Western Pacific.

The Board of Directors:-

- Is entrusted with the management of the Society (Statutes Article 12.1).
- Ensures that the Society complies with its governing Statutes and By Laws (Statutes Article 12.4).
- Approves income other than membership subscription fees (Statutes Article 4b).
- Appoints Honorary members (Statutes Article 5b) and Affiliate members (Statutes Article 5c).
- Gives notice of termination in the event that a member has ceased to fulfil the requirements for membership laid down in the Statutes, in the event that the member has not observed their obligations towards the Society and in the event that the Society cannot reasonably be expected to allow the membership to continue (Statutes Article 7.5).
- Expels members if they act contrary to the Statutes, the rules or resolutions of the Society or prejudice the Society in an unreasonable manner (Statutes Article 7.6).
- Convenes extraordinary General Assemblies (Statutes Article 8.2 and 9.4).
- Appoints permanent committees, *ad hoc* committees and working parties and identifies members to undertake specific activities to further the Societies aims as necessary (By-laws Article 6.1).
- May delegate some or all of its responsibilities to an Executive Committee (Statutes Article 14.1).
- Must keep accounting records of the finances of the Society, produce an annual report on the activities of the Society, and keep the books, documents, and other databases in such a manner that the rights and obligations of the Society may be recognised at all times (Statutes Article 20.2).
- Must publish its annual report on the situation of the Society and the policy pursued (Statutes Article 20.3).

## 2.1 Duties of the President as a member of the Board of Directors

1. Leads the ISBT Board on behalf of the Society.
2. Chairs Board of Directors face to face meetings and telephone conferences.
3. Chairs regular conference calls with the ISBT Executive Director, Secretary General and other members of the Executive Committee as appropriate.
4. Contributes actively to the Board in relation to the strategic direction of the Society and provide guidance on relevant issues.
5. Acts as an Ambassador of the Society promoting the Society whenever possible in order to increase visibility and assist in recruiting new members.
6. Promotes the ISBT Academy.
7. Acts as a link between the ISBT and National or Regional Societies as appropriate.
8. Provides articles for Transfusion Today as appropriate.
9. Exercises economy and efficiency in the use of resources.
10. Conforms with the requirements of the Standing Financial Instructions and Scheme of Delegation.

### SFI's 2.5

## 3. The Executive Committee

The Executive Committee consists of the President, the Vice Presidents, the Secretary General, the Treasurer, the President Elect and the Past President (Statutes Article 14.2). The Executive Committee: -

**Statutes (Article 14.3)** 1. Ensures that the Society acts in accordance with the resolutions of the Board of Directors.

**SFI 3.4** 2. Responsible for the delegation of budgets, e.g., to the ISBT Working Parties.

## 4. Core Duties of the President

**By-laws (5.1)** 1. Acts as Chairperson of the ISBT General Assembly.

**By-laws (5.3)** 2. Signs the minutes of the General Assembly after they have been approved.

**By-laws (6.1)** 3. Acts as Chairman of all Executive and Board of Directors face to face meetings and telephone conferences.

**By-laws (6.1)** 4. Is an ex officio member of all committees of the Board of Directors.

**Statutes (12.5)** 5. Calls a meeting of the Board of Directors at least once a calendar year.

**Statutes (14.4)** 6. Requests the Executive Committee to meet as often as deemed necessary.

**Statutes (16.3I)** 7. Appoints the tellers for the Elections.

**By-laws (7.1)** 8. Receives reports of a real or apparent breach of the Statutes, By-laws or resolutions, including the Code of Conduct in the case of Board members.

**By-laws (7.2)** 9. Receives reports of a real or apparent breach of the Statutes, By-laws or resolutions, including the Code of Conduct in the case of Board members.

**SFI's (7.1)** 10. Acts as arbitrator in the case of any dispute related to expenses claims, except his or her own in which case the Treasurer shall act as arbitrator.

11. Acts as line manager for the ISBT Executive Director



**Congresses**

12. Carries out performance review for the ISBT Executive Director
13. Acts as Chairperson for the ISBT developing country award.
14. Co chairperson for the Jean Julliard Prize session and the ISBT Presidential award session.

SFI – Standing Financial Instructions

## 14. Duties of the President Elect

### 1. Introduction

The President Elect is a member of the ISBT Board and ISBT Executive Committee for two years prior to assuming the position of President of the Society. The two years as a member of the Board and Executive Committee prepares the President Elect for the role and duties of the President's position. Nominees for President Elect should be active within ISBT and have a good understanding of the Society's governance structure and the Society's activities.

### 2. The Board of Directors

The Board of Directors is appointed by the General Meeting and consists of the President, two Vice Presidents, the Secretary General, the Treasurer, the President Elect, the Past President and nine Regional Directors elected from the six WHO regions with two members for Europe, the Americas and the Western Pacific.

The Board of Directors:-

- Is entrusted with the management of the Society (Statutes Article 12.1).
- Ensures that the Society complies with its governing Statutes and By Laws (Statutes Article 12.4).
- Approves income other than membership subscription fees (Statutes Article 4b).
- Appoints Honorary members (Statutes Article 5b) and Affiliate members (Statutes Article 5c).
- Gives notice of termination in the event that a member has ceased to fulfil the requirements for membership laid down in the Statutes, in the event that the member has not observed their obligations towards the Society and in the event that the Society cannot reasonably be expected to allow the membership to continue (Statutes Article 7.5).
- Expels members if they act contrary to the Statutes, the rules or resolutions of the Society or prejudice the Society in an unreasonable manner (Statutes Article 7.6).
- Convenes extraordinary General Assemblies (Statutes Article 8.2 and 9.4).
- Appoints permanent committees, *ad hoc* committees and working parties and identifies members to undertake specific activities to further the Societies aims as necessary (By-laws Article 6.1).
- May delegate some or all of its responsibilities to an Executive Committee (Statutes Article 14.1).
- Must keep accounting records of the finances of the Society, produce an annual report on the activities of the Society, and keep the books, documents, and other databases in such a manner that the rights and obligations of the Society may be recognised at all times (Statutes Article 20.2).
- Must publish its annual report on the situation of the Society and the policy pursued (Statutes Article 20.3).

### **1.1 Duties of the President Elect as a member of the Board of Directors**

11. Actively participates in Board of Directors and Executive face to face meetings and telephone conferences.
12. Participates in regular conference calls with the ISBT Executive Director, Secretary General and other members of the Executive Committee as appropriate
13. Contributes actively to the Board in relation to the strategic direction of the Society and provides guidance on relevant issues.
14. Acts as an Ambassador of the Society promoting the Society whenever possible in order to increase visibility and assist in recruiting new members.
15. Promotes the ISBT Academy.
16. Acts as a link between the ISBT and National or Regional Societies as appropriate
17. Provides articles for Transfusion Today as appropriate.
18. Exercises economy and efficiency in the use of resources.
19. Conforms with the requirements of the Standing Financial Instructions and Scheme of Delegation.

#### **SFI's 2.5**

### **2. The Executive Committee**

The Executive Committee consists of the President, the Vice Presidents, the Secretary General, the Treasurer, the President Elect and the Past President (Statutes Article 14.2). The Executive Committee:

-

**Statutes (Article 14.3)** 1. Ensures that the Society acts in accordance with the resolutions of the Board of Directors.

**SFI 3.4** 2. Responsible for the delegation of budgets, e.g., to the ISBT Working Parties.

### **3. Core Duties of the President Elect**

**Statutes (16.2)** 1. Acts as Chair of the ISBT nominations committee.

**ISAC ToR** 2. Is a member of ISAC.

**YPC ToR** 3. Is a member of the YPC

## 15. Duties of the Vice Presidents

### 1. Introduction

The ISBT Vice Presidents are the focal point for education in ISBT. Nominees for the Vice Presidents position should therefore have a keen interest in education. A high proportion of the Vice Presidents' ISBT time is spent on ISBT education. This includes preparing the Academy Day programme at ISBT congresses, preparing the programme for 'Highlights of ISBT' days at national congresses, reviewing applications for ISBT Academy sponsorship and driving the education strategy of ISBT forward.

The Vice Presidents are members of the ISBT Board and Executive Committee. The senior Vice President is the Chairperson of the ISBT Academy Standing Committee. The junior Vice President assists the senior Vice President in this role.

### 2. The Board of Directors

The Board of Directors is appointed by the General Meeting and consists of the President, two Vice Presidents, the Secretary General, the Treasurer, the President Elect, the Past President and nine Regional Directors elected from the six WHO regions with two members for Europe, the Americas and the Western Pacific.

The Board of Directors:-

- Is entrusted with the management of the Society (Statutes Article 12.1).
- Ensures that the Society complies with its governing Statutes and By Laws (Statutes Article 12.4).
- Approves income other than membership subscription fees (Statutes Article 4b).
- Appoints Honorary members (Statutes Article 5b) and Affiliate members (Statutes Article 5c).
- Gives notice of termination in the event that a member has ceased to fulfil the requirements for membership laid down in the Statutes, in the event that the member has not observed their obligations towards the Society and in the event that the Society cannot reasonably be expected to allow the membership to continue (Statutes Article 7.5).
- Expels members if they act contrary to the Statutes, the rules or resolutions of the Society or prejudice the Society in an unreasonable manner (Statutes Article 7.6).
- Convenes extraordinary General Assemblies (Statutes Article 8.2 and 9.4).
- Appoints permanent committees, *ad hoc* committees and working parties and identifies members to undertake specific activities to further the Societies aims as necessary (By-laws Article 6.1).
- May delegate some or all of its responsibilities to an Executive Committee (Statutes Article 14.1).
- Must keep accounting records of the finances of the Society, produce an annual report on the activities of the Society, and keep the books, documents, and other databases in such a manner that the rights and obligations of the Society may be recognised at all times (Statutes Article 20.2).
- Must publish its annual report on the situation of the Society and the policy pursued (Statutes Article 20.3).

**2.1 Duties of the Vice President as a member of the Board of Directors**

- 20. Attends and actively participates in Board of Directors and Executive face to face meetings and telephone conferences.
- 21. Participates in regular conference calls with the ISBT Executive Director, Secretary General and other members of the Executive Committee as appropriate.
- 22. Contributes actively to the Board in relation to the strategic direction of the Society and provide guidance on relevant issues.
- 23. Acts as an Ambassador of the Society promoting the Society whenever possible in order to increase visibility and assist in recruiting new members.
- 24. Oversees the ISBT Academy.
- 25. Acts as a link between the ISBT and national or regional societies as appropriate.
- 26. Provides articles for Transfusion Today as appropriate.
- 27. Exercises economy and efficiency in the use of resources.
- 28. Conforms with the requirements of the Standing Financial Instructions and Scheme of Delegation.

**SFI's 2.5**

**3. The Executive Committee**

The Executive Committee consists of the President, the Vice Presidents, the Secretary General, the Treasurer, the President Elect and the Past President (Statutes Article 14.2). The Executive Committee:  
-

**Statutes (Article 14.3)** 1. Ensures that the Society acts in accordance with the resolutions of the Board of Directors.

**SFI 3.4** 2. Responsible for the delegation of budgets, e.g., to the ISBT Working Parties.

**4. Core Duties of the Vice Presidents**

**Standing committee of the ISBT Academy ToR**

- 1. The most senior Vice President acts as Chairperson of the Standing Committee of the ISBT Academy and the junior Vice President as Vice Chairperson.
- 2. Compiles the Academy day programme for ISBT regional and international congresses seeking suggestions from the Standing Committee and working in close liaison with the ISBT Scientific Secretary, ISBT Scientific Officer, ISBT Executive Director and Professional Congress Organiser.
- 3. Advises on speakers for ISBT Academy events.
- 4. Reviews ISBT Academy applications
- 5. The most senior Vice President will act as Chairperson in place of the President if the President cannot act for any reason. If neither the President or most senior Vice President cannot act the junior Vice President will automatically assume the duties of the President.

**Statutes (15.1)**

**By-laws (7.1)**

**By-laws (7.2)**

**Standing committee of ISAC**

- 6. Receives reports of a real or apparent breach of the Statutes, By-laws or resolutions by the President, including the Code of Conduct.
- 7. Investigates allegations of a real or apparent breach of the Statutes, By-laws or resolutions by the President, including the Code of Conduct.
- 8. Member of ISAC.

## 16. Duties of the Secretary General

### 1. Introduction

The ISBT Secretary General is a member of the ISBT Board and the ISBT Executive Committee for four years. The Secretary General ensures good governance of the Society ensuring that the business of the Society is carried out as laid down in the Statutes and by laws. Nominees for Secretary General should be active within ISBT and have a good understanding of the Society's governance structure and the Society's activities.

### 2. The Board of Directors

The Board of Directors is appointed by the General Meeting and consists of the President, two Vice Presidents, the Secretary General, the Treasurer, the President Elect, the Past President and nine Regional Directors elected from the six WHO regions with two members for Europe, the Americas and the Western Pacific.

The Board of Directors:-

- Is entrusted with the management of the Society (Statutes Article 12.1).
- Ensures that the Society complies with its governing Statutes and By Laws (Statutes Article 12.4).
- Approves income other than membership subscription fees (Statutes Article 4b).
- Appoints Honorary members (Statutes Article 5b) and Affiliate members (Statutes Article 5c).
- Gives notice of termination in the event that a member has ceased to fulfil the requirements for membership laid down in the Statutes, in the event that the member has not observed their obligations towards the Society and in the event that the Society cannot reasonably be expected to allow the membership to continue (Statutes Article 7.5).
- Expels members if they act contrary to the Statutes, the rules or resolutions of the Society or prejudice the Society in an unreasonable manner (Statutes Article 7.6).
- Convenes extraordinary General Assemblies (Statutes Article 8.2 and 9.4).
- Appoints permanent committees, *ad hoc* committees and working parties and identifies members to undertake specific activities to further the Societies aims as necessary (By-laws Article 6.1).
- May delegate some or all of its responsibilities to an Executive Committee (Statutes Article 14.1).
- Must keep accounting records of the finances of the Society, produce an annual report on the activities of the Society, and keep the books, documents, and other databases in such a manner that the rights and obligations of the Society may be recognised at all times (Statutes Article 20.2).
- Must publish its annual report on the situation of the Society and the policy pursued (Statutes Article 20.3).

### 2. Duties of the Secretary General as a member of the Executive Committee

Statutes 14.3  
the

Ensures that the Society acts in accordance with the resolutions of  
Board of Directors.

## 2.1 Core Duties of the Secretary General

- |                 |   |
|-----------------|---|
| Statutes 5.2a   | 1. Decides on all applications for individual membership and notifies the candidate of the decision.  |
| Statutes 8.1    | 2. Convenes the General Assembly and notifies the members   |
| By-laws 5.2     | 3. Takes the minutes of the proceedings of the General Assembly.  |
| By-laws 5.3     | 4. Signs the minutes of the General Assembly after they have been approved.   |
| By-laws 5.5     | 5. Receives proxy votes prior to the commencement of the General Assembly   |
| By-laws 5.7     | 6. Decides whether a proxy is admissible or not   |
| By-laws 7.6     | 7. Receives notice from any member who has been accused of real or apparent breach of the Statutes, By-laws or resolutions, including the Code of Conduct in the case of Board members, and wishes to make representation to the General Assembly |
| Statutes 16.3a  | 8. Notifies all members of the elections at least six months in advance of the relevant General Assembly and call for nominations to fill vacancies on the Board of Directors   |
| Statutes 16.3e  | 9. Receives nominations from candidates at least four months before the relevant General Assembly   |
| Statutes 16.3f  | 10. Responsible for ensuring that nominees fulfil the criteria for nomination   |
| Statutes 16.3h  | 11. Sends a notice by electronic means at least three months before the relevant General Assembly announcing the opening of voting.   |
| Statutes 16.3m  | 12. Receives the result of the electronic voting  |
| Statutes 16.3n  | 13. Makes the results of the elections known to the members   |
| Statutes 21.2b  | 14. Receives amendments to the Statutes at least six months prior to the relevant General Assembly  |
| SFI's 7.1       | 15. Is an authorised signatory for expenses   |
| ToR Vox Sang SC | 16. Acts as Chairperson of the Vox Sanguinis Standing Committee   |
| ToR ISAC        | 17. Is a member of ISAC   |
| Foundation      | 18. Is a member of the Board of Directors of the ISBT Foundation  |

## 17. Duties of the Treasurer

### 1. Introduction

The ISBT Vice Presidents are the focal point for education in ISBT. Nominees for the Vice Presidents position should therefore have a keen interest in education. A substantial amount of the Vice Presidents time is spent on ISBT education work. This includes preparing the Academy Day programme at ISBT congresses, preparing the programme for 'Highlights of ISBT' days at national congresses, reviewing applications for ISBT Academy sponsorship and driving the education strategy of ISBT forward.

The Vice Presidents are members of the ISBT Board and Executive Committee. The senior Vice President is the Chairperson of the ISBT Academy Standing Committee. The junior Vice President assists the senior Vice President in this role.

### 2. The Board of Directors

The Board of Directors is appointed by the General Meeting and consists of the President, two Vice Presidents, the Secretary General, the Treasurer, the President Elect, the Past President and nine Regional Directors elected from the six WHO regions with two members for Europe, the Americas and the Western Pacific.

The Board of Directors:-

- Is entrusted with the management of the Society (Statutes Article 12.1).
- Ensures that the Society complies with its governing Statutes and By Laws (Statutes Article 12.4).
- Approves income other than membership subscription fees (Statutes Article 4b).
- Appoints Honorary members (Statutes Article 5b) and Affiliate members (Statutes Article 5c).
- Gives notice of termination in the event that a member has ceased to fulfil the requirements for membership laid down in the Statutes, in the event that the member has not observed their obligations towards the Society and in the event that the Society cannot reasonably be expected to allow the membership to continue (Statutes Article 7.5).
- Expels members if they act contrary to the Statutes, the rules or resolutions of the Society or prejudice the Society in an unreasonable manner (Statutes Article 7.6).
- Convenes extraordinary General Assemblies (Statutes Article 8.2 and 9.4).
- Appoints permanent committees, *ad hoc* committees and working parties and identifies members to undertake specific activities to further the Societies aims as necessary (By-laws Article 6.1).
- May delegate some or all of its responsibilities to an Executive Committee (Statutes Article 14.1).
- Must keep accounting records of the finances of the Society, produce an annual report on the activities of the Society, and keep the books, documents, and other databases in such a manner that the rights and obligations of the Society may be recognised at all times (Statutes Article 20.2).
- Must publish its annual report on the situation of the Society and the policy pursued (Statutes Article 20.3).



**2.1 Duties of the Vice President as a member of the Board of Directors**

- 29. Attends and actively participates in Board of Directors and Executive face to face meetings and telephone conferences.
- 30. Participates in regular conference calls with the ISBT Executive Director, Secretary General and other members of the Executive Committee as appropriate.
- 31. Contributes actively to the Board in relation to the strategic direction of the Society and provide guidance on relevant issues.
- 32. Acts as an Ambassador of the Society promoting the Society whenever possible in order to increase visibility and assist in recruiting new members.
- 33. Oversees the ISBT Academy.
- 34. Acts as a link between the ISBT and national or regional societies as appropriate.
- 35. Provides articles for Transfusion Today as appropriate.
- 36. Exercises economy and efficiency in the use of resources.
- 37. Conforms with the requirements of the Standing Financial Instructions and Scheme of Delegation.

**SFI's 2.5**

**3. The Executive Committee**

The Executive Committee consists of the President, the Vice Presidents, the Secretary General, the Treasurer, the President Elect and the Past President (Statutes Article 14.2). The Executive Committee: -

**Statutes (Article 14.3)** 1. Ensures that the Society acts in accordance with the resolutions of the Board of Directors.

**SFI 3.4** 2. Responsible for the delegation of budgets, e.g., to the ISBT Working Parties.

**4. Core Duties of the Vice Presidents**

**Standing committee of the ISBT Academy ToR**

- 9. The most senior Vice President acts as Chairperson of the Standing Committee of the ISBT Academy and the junior Vice President as Vice Chairperson.
- 10. Compiles the Academy day programme for ISBT regional and international congresses seeking suggestions from the Standing Committee and working in close liaison with the ISBT Scientific Secretary, ISBT Scientific Officer, ISBT Executive Director and Professional Congress Organiser.
- 11. Advises on speakers for ISBT Academy events.
- 12. Reviews ISBT Academy applications
- 13. The most senior Vice President will act as Chairperson in place of the President if the President cannot act for any reason. If neither the President or most senior Vice President cannot act the junior Vice President will automatically assume the duties of the President.

**Statutes (15.1)**

**By-laws (7.1)**

**By-laws (7.2)**

**Standing committee of ISAC**

**of**

- 14. Receives reports of a real or apparent breach of the Statutes, By-laws or resolutions by the President, including the Code of Conduct.
- 15. Investigates allegations of a real or apparent breach of the Statutes, By-laws or resolutions by the President, including the Code of Conduct.
- 16. Member of ISAC.

## 18. Duties of the Past President

### 1. Duties of the Past President as a member of the Board of Directors

- SFI's 2.5
1. Attends Board of Directors face to face meetings and telephone conferences
  2. Contributes actively to the Board in relation to the strategic direction of the Society and provide guidance on relevant issues
  3. Acts as an ambassador of the Society promoting the Society whenever possible in order to increase visibility and assist in recruiting new members.
  4. Promotes the ISBT Academy
  5. Act as a link between the ISBT and national or regional societies as appropriate
  6. Provides articles for Transfusion Today as appropriate
  7. Exercises economy and efficiency in the use of resources
  8. Conforms with the requirements of the Standing Financial Instructions and Scheme of Delegation

### 2. Duties of the Past President as a member of the Executive Committee

Statutes 14.3  
the

Ensures that the Society acts in accordance with the resolutions of the Board of Directors.

### 3. Core Duties of the Past President

- By-laws 15.3
1. Act as Chairperson of the International Scientific Advisory Committee (ISAC)
  2. Act as Chairperson of the Jean Julliard Committee and co chairs the JJ session at the congress
  3. Act as Chairperson of the Vox Sanguinis Best Paper Prize and presents the prize at the opening ceremony

## 19. Duties of the Regional Directors

### 1. Introduction

Regional Directors are members of the Board of Directors of ISBT. They represent ISBT in their WHO region and are ambassadors for the Society promoting ISBT's activities with the aim to recruit individual and Affiliate members and increase ISBT's brand identity. They participate in regional events as appropriate and advise the ISBT Board and Central Office of transfusion related activities in their region. The specific duties of the Regional Directors are listed in section 2.1

### 2. The Board of Directors

The Board of Directors is appointed by the General Meeting and consists of the President, two Vice Presidents, the Secretary General, the Treasurer, the President Elect, the Past President and nine Regional Directors elected from the six WHO regions with two members for Europe, the Americas and the Western Pacific.

The Board of Directors:-

- Is entrusted with the management of the Society (Statutes Article 12.1)
- Ensures that the Society complies with its governing Statutes and By Laws (Statutes Article 12.4)
- Approves income other than membership subscription fees (Statutes Article 4b)
- Appoints Honorary members (Statutes Article 5b) and Affiliate members (Statutes Article 5c)
- Gives notice of termination in the event that a member has ceased to fulfil the requirements for membership laid down in the Statutes, in the event that the member has not observed their obligations towards the Society and in the event that the Society cannot reasonably be expected to allow the membership to continue (Statutes Article 7.5)
- Expels members if they act contrary to the Statutes, the rules or resolutions of the Society or prejudice the Society in an unreasonable manner (Statutes Article 7.6)
- Convenes extraordinary General Assemblies (Statutes Article 8.2 and 9.4)
- Appoints permanent committees, *ad hoc* committees and working parties and identifies members to undertake specific activities to further the Societies aims as necessary (By-laws Article 6.1)
- May delegate some or all of its responsibilities to an Executive Committee (Statutes Article 14.1)
- Must keep accounting records of the finances of the Society, produce an annual report on the activities of the Society, and keep the books, documents, and other databases in such a manner that the rights and obligations of the Society may be recognised at all times (Statutes Article 20.2)

- Must publish its annual report on the situation of the Society and the policy pursued (Statutes Article 20.3).

## **2.1 Duties as a member of the Board of Directors**

38. Actively participates in all Board of Directors and Regional Directors face to face meetings and telephone conferences
39. Contributes actively to the Board in relation to the strategic direction of the Society and provides guidance on relevant issues
40. Participates in sub committees of the Board as required
41. Promotes the Society in order to assist in recruiting new individual and affiliate members
42. Promotes the ISBT Academy in order to increase the number of Academy events worldwide
43. Acts as an Ambassador of ISBT, meeting with National Society/Blood Centre Directors whenever possible at ISBT congresses
44. Participates in at least one local/regional transfusion society meeting per year
45. Sources at least two articles per year for Transfusion Today
46. Is involved in the planning of ISBT regional congresses as appropriate

### **SFIs 2.5**

47. Exercises economy and efficiency in the use of resources
48. Conforms with the requirements of the Standing Financial Instructions and Scheme of Delegation

SFIs = Standing Financial Instructions

## 20. Nomination and Election of Board members

### 1. Elections

Elections are held prior to a General Assembly and in the year of the international congress (even numbered years).

The nomination and election procedures are given in the Statutes Article 16.

### 2 Election timetable

(Statutes Article 16)

- During the summer meeting of the Board of Directors in the year prior to the elections the Nominations committee must be agreed
- At least six months prior to the relevant General Assembly the Secretary General will notify all members of the elections and call for nominations to fill vacancies on the Board of Directors.
- Four months before the relevant General Assembly the nominations must have been received by the Secretary General
- At least three months prior to the relevant General Assembly the Secretary General will send a notice announcing the opening of voting.
- At least 30 days prior to the relevant General Assembly voting will close.
- The Secretary General makes known the result to the members once he has received verification of the voting from the Tellers

### 3 Eligibility to nominate, be nominated and to vote

- The call for nominations will be sent to all members who are accepted members of the Society on the date of the call for nominations.
- Nominees can only be Individual members who are members of the Society on the date of the call for nominations
- The invitation to vote will be sent to all members who were accepted members at the time of the call for nominations

### 4 Nomination procedure

There is a standard nominating procedure: -

Each nomination must be proposed by two Individual, Honorary or Affiliate members of the ISBT (Article 16.3(c)) and must include:

1. A brief biography of and statement of intent by the candidate proposed. This will be included on the election website. The provided template must be used
2. A declaration by the candidate that they accept the nomination and will play an active role in the Society's work and that they will work within the ISBT Code of Conduct for the Board of Directors. A declaration form is provided.
3. A high-resolution headshot photo of the candidate.

Nominations are sent to the ISBT Central Office where they are checked for eligibility. A list of all nominees is prepared, and the nominations are forwarded to the Chairperson of the Nominations committee.

### 5 Voting Procedure

An independent third-party election management company is used for the elections. For the elections since 2012 Survey and Ballot Systems has been the vendor of choice. Voting takes place electronically.

## 21. Standing Financial Instructions

The financial business of the Society is carried out according to the Standing Financial Instructions.

### 1. Introduction

1.1 The Standing Financial Instructions (SFIs) detail the financial policies and procedures adopted by the ISBT. They are designed to ensure that every financial transaction is carried out in accordance with those policies and procedures.

1.2 The SFIs identify the financial responsibilities that apply to ISBT employees, ISBT Board members, ISBT Working Party members and ISBT Standing Committee members.

1.3 Any failure to comply with SFIs will be brought for discussion to the ISBT Executive Committee.

1.4 The SFIs should be read in conjunction with the Scheme of Delegation adopted by ISBT (see Item 5).

### 2. Responsibilities

2.1 The ISBT Board exercises financial supervision and control by:

- Formulating the long-term financial strategy and 3-year plan
- Approving the annual budget
- Defining and approving essential procedures
- Defining specific responsibilities on anyone handling money within the ISBT

2.2 The Executive Director is accountable to the Board for the activities of the ISBT. The Executive Director is responsible to the Board for financial control according to the standard procedures.

2.3 The Executive Director will ensure that Board members and Working Party and Standing Committee chairpersons are notified of their responsibilities within the SFIs.

2.4 The Treasurer will have an overview of the financial administration of the ISBT, periodically review procedures and financial reporting, present the annual budget to the Board for approval and advise the Board on the financial strategy and 3-year plan. See also the ISBT Statutes, Article 20, point 4, and Article 26.

2.5 All employees and Board members are responsible for: -

- Exercising economy and efficiency in the use of resources
- Conforming with the requirements of SFIs and the Scheme of Delegation
- See also the ISBT Statutes, Article 26.

### 3. Preparation and Approval of the Annual Budget

3.1 Prior to the start of the financial year the Executive Director will present the annual budget for review by the Treasurer.

3.1.1 Proposals from the working parties should be included in the budget.

3.2 The Treasurer will ensure that the budget is in accordance with the aims and objectives of the society and is within appropriate financial limits. The Treasurer will also identify and evaluate any potential risks.

3.2.1 The Treasurer will present the budget for approval by the Board of Directors before the start of the financial year and present Variance reports to the Board of Directors quarterly.

- 3.3 The Executive Director will monitor financial performance against the Budget and 3-year plan.
- 3.4 The Executive Committee is responsible for the delegation of budgets, for example to the ISBT Working Parties. Each Working Party Chairperson is responsible for monitoring their budget and ensuring that any overspending or income reduction against Budget is restricted to a minimum.

4. Tendering and Contractual Arrangements

- 4.1 ISBT will ensure that competitive tenders are sought for revenue and capital contract values of over €20,000 lifetime value. In some circumstances it may be appropriate to competitively tender for contracts up to €20,000. Where contracts are awarded for three years or more Executive Committee approval should be obtained.

5. Financial Delegation Limits

The following financial delegation limits will apply

Item	ISBT Executive Director	ISBT Treasurer	ISBT Executive Committee Approval
<b>Contracts</b>	Up to €10.000	€10.001 – €20.000	€20.001 and above
<b>Other</b>	Up to €7.500	€7.501 – €15.000	€15.001 and above

6. Bank Accounts

- 6.1 The Treasurer is responsible for managing the Society’s banking arrangements, and for advising ISBT on the provision of banking services and the operation of deposit and current bank accounts. The Treasurer will review the banking arrangements at regular intervals to ensure they reflect best practice and value for money.
- 6.2 The Executive Committee will approve any material changes to banking arrangements.
- 6.3 ISBT bank accounts are currently held at ABN Amro, the Netherlands.
- 6.4 The Executive Director is responsible for managing the Society’s day-to-day banking activities. At the Executive Director’s discretion, the authority to conduct banking activities may be delegated to Central Office staff.

7. Expenses guidelines

7.1 Process

- Official ISBT claim forms can be obtained from the ISBT Central Office
- The claim form must be completed properly, and submitted within three months of the date of expenditure
- Expenses claims are subject to the Financial Delegation Authority Limits outlined in 5 above. Executive Director expenses (both reimbursed through a claim form and paid directly through the Society’s credit card) under €7.500 are subject to review by the Treasurer. If the Treasurer’s claim form exceeds €7.500, it is subject to approval by Secretary General.

The President will act as arbitrator in the case of any dispute related to expenses claims, except his or her own in which case the Treasurer shall act as arbitrator.

Expenses incurred in a different (foreign) currency should be translated based on the actual exchange rate used by the person's bank. For foreign credit card charges, a copy of the credit card statement should be submitted together with the claim form.

## 7.2 ISBT members on ISBT duties

### 7.2.1 Approval for expenses associated with ISBT duties

Any assignment apart from an Executive or Board or other approved meeting, and requiring expenditure for travel and hotel accommodation, should be pre-approved by the Treasurer. If necessary, the Treasurer will consult the Executive Committee about such expenditure.

### 7.2.2 Hotel accommodation

Those on approved ISBT duties may claim accommodation expenses. It is recognised that accommodation costs vary according to location. In some major cities, costs of around €200 or equivalent in local currency per night for accommodation are considered reasonable. In exceptional situations costs in excess of €200 might be considered but would need to be approved in advance by the Treasurer.

### 7.2.3 Food and Beverage

When required to carry out duties on behalf of ISBT, claims for meals and beverages may be made if the assignment involves working through or travelling through usual mealtimes. All such claims should be reasonable and not excessive and should be judged against local conditions and the situation prevailing. All such expenses must be supported by a receipt and must reference a pre-approved assignment by the Executive Committee or Treasurer. The maximum expenditure for dinner including drinks is €50 or equivalent in local currency per person.

### 7.2.4 Transportation

The use of own car when on ISBT business will be reimbursed at the rate of: -

- €0.40 per Km or equivalent in local currency.
- Reasonable taxi fares or public transport fares will be reimbursed.
- Parking fees incurred when on ISBT business will also be reimbursed.
- All claims for transport expenses must be supported by a receipt except use of own car which should have the consumed distance clearly stated for the journey being claimed.

### 7.2.5 Air transport

The Central Office will obtain an air fare quotation from the ISBT travel agent. The quotation received from the travel agent will become the "maximum reimbursable amount" (MAR).

- For flights of less than 6 hours, a quotation will be requested for an Economy Class flight
- For flights of longer than 6 hours, a quotation for Executive Committee members will be requested for Business Class and for Regional Directors for Premium Economy Class whenever available, or Economy Class if not available.

Board members will be notified of the quotation received and should choose within a defined time framework e.g., 3 days whether they will accept the lowest fare tickets quoted by the travel agent to the Central Office or whether after receiving the quotation they prefer to purchase their own ticket in any airline or class. A refund equal to the MAR, or the cost of the ticket purchased, if lower than the MAR, will be given.



A request for reimbursement and receipts should be submitted to ISBT.

#### 8. Annual Financial Statements

The Treasurer is responsible for preparing and submitting Financial Statements to the Executive Committee, Board and General Assembly, in accordance with the timetable established in the Society's Constitution. The Financial Statements must be audited by an external auditor appointed by the General Assembly.

## 22. Corporate Partnership

ISBT offers Corporate Partnerships to relevant companies working in the transfusion medicine associated sector. Corporate Partners (CPs) receive a number of benefits depending on their level of engagement. Current CP benefit packages can be viewed on the ISBT website [www.isbtweb.org/partnerships/corporate-partners/become-a-corporate-partner.html](http://www.isbtweb.org/partnerships/corporate-partners/become-a-corporate-partner.html)

## 23. ISBT Committees

There are a number of committees which are established under the Statutes and By-laws

### 1. The Executive Committee

The Board of Directors delegates the daily management of the Society's affairs to an Executive Committee

### 2. Standing committees

These are established and disbanded by the Board of Directors as necessary. Current Standing committees are: -

1. The Standing committee of the ISBT Academy
2. The Standing committee on ethics
3. The International Scientific Advisory Committee (ISAC)
4. The Jean Julliard Prize Committee
5. The Nominations Committee
6. The Vox Sanguinis Standing Committee
7. The Young Professionals Council (updated in ISBT By-laws June 2020)

Each committee must include at least one Board member. All other members are appointed by the Board of Directors

## 24. Executive Committee

1. The composition of the Executive Committee will be as follows the:
  - a) President.
  - b) Vice Presidents (2).
  - c) Secretary General.
  - d) Treasurer.
  - e) President Elect.
  - f) Past President.
2. The Executive Committee ensures that the Society acts in accordance with the resolutions of the Board of Directors.
3. The Executive Committee will meet as often as the President deems necessary.
4. Four members of the Executive Committee constitute the quorum for resolutions taken by the Executive Committee.
5. Each member of the Executive Committee has the right to cast one vote relating to the affairs of the Executive Committee.
6. Resolutions at a duly convened meeting of the Executive Committee will be adopted on the basis of an absolute majority of the votes cast. In the event of a tie the Chair's single vote will constitute the casting vote.
7. Resolutions of the Executive Committee may also be adopted in writing (which also includes an electronic recording) outside of an Executive Committee meeting, provided that all Members of the Executive Committee entitled to vote carry such resolutions unanimously.

## 25. Standing Committee of the ISBT Academy

### Terms of Reference

#### 1. Purpose

The Standing Committee of the Academy (SCA) is responsible for determining the scope and management of the activities of the ISBT Academy, which is the educational arm of the ISBT. The primary goals of the Academy are to host workshops and educational activities in association with national, regional and international meetings, congresses or societies, including presentation by electronic media. The SCA also has the responsibility of assuring the quality of the educational material presented or sponsored by the Academy. The SCA will serve as the advisory committee to the ISBT Foundation. The SCA also facilitates and guides development of core curriculum courses in Transfusion Medicine or other educational activities in accordance with the ISBT Strategic plan.

#### Scope

- Development and review of policy related to ISBT Academy activities
- Soliciting and reviewing applications for ISBT Academy funding for educational activities, use of the ISBT logo and ISBT endorsement of formal educational courses
- Proposing activities to the ISBT Board for ISBT Academy involvement that are aligned with the ISBT's strategic objectives.
- Reviewing feedback from ISBT Academy events to ensure and maintaining quality and relevance of the events
- Planning Academy Day at ISBT congresses in liaison with the appointed professional congress organisers.
- Planning ISBT Highlight days in collaboration with other national societies.
- Overseeing development and management of ISBT's e-learning program, including structure of the ISBT Education portal and oversight of steering groups required for specific projects
- Monitoring transfusion medicine educational material made available by other organisations or societies, and also the external environment for developments in this field of education

**Membership and Structure:** The Standing committee of the ISBT Academy will be chaired by the ISBT Senior Vice President (S-VP) and will comprise of no more than 10 ISBT members, with wide international representation, who are involved with or have an interest in education. One of the ten members will be the ISBT Junior Vice President (J-VP). The ISBT Scientific Secretary, Scientific Officer and Executive Director will be an ex-officio members. Each WHO Region should be represented. Membership will be recommended by the SCA and confirmed by the Executive Committee. With the exception of ex-officio members (which include the S-VP and J-VP), the term of membership will be three years, renewable once.

**Meeting arrangements:** The SCA will meet at least once a year and additionally as requested by the Chair. A quorum shall be comprised of at least 50% of the members. Meetings may take place electronically. Other communications may be conducted by e-mail. The meeting agenda will be set by the Chair, in consultation with the J-VP and the ISBT CO. The minutes will be prepared by ISBT CO.

**Reporting:** The SCA is responsible to the ISBT Board of Directors. The SCA Chair, in consultation with the committee members, will make an annual report to the ISBT Board on the outputs from their activities. A report will also be sent for inclusion in the ISBT annual report. The SCA Chair is also a member of the ISBT Foundation Board and reports to the Foundation on Academy activity on an annual basis.

**Resources and budget:** The SCA, with the assistance of the ISBT ED, will develop a proposed budget for Academy funded activities for submission to the Foundation on an annual basis. The SCA may additionally seek ad hoc funding for specific projects or programs from the Foundation through a specific application process.

**Review:** The TOR will be reviewed every two years; this will be the responsibility of the incoming Chair.

## 26. The Standing Committee on Ethics

### Terms of Reference

1. **Purpose:** Give advice or opinion to the Board of Directors on ethical issues relating to the objectives of ISBT
2. **Scope:** The SCE will:
  - Give advice or opinion on ethical issues as requested and directed by the Board of Directors
  - Submit to the Board of Directors ethical issues that it determines require clarification or opinion. The Board of Directors decides whether or not the SCE works on the submitted issues or not.
3. **Membership:** All members are appointed by the Board. A Chair will be appointed by the Board. The SCE will comprise no more than 10 ISBT members, including the Chair. The committee will have broad international representation and comprise individuals who have experience or an interest in ethics. At least 3 members will be Directors. The term of membership for all positions will be three years, renewable once.

The ISBT Secretary General will be an ex-officio member of the SCE.
4. **Meeting arrangements:** When the Board submits an issue to the SCE, the Committee will meet at least once per year in association with the international and regional congress and additionally as requested by the Chair. Quorum shall be comprised of at least 50% of the members. Meetings may take place electronically. Other communications may be conducted by e-mail. The meeting agenda will be set by the Chair, in consultation with the Board members on the SCE. The minutes will be prepared by the Chair.
5. **Reporting:** The SCE is responsible to the Board of Directors. The chair, in consultation with the members of the Standing committee, will make an annual report to the ISBT Board on the outputs from their activities. A report will also be sent for inclusion in the ISBT annual report.
6. **Review:** The TOR will be reviewed every two years; this will be the responsibility of the Chair.

## 27. The International Scientific Advisory Committee (ISAC)

### Terms of Reference

1. **Purpose:** The committee is established for co-ordination and harmonization of activities of the Working Parties and to advise both the scientific director and the scientific committee of all ISBT congresses about possible choices for the scientific program and speakers.
2. **Scope:** Being an advisory committee, there is no final executive role for the committee members .

**Membership:** Includes the Past-President (chair), the ISBT chairpersons of the Working Parties, Scientific Secretary, and the two Vice Presidents. Ex officio members include: the ISBT President, President-Elect, Secretary General, and ISBT Executive Director, who acts as the secretary. Under the chair's discretion one or more observers may be invited.

3. **Meeting arrangements:** Meetings shall take place at least once annually, during any ISBT Congress. The agenda is defined by the chair, which shall be distributed to the members by the Central Office.
4. **Reporting:** All ISAC activities are reported annually to the ISBT Board.
5. **Resources and budget:** Not applicable at this time.
6. **Review:** Reviews shall be performed whenever there is a change in the ISBT By-Laws.

## 28. The Jean Julliard Prize Committee

### Terms of Reference

1. **Purpose:** The Prize was established in 1962 in memory of the Society's first Secretary-General.
2. **Scope:** 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. The Prize will be awarded to one individual but in exceptional cases may be shared. The prize winner is expected to present a plenary lecture during the corresponding ISBT congress. The committee is also responsible for the selection of the Vox Sanguinis Best Paper Prize.
3. **Membership:** The Jean Julliard Prize Committee consists of five (5) members plus two alternate members and is **chaired** by the ISBT Past President. Members are proposed by the Chair and must be appointed by the ISBT Executive Committee. Each member will have a fixed two-year term, which can be extended for an additional term at the discretion of the incoming Chairman provided the ISBT Executive Committee agree. The list of members has to be made available by the Central Office through the pertaining communication tools.
4. **Meeting arrangements:** There should be at least one annual meeting either face to face or by electronic means. There should be at least a minimum of 50% plus one member for quorum. The agenda is established by the chair and minutes must be prepared by one designated ISBT Central Office staff member, who subsequently will be responsible for distribution of the approved minutes for all members.
5. **Reporting:** The Jean Julliard Prize reports annually to the ISBT Board.
6. **Resources and budget:** The award is \$5000. Travel, registration and accommodation expenses for associated attendance at the ISBT International congress are paid from the congress budget.
7. **Review:** Reviews shall be performed whenever there is a change in the ISBT By-Laws, or whenever defined by the chair or at request of the ISBT Board.



## 29. The Nominations Committee

The nominations committee seeks and endorses members for election to the Board of Directors. The Nominations Committee is **chaired** by the ISBT President Elect.

The Nominations committee membership is agreed at the Board meeting which takes place before the European congress in an odd numbered year.

## 30. The Vox Sanguinis Standing Committee

### Terms of Reference

1. **Purpose:** Management of the operational activities of Vox Sanguinis and the ISBT Science Series, the Society journals. The Standing Committee functions as a link between the ISBT Board and the Vox Sanguinis Editorial Board.
2. **Scope:** The Standing Committee is responsible for:
  - the selection of the publisher and the necessary contracts.
  - appointment of the Editor-in-Chief and, on advice of the Editor-in-Chief, the Section Editors of the Journal.

The Standing Committee is not responsible for the scientific content of the Journals. This responsibility rests with the Editor-in-Chief advised by the Section Editors.

The Standing Committee will receive annual reports from the Editor-in-Chief and from the publishers.

The ISBT Treasurer is responsible for the finances regarding Vox Sanguinis. Each year, the Treasurer shall present a detailed report on the financial state of Vox Sanguinis. The financial record of Vox Sanguinis shall be presented separate from the finances of the Society.

3. **Membership:** Membership will be:
  - the ISBT Secretary-General, who will chair the Committee.
  - the ISBT Treasurer.
  - two members of the Society appointed by the Board following recommendations from the Executive Committee.

The Editor-in-Chief of the Journal will be a non-voting member of the Committee.

A nominated representative from the Publisher will be invited as an observer of the Committee.

The committee will be permitted to co-opt other ISBT members if required.

The ISBT Executive Director and ISBT President will also be invited to attend meetings as observers.

The term of office of the appointed members of the Committee shall be four years.

4. **Meeting arrangements:** The Committee will meet annually, usually in April shortly before the annual meeting of the Vox Sanguinis Editorial Board, and otherwise as required. Meetings of the Committee will generally be by telephone conference.

The quorum is three members.

Meeting agendas will be prepared by the Chair and distributed at least one week before the meeting.

The Chair will be responsible for the minutes of the meeting.

5. **Reporting:** The Chair will submit a report to the ISBT Board of Directors each year and will prepare a report for publication in the ISBT Annual Report.
6. **Resources and budget:** The Committee has no resources or budget. Any reasonable expenses incurred by Committee members will be submitted to the ISBT Office.
7. **Review:** The terms of reference will be reviewed every 3 years.

## 31. The Young Professionals Council

### **Purpose:**

To engage and enrich Young Transfusion Medicine Professionals with the aim of increasing ISBT membership value and active participation in the Society's activities.

### **Scope:**

The ISBT Young Professional Council aims to:

- Build and engage Young Professionals by raising awareness of opportunities and activities within ISBT through the use of social media, the online-platform (website and forum) and contributions in Transfusion Today, in addition to other methods
- Increase opportunities for active participation of Young Professionals in educational events such as webinars, live journal clubs, ISBT Education and congresses
- Improve the experience of the Young Professionals at ISBT congresses
- Improve the value of ISBT membership for Young Professionals
- Maintain communication with the ISBT Board, the Standing Committee of the ISBT Academy and the ISBT Central Office to ensure that the needs of the Young Professionals' community are met
- Influence the strategic direction of ISBT in relation to the Young Professionals and their career development

### **Membership**

The YPC will be comprised of a Chairperson, a Secretary and up to 8 additional members including a member from the ISBT board. The ISBT Scientific Secretary will be an ex-officio member.

All WHO regions (African Region, North and Latin America, South-East Asia Region, European Region, Eastern Mediterranean Region, and Western Pacific Region) should be represented on the YPC at any time.

Membership will be of:

**Chairperson:** Current YPC member appointed by the YPC as Chairperson for a term of 1 year

#### **Members:**

- Secretary: Current YPC member appointed by the YPC as Secretary for a term of 1 year
- A representative from each of the remaining WHO regions

The term of membership is three years from time of enrolment. Membership can be renewed by appointment by the ISBT board for an additional term if the member fulfils the criteria of membership at time of renewal and showed valuable contribution to the function of the YPC. In addition, specific members can be renewed once for a year if deemed necessary to maintain the function of the YPC during turnover of members.

The YPC will select the Chairperson and Secretary, in June each year. This will typically occur during the YPC face-to-face meeting at the ISBT Congress.

**Membership:**

All YPC members should be ISBT members in good standing, working in transfusion medicine and under 40 years of age at the time of appointment.

A call for interest in membership of the YPC will be made to ISBT members identified as under 40 years of age. Application is through a template form which will include a statement of the applicant's involvement with ISBT, a statement of motivation, and a brief CV. Applications will require a letter of support from their supervisor/manager indicating that they will be able to attend the annual face-to-face meeting. The YPC members will be appointed by ISBT board, so that each WHO region is represented in the YPC.

**Meeting:**

The YPC will meet face-to-face once per year, normally at the ISBT international or regional congress. It is expected that the members of the YPC will attend the relevant Congress. Other meetings will take place by teleconference monthly and as required. Other communications may be conducted by e-mail.

A quorum shall be comprised four (4) members, including the Chair.

Meeting agendas will be prepared by the Chair and the Secretary and distributed at least one week before the meeting.

The Secretary will be responsible for the minutes of the meeting, which will be approved by the members and the Chair.

The minutes will be published at the ISBT website biannually.

**Reporting:**

The Chair will submit a report to the ISBT Board of Directors annually.

The YPC will contribute to the ISBT Young Professional Council section of the ISBT Annual Report on outputs of their activities.

**Resources and budget:**

ISBT will not fund attendance at the annual face-to-face meeting. It is expected that the members of the YPC will attend the relevant Congress.

**Review:**

These terms of reference will be reviewed every 3 years. This will be the responsibility of the incoming Chairperson.

## 32. ISBT Awards and Prizes

### 1 ISBT Award

By Laws 15.1

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.

#### 1. Procedure

- 1.1. Six months before a regional or international congress the ISBT Executive Committee will be requested to make nominations for the ISBT Award.

The nomination will be accompanied by a brief biography and headshot photo.

CVs should be in the format

- Current or past position
- Brief outline of work experience
- Interests related to the field
- Other positions
- A specific citation

- 1.2. The nominations will be scored according to written criteria: -

- Demonstrate active leadership or active participation in transfusion medicine education over an extended period of time
- Demonstrate exceptional accomplishments in transfusion medicine education
- Demonstrate a significant contribution to advances in transfusion medicine education
- Be held in high regard by colleagues in the field of transfusion medicine

- 1.3 Scoring will be on a scale of 1 – 3

3 = Shows exceptional demonstration of the criterion

2 = The criterion is highly met

1 = The criterion is met

- 1.4. The recipients of the award will be the two highest scoring nominees. In the event of a tie re-scoring will take place.

- 1.5. The recipients will receive their certificate during the opening ceremony of an ISBT congress.

### 2 The ISBT Developing Country Award

#### 1. Objectives

The purpose of this award is to:

- Encourage Blood Services/Centres in Developing Countries to further develop Blood Transfusion activities.
- Recognise and acknowledge Blood Services/Centres in Developing countries for their achievements in strengthening Blood Transfusion.

- Create awareness among the global Blood Transfusion community of challenges faced by Developing Countries
- Enable ISBT to achieve its strategic objective of linking developed and developing countries

## **2. Eligibility**

1. Applications for the ISBT Developing Country Award are only open to organisations providing Blood Transfusion Services, Departments of Transfusion Medicine within medical institutions and Blood Centres in Developing Countries.
2. Qualifying Developing Countries will be those that have a Low or Medium Human Development Index (HDI) according to the UNDP.
3. The application must complete all relevant documents and be submitted to ISBT by due date.

## **3. Regulations**

1. Only Blood Services/Centres from Qualifying Developing Countries are eligible to apply for the award.
2. The Award will be made to an organisation. An ISBT selection committee will make a recommendation(s) to the ISBT Board/Executive Committee who will make the final decision. In the event that the selection committee deems that two applicants are closely matched, the ISBT Board/Executive Committee will make the final decision on which Organisation is the winner.
3. The decision of the ISBT Board/Executive Committee is final and no correspondence will be entered into with applicants that were unsuccessful.

## **4. Announcement**

The announcement advertising the Award is made in September in the year preceding the international congress.

## **5. Applications**

An information leaflet and standard application form are available.

## **6. Timings**

Generally applications should be received by December 31 in the year preceding the international congress. The winner will be announced by March 31 in the year of the international congress.

## **7. Review**

Applications are reviewed by a small committee. The ISBT President acts as Chair of the committee and may choose the committee which must be agreed by the Board of Directors. The review committee recommends the winner to the Board of Directors.

The winner is announced on the ISBT website and in the e-news.

### 3 The Jean Julliard Prize

#### ISBT By-laws 15.3

1. 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. The past President acts as Chairperson of the Jean Julliard committee.

#### 1. Procedure

Candidates must send their submission by email and only in PDF-format to the ISBT office [office@isbtweb.org](mailto:office@isbtweb.org) with Jean Julliard Prize as the subject heading by the closing date for applications, which will be between four and six months prior to the date of the award ceremony.

- 1.1 Submissions should be in the format listed in 1.2 below and in the form of either:
  - a) A manuscript containing recent, original scientific research (presented in the format of an original paper in Vox Sanguinis); or
  - b) Several papers published within the last three years and related to similar scientific issues. If this approach is taken, the candidate must include an introduction to demonstrate how the papers relate to each other and provide a single title for the submission.
- 1.2 All submissions must be written in English and contain:
  - a) A title page, which must carry the title of the submission and the name and institutional address of the candidate.
  - b) A Table of Contents.
  - c) A curriculum vitae of the candidate, which must include the candidate's birth date.
  - d) A short overall description of the aims of the work, the results, and the conclusions drawn.
  - e) A declaration of the proportion of the practical and intellectual content of the submission provided by the candidate. When multi-authored papers are submitted, the Jean Julliard Committee will assume that the approval of the co-authors has been obtained for the inclusion of the joint work in the submission.
  - d) If animal or human experimentation is involved in any part of the study, a certificate that the study has received appropriate ethical approval.
- 1.3. The procedure to award the Prize shall be as follows:
  - a) All members of the Society will be notified at least nine months in advance of when and where the next Jean Julliard Prize will be awarded.
  - b) The submitted papers will be assessed by the Jean Julliard Committee, which is chaired by the Past President and elected every two years by the Executive Committee.
  - c) Members of the Executive Committee, as well as members of the Jean Julliard Committee and their co-workers, cannot receive the Award.
  - d) The Secretary General will inform the winner at least two months in advance of the award ceremony and advise them of the requirement to present a lecture and that their presence at the award ceremony is required.
  - e) If none of the submitted papers are considered to meet the requirements of the Jean Julliard Committee, the Jean Julliard Prize will not be awarded.
  - f) No Prize will be awarded if the Prize winner is not present at the Congress, unless proof acceptable to the Jean Julliard Committee has been offered, that their absence is justified.

## 2. **Announcement**

The announcement advertising the Award is made in September in the year preceding the international congress

## 3. **Timetable**

The closing date for submissions is December 31. The announcement of the Prize winner is made by March 31 in the year of the international congress.

## 4. **Harold Gunson Fellowships**

ISBT By-laws 15.4

### **1. Eligibility**

All young investigators 40 years or younger are eligible for the award no matter which country they are working in.

Applicants:

- a) Must be 40 years or younger at the date of the first day of the congress.
- b) Must be the first, submitting and presenting author of an abstract which has been accepted for the scientific programme;
- c) Successful applicants from very high and high HDI countries may only receive the award once and from medium and low HDI countries twice.

### **2. Procedure**

Applicants must submit:

- a) a completed application form which includes a signature of endorsement from their employer or line manager
- b) a brief biography which must include an outline of the applicant's current position and work and is countersigned by their employer or line manager
- b) a statement of motivation for applying for the Fellowship
- c) a copy of the photo page of their passport.

### **3. Selection**

Selection will be based upon the abstract score and if required the statement of motivation. Preference will generally be given to any applicant receiving an oral presentation. There will be a fair geographical distribution.

### **4. Successful applications**

All successful applicants will receive complementary registration to the congress. Flights and accommodation will be arranged by the ISBT Central Office.

Successful applicants will be expected to write a brief report on what learning points they will take back to their laboratory/clinic according to a template provided by the ISBT Scientific Officer and may also be requested to submit a short report to ISBT's quarterly bulletin, Transfusion Today.



## 5 **Vox Sanguinis Best Paper Prize**

ISBT By-laws 15.5

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).

### 1. **Procedure**

- 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 preceding year.
- The final selection of the best paper will be carried out by the Jean Julliard Committee.
- The procedure will be initiated by the Editor in Chief of Vox Sanguinis.






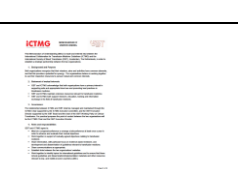
The name of the winner (or of the team, as appropriate) will be published in Vox Sanguinis. The prize will be presented during an ISBT congress.

### 2. **Timetable**

The Central Office contacts the Vox Sanguinis Editor in Chief in January of each year regarding the Prize. The Chairperson of the Jean Julliard committee should receive the list of articles from the Editor in Chief by February 28. The Jean Julliard committee should report their result to the Central Office by March 31.

### 33. Memorandum of Understanding

ISBT has a Memorandum of Understanding in place with six transfusion medicine organisations. The organisations and links to the individual MoUs are shown in the table below.

Date signed	Organisation	Pdf. Of MoU
June 13, 2017	American Association of Blood Banks (AABB)	
March 19, 2020	Brazilian Society of Haemotherapy and Haematology (ABHH)	
August 27, 2018	African Society of Blood Transfusion (AfsBT)	
June 23, 2019	Chinese Society of Blood Transfusion (CSBT)	
October 30, 2018	European Blood Alliance (EBA)	
March 9, 2020	International Collaborative on Transfusion Medicine Guidelines (ICTMG)	

## 34. Congresses

ISBT hosts an international congress in even numbered years and two regional congresses one of which is held in Europe in odd numbered years.

### 1. **Congress handbook**

The congress handbook contains all relevant information regarding ISBT congresses and includes project planning and responsibilities.

### 2. **Expressions of interest for hosting a congress**

An invitation for Transfusion societies and associations to express an interest in hosting a congress is made in December four years preceding the year of the congress.

### 3. **Shortlisting**

The expressions of interest are evaluated by the ISBT Core PCO and the Executive Director and a short list is compiled. The short list is based on a number of criteria including size and format of exhibition area, the closeness of the facilities to each other, co-located hotel accommodation and cost.

### 4. **Presentations to the Board and decision making**

Successful societies are invited to make a presentation before the ISBT Board of Directors at either the European congress in odd numbered years or the international congress in even numbered years, three years preceding the congress

Each society is given a standard Power Point template of 10 slides and has a presentation time of 15 minutes. 10 minutes are allowed for questions. The Board of Directors scores each presentation against pre-agreed criteria. At the end of the presentations the presentations are discussed, and a decision is made by the Board based on the discussion and the scoring.

Each society is also requested to sign a declaration that they accept the decision of the Board as final.

The decision is announced at the General Assembly.

### 3. **Scientific programme**

The Scientific programme is arranged by the ISBT's Scientific Secretary in conjunction with a small scientific team and the Local Organising Committee (LOC).

Input to the scientific programme is also sought from the ISBT Working Parties.

The Academy programme is organised by the ISBT Academy in consultation with the Local Organising committee and the ISBT Working Parties.

### 4. **Logistical arrangements**

All the logistical arrangements for ISBT congresses are undertaken by a Core PCO.

## 35. Congress Risk Management

### **Purpose**

This risk management policy document will ensure that risks to ISBT congresses are identified, analysed and managed to mitigate against potential disruptions at future ISBT congresses. It identifies potential risks and sets out a plan of action with responsibilities for various parties in handling a potential disruption.

### **Scope**

The policy applies to all ISBT congresses.

### **Overview**

Risk management is the on-going process of identifying risks and implementing plans to address them. This policy lays the framework for the risk plan for congresses by establishing responsibility for the identification of risk and its analysis and planning for risk mitigation. The policy identifies the involvement of the congress Professional Congress Organiser (PCO), the ISBT Executive Director (ED), ISBT staff and the ISBT Board of Directors.

### **Potential risks to an ISBT congress**

The following list is not exhaustive and lists potential risks to ISBT congresses: -

War, civil war, terrorism, natural disasters e.g., earthquake, flooding, volcanos, hurricane and unexpected events such as fire, power outage, industrial action etc. Risks may pertain to the congress location and venue or to the delegate or exhibitor's ability to travel to the congress.

### **Risk management plan**

All potential risks to a congress will be monitored on a regular basis from the time of the venue selection documents. Risk assessment will be included as an agenda item at all meetings held between ISBT and the ISBT PCO. These are scheduled monthly, fortnightly or weekly depending on the number of weeks prior to a congress.

If a risk is identified a series of actions by the PCO will be triggered including: -

- Communication with the congress insurance provider
- Communication with the local PCO
- Communication with the congress venue
- Communication with Corporate partners as representatives of exhibitors and sponsors

The outcome of the communications between the various parties will be discussed between the PCO project manager and ISBT ED.

### **Delegates**

Delegates will be kept informed of any risks that are identified according to the communications activities and schedule listed in section 8. Delegates will not be reimbursed their congress fee should the

Congress can be cancelled, postponed or moved. This is in accordance with the terms and conditions set out on the registration page of the congress website.

### Roles and responsibilities

6 Function	7 Responsibility
8 Executive Director (ED)	<ul style="list-style-type: none"> <li>• Ensure regular contact with PCO regarding potential risks to a congress</li> <li>• In conjunction with PCO make recommendations to the ISBT Executive Committee</li> <li>• Signs communications to delegates and exhibitors together with a senior manager of the ISBT PCO</li> <li>• Liaises with the PCO regarding the need for enhanced security if a security risk is identified</li> <li>• Liaises with the PCO if a requirement to move to a different site is identified</li> </ul>
9 PCO ISBT project manager	<ul style="list-style-type: none"> <li>• Monitor potential risks to a congress and produce report for ISBT ED from the time of the venue selection to the actual congress</li> <li>• Liaises with the congress insurance provider</li> <li>• Liaises with the local PCO</li> <li>• Liaises with the congress venue</li> <li>• Liaises with the local police if a security risk is identified</li> <li>• In conjunction with ISBT ED make recommendations to the ISBT Executive Committee</li> <li>• Makes recommendations on an alternative site if an alternative venue or site is required</li> </ul>
10 ISBT Executive Committee	<ul style="list-style-type: none"> <li>• Makes recommendations to the ISBT Board regarding the postponement, cancellation or movement of a congress on the advice given by the PCO and the ISBT ED</li> </ul>
11 ISBT Board	<ul style="list-style-type: none"> <li>• Decides on cancellation or postponement of a congress on the recommendation of the ISB Executive</li> <li>• Confirms and signs the congress insurance policy</li> </ul>
12 ISBT Secretary General and President	<ul style="list-style-type: none"> <li>• Checks and sign off communications to delegates and exhibitors.</li> <li>• The ISBT President will sign any communications regarding cancellation of a congress</li> </ul>
13 Senior manager PCO	<ul style="list-style-type: none"> <li>• Liaises with the PCO ISBT Project manager</li> <li>• Signs communications to delegates and exhibitors together with the ED ISBT</li> </ul>
14 ISBT Communications-Coordinator	<ul style="list-style-type: none"> <li>• Prepares communications to delegates and exhibitors related to identified or potential risks to a congress in conjunction with the ISBT ED and PCO ISBT project manager.</li> </ul>

### Communications

Preparation and sign off of communications related to an identified risk

Communications related to an identified risk will be prepared by the ISBT communications Coordinator in conjunction with the ISBT ED and the PCO. All communications related to a congress risk will be checked by the President and Secretary General. The ISBT ED and a senior manager from the PCO will sign communications to delegates and exhibitors. In the event that a congress is cancelled or postponed the ISBT President will also sign the relevant communication.

The frequency of communications sent to delegates or exhibitors will depend on the level of the identified risk. If a risk is identified within 4 weeks of a congress and/or the risk is perceived as a serious threat to the congress, communications will be sent to delegates and exhibitors/sponsors at least every other day, giving an update on the status of the risk.

### **Cancellation or Postponement**

The ED and PCO will monitor any potential cancellation or postponement risk as frequently as deemed appropriate for the identified risk. Any identified risk to delegates or the congress as a whole will be assessed and if necessary, a recommendation will be made by the ED and PCO to the ISBT Executive Committee. The Executive will meet by telecom and decide whether to make a recommendation to the ISBT Board to cancel or postpone the congress. The Board will make the final decision.

### **Insurance**

ISBT will take out insurance for its congresses to cover irrecoverable expenses and loss of profits if the event is cancelled, postponed, abandoned, curtailed or relocated because of a cause which is beyond ISBT's control. The insurance will be signed preferably when the contract of the congress venue is signed, but at least 6 months prior to the first build up day of the congress.

## 36. ISBT Scientific Secretary

The Scientific Secretary is appointed by the Board of Directors. The position is unremunerated. The Scientific Secretary is responsible for the construction of the scientific programme at ISBT congresses. The SS works take suggestions from the Local Organising Committee and from the Chairpersons of the ISBT Working Parties.

The Scientific Secretary will ensure that:

- a) The scientific programme of ISBT international and regional congresses is of a consistent high standard
- b) New speakers and new topics are a feature of the scientific programme of international and regional congresses
- c) New ideas for the format of the scientific programme are captured as appropriate e.g. new format of sessions, Q and A sessions etc.

### 1. **Appointment**

The Scientific Secretary is appointed by the ISBT Board of Directors following a call for expressions of interest in the position to the members of the Society.

### 2. **Term of Office**

Three years with additional time for a handover period.

### 3. **Duties**

The Scientific Secretary will: -

- Construct the scientific programme for ISBT regional and international congresses in collaboration with the local congress organising committee and with the assistance of a small scientific committee.
- Appoint a small scientific committee which will advise the Scientific Secretary on appropriate topics and speakers for ISBT regional and international congresses and other scientific events as appropriate.
- Use the ISBT Working Parties as a sounding board for suggestions for parallel sessions and speakers for the scientific programme at ISBT regional and international congresses.
- Act as chairperson for the scientific review committee which will choose abstracts for oral presentation and posters.
- Make proposals to the ISBT Board for other means of delivering scientific programmes to the membership in addition to regional and international congresses e.g., lecture series using webinars.
- Maintain regular contact with the ISBT Executive Director regarding preparation of the congress scientific programme

### **Post holders**

2011 - 2014 Martin Olsson

2015 - 2018 Ellen van der Schoot

2018 - 2022 John Semple

2022 - 2025 Jason Acker

## 37. Strategic Plan 2019 - 2024

Strategic planning (or review) takes place every three years. The current Strategic plan runs from 2019 - 2024.

The current plan covers nine activity domains as outlined in the table below. Each domain has its own vision explaining what ISBT is striving for in this particular field.

<b>Domains</b>	<b>Goals</b>
Education and Knowledge	Be the global 'go to' organisation for transfusion medicine education, and knowledge sharing
Training and implementation of knowledge	Be the leader in transforming knowledge into practice
International outreach	Engage transfusion medicine professionals and institutions globally
Congress	Be the international congress of choice for transfusion medicine professionals
Publications	Be respected for high-quality scientific and professional publications
Digital Resources	Be a trusted 'go to' source for information and interaction in all aspects of transfusion medicine
Working Parties	Support Working Party activities to achieve outputs aligned with the ISBT strategy
Governance	Be recognized for transparent and sustainable governance
Advocacy	Be the advocate for blood donors and patients.



The current strategic plan includes six top priorities these are listed below together with the actions to achieve the priority.

<b>Priorities</b>	
<i>Top priority 1</i>	<i>Develop and deliver a high-quality integrated education and training programme for ISBT</i>
<i>1.1</i>	<i>Develop an overarching strategy for ISBT education and training</i>
<i>1.2</i>	<i>Review and adapt the structure and content of ISBT congresses to a broader range of educational options for congress delegates</i>
<i>1.3</i>	<i>Introduce novel approaches to educational outreach</i>
<i>1.4</i>	<i>Develop and deliver an effective online educational toolbox on all aspects of transfusion medicine</i>
<i>1.5</i>	<i>Establish a mentoring programme</i>
<i>Top priority 2</i>	<i>Expand ISBT's global reach with an emphasis on new regions</i>
<i>2.1</i>	<i>Recruit and retain membership overall while focusing on underrepresented regions</i>
<i>2.2</i>	<i>Improve ISBT brand awareness outside Europe and North America</i>
<i>2.3</i>	<i>Increase education and training activities globally</i>
<i>Top priority 3</i>	<i>Increase participation of currently underserved members</i>
<i>3.1</i>	<i>Increase the number and involvement of young professionals</i>
<i>3.2</i>	<i>Increase the number and involvement of transfusion practitioners and nurses</i>
<i>3.3</i>	<i>Increase ISBT engagement with managers</i>
<i>Top priority 4</i>	<i>Increase the involvement of Working Parties in ISBT</i>
<i>4.1</i>	<i>Support all WPs to implement a work plan that aligns with ISBT strategy</i>
<i>Top priority 5</i>	<i>Raise the reputation of ISBT publications</i>
<i>5.1</i>	<i>Ensure that Vox Sanguinis is a prestigious and high-impact journal</i>

5.2	<i>Support the Medline indexing application of ISBT Science Series in 2020</i>
<i>Top priority 6</i>	<i>Develop an advocacy agenda</i>
6.1	<i>Advocate for a healthy and motivated donor base and sustainable blood supply</i>
6.2	<i>Advocate for effective, nationally coordinated and regulated blood services ensuring motivated blood donors, a safe and sufficient blood supply, patient-centered outcomes and community confidence.</i>
6.3	<i>Advocate for patient blood management and improved transfusion outcomes</i>
6.4	<i>Advocate for environmental sustainability of practices, including greener congresses and continuous improvement in sustainability ensured through regular review.</i>

## 38. Working Parties

Working Parties are an important and critical component of the ISBT. They serve the Society and its individual members by providing a forum for the study and management of clearly defined issues. In addition to their role as special interest groups, they generate information and recommendations reflecting the aims and objectives of the Society and provide educational materials and programs. Working Parties are ultimately responsible to the Society's Board of Directors, which approves the existence of each Working Party, its program of work and its publications. Each Working Party is entitled to financial support from the Society but may, with Board approval, work with the Society to develop additional funds. All funding must be based upon an approved budget and expenditures must be accounted for. ISBT will not be able to carryover unused funds at the end of the fiscal year: in order to avoid Dutch corporation taxes, surpluses will be transferred to the ISBT Foundation.

Each Working Party is assigned a member of the Board of Directors to act as a liaison between the Board and the Working Party and vice versa. ISBT has 15 Working Parties with the addition of a WP for Blood Components in 2021: -

Working Party	WP Chairperson	Email address	WP/Board liaison
Blood Components	Denese Marks	<a href="mailto:Marks@redcrossblood.org.au">Marks@redcrossblood.org.au</a>	Shirley Owusu Ofori
Blood Supply Management	Justina Kordai Ansah	<a href="mailto:kordaiansah@yahoo.com">kordaiansah@yahoo.com</a> ;	Pierre Tiberghien
Cellular Therapies	Mickey Koh	<a href="mailto:mickey.koh@stgeorges.nhs.uk">mickey.koh@stgeorges.nhs.uk</a>	Denese Marks
Clinical Transfusion	Arwa Al-Riyami	<a href="mailto:arwa.alriyami@gmail.com">arwa.alriyami@gmail.com</a>	Cynthia So-Osman
Donors & Donation	Karin Magnussen	<a href="mailto:Karin.Magnussen@sykehuset-innlandet.no">Karin.Magnussen@sykehuset-innlandet.no</a>	Christian Erikstrup
Global Blood Safety	Martin Smid	<a href="mailto:M.Smid@sanquin.nl">M.Smid@sanquin.nl</a>	Erica Wood
Granulocyte Immunobiology	Behnaz Bayat	<a href="mailto:behnaz.bayat@immunologie.med.uni-giessen.de">behnaz.bayat@immunologie.med.uni-giessen.de</a>	Lin Fung
Haemovigilance	Mary Townsend	<a href="mailto:MTownsend@vitalant.org">MTownsend@vitalant.org</a>	Maha Badawi
Immunohaematology	Thierry Peyrard	<a href="mailto:tpeyrard@ints.fr">tpeyrard@ints.fr</a>	Katerina Pavenski
Information Technology	Suzanne Butch	<a href="mailto:butchs@med.umich.edu">butchs@med.umich.edu</a>	Mahrukh Getshen
Platelet Immunobiology	Brian Curtis	<a href="mailto:BRCCurtis@versiti.org">BRCCurtis@versiti.org</a>	Nelson Tsuno
Quality Management	Christian Seidl	<a href="mailto:c.seidl@blutspende.de">c.seidl@blutspende.de</a> ;	Eric Jansen
Rare Blood Donors	Christine Lomas Francis	<a href="mailto:clomas-francis@nybloodcenter.org">clomas-francis@nybloodcenter.org</a> ;	Gwen Clarke
Red Cell Immunogenetics	Cathy Hyland Christoph Gassner	<a href="mailto:chyland@redcrossblood.org.au">chyland@redcrossblood.org.au</a> <a href="mailto:c@c-gassner.bio">c@c-gassner.bio</a>	Jill Storry
TTID	Brian Custer	<a href="mailto:BCuster@vitalant.org">BCuster@vitalant.org</a>	Jose Levi

## **Operating Principles for the ISBT Working Parties 2021**

Working Parties (WPs) are an important and critical component of the ISBT. They serve the society and its individual members by providing a forum for the study and management of clearly defined issues. In addition to their role as special interest groups, they generate information and recommendations reflecting the aims and objectives of the Society and provide educational materials and programs. WPs are ultimately responsible to the ISBT Board of Directors (BoD), which approves the existence of each WP, its program of work and its publications.

Each WP is entitled to core financial support from the Society but may, with board approval, work with the society to develop additional funds. All funding must be based upon an approved budget and expenditures must be accounted for. ISBT will not be able to carryover unused funds at the end of the fiscal year. WPs will operate under ISBT BoD-approved Terms of Reference (ToR) which meet the requirements below.

### **1. Accountability**

Each WP is accountable to the ISBT; activities must be aligned with the strategic priorities of the Society and compatible with the ISBT Code of Ethics. The Terms of reference (ToR) for each WP is prepared using the current template provided by the ISBT Central Office (CO) - *Appendix 1*. Each WP should formally review its TOR, plans and progress at least every four years. Original and updated versions of WP ToR are approved by the ISBT BoD, and the latest version made available on the ISBT website.

Each WP should define its anticipated outputs, including reports, papers, workshops, meetings, programs etc. Reports and other publicly available outputs (e.g., consensus nomenclature, guidelines, etc.) must be peer-reviewed by a ISBT BoD-approved process before their publication or submission. Working documents that have not been approved should be identified as an unapproved draft open for membership comments.

### **2. Membership**

All individual members of WPs must be full members of ISBT (including the designated representative of an affiliated member). Non-members of ISBT may participate in WP meetings as observers but may not hold office in the WP and are not entitled to vote in elections. Such other categories should be defined in the ToR. Such categories should be temporary and limited to no more than two years. WPs may have named liaisons from other professional societies, governmental agencies and supra-national organizations (EU, WHO, etc.) who are not members of ISBT. Individuals in this category should be identified as such. Industry representatives can interact with the ISBT WPs according to the guidance in the current WP ToR template - *Appendix 1*.

### **3. Leadership roles and responsibilities**

Each WP must have a Chair and Vice-Chair, elected by the WP members. Where deemed necessary, WPs can opt to have co-Chairs who will share the responsibilities. Other elected positions (Secretary, Treasurer, sub-group Chair) may be established according to the needs of the individual WP. Larger WPs may also have subgroups, with the Chairs of these forming part of the WP secretariat. All posts are to be filled by election among the WP members. The leadership structure should be defined in the Terms of Reference (ToR). Guidance on leadership roles and responsibilities can be found in *Appendix 2*.

#### **4. Elections for Leadership posts**

The term of office for WP officials is a maximum of 4 years, renewable no more than once. Voting is limited to full members of the WP and requires ISBT membership. Observers or liaisons from other organizations or other ISBT WP cannot vote. For continuity within the WP, it is recommended that not all roles are renewed at the same time. The ISBT CO assists WPs with elections and guidance on the election process can be found in *Appendix 3*.

#### **5. Activities**

The activities of each WP are expected to be relevant to the overall aims and objectives of the ISBT and WPs are expected to engage in some activities that directly benefit the Society and its members.

Each WP is expected to provide active support to the Academy by proposing and helping to develop educational programs for Academy Day at Congresses and, where appropriate, regional ISBT Academy events and by developing and submitting materials for the ISBT education portal. Additionally, WPs should propose and, if appropriate, help to develop presentations and programs for inclusion in ISBT international and regional congresses. It is also anticipated that WPs will provide informative articles for publication in *Transfusion Today* and maintain their pages on the ISBT website.

#### **6. Reporting and communications with the ISBT BoD**

Each WP must file an annual report for inclusion in the ISBT annual report detailing its progress and accomplishments in the context of its TOR and action plan, and using a template provided by the ISBT office.

The Chair of each WP is automatically a member of the International Scientific Advisory Committee (ISAC) and is expected to participate in the meetings of this committee. ISAC will serve as a forum for consideration of WP issues and may serve as a conduit by which WPs can engage the leadership of ISBT and vice versa, along with its duty to provide guidance to the ISBT Scientific Secretary charged with the development of congress programs.

Each WP also has a named "Board Liaison" from amongst the BoD to create an informal route of communication between the WP. The intention is to give both the ISBT BoD and the WP a better understanding of each other's work and requirements. The Board Liaison will not interfere with the running of the WP and is not expected to attend all WP meetings.

Following appointment of a new "Board Liaison", e.g., when new BoD members or WP Chairs are appointed, an introductory virtual meeting will be facilitated by the ISBT CO. Subsequently, the Board Liaison should contact the WP Chair around every three months for an informal update on the WP and to give the WP Chair an opportunity raise any issues or concerns related to the WP or questions to the BoD. The Board Liaison has also been requested to follow up on any actions requested of WP by the ISBT BoD or ISBT. WP Chairs are requested to discuss their annual WP budget proposal with the Board Liaison to enable them to speak to the WP proposal if required to do so at the ISBT BoD meeting when budget proposals are discussed.

#### **7. Resources and Budget**

Each WP must submit a budget to the ISBT BoD. This is to include WP operating expenses, not expected to exceed an amount determined by the ISBT BoD (currently €3,000), and any other requirements for specific activities. All expenditures should be clearly defined and justified as should proposals for the WP to approach organizations outside ISBT for funding. This detailed annual budget

must be prepared to cover the society's financial year (April 1- March 31) using the template circulated by ISBT CO.

WP budgets are presented by the ISBT ED at the February ISBT BoD meeting for consideration and approval as part of the overall ISBT budget for the next financial year.

The ISBT Executive Committee is responsible for the delegation of budgets to the WPs. Each WP Chairperson is responsible for monitoring their budget and ensuring that any overspending or income reduction against Budget is restricted to a minimum.

If funds are not spent within the financial year, they surplus will not roll over at the end of the year.

## **Appendix 1 - WP ToR template**

(Statements for inclusion, Examples - include/adapt if relevant - add more as required, Guidance)

### **Purpose of the Working Party**

*Describe the overall objectives of the WP*

Example: The xxxx working party aims to promote best practice and facilitate improvements through education and exchange of ideas/resources in the area of xxxx.

The Working Party supports ISBT goals and strategic objectives.

### **Scope of the Working party**

*Identify the high-level activities of the WP*

Examples:

Brings together ISBT members interested in the field of xxxx

Establishes collaborations with other ISBT working parties and with non ISBT bodies and societies with similar aims in line with ISBT strategy.

Organises sessions and workshops on xxxx at ISBT congresses.

Contributes to ISBT education and training initiatives in xxxx

Provides information and educational resources on the WP section of the ISBT website

Establishes subgroups as required to tackle key projects based on priorities agreed by the working party members.

### **Membership**

*Identify the types of membership of the WP*

All full members of the WP are active or honorary members of ISBT, or the named representative of an affiliate member organization.

Observer status can be afforded to non-members of ISBT for a period not to exceed 2 years: these observers may attend and participate in the WP meetings but may not vote.

Other criteria, e.g., Members must be working (or recently retired) from in the field of transfusion medicine covered by the working party.

Include a statement on industry participation, using guidance below

*Guidance on industry / corporate partners – unless variation specifically approved by the Board*

Ideally those working in industry will be present only as observers as described in current ISBT corporate partner benefit packages.

If a WP has existing industry members, these members must be non-voting and revert to observer status (as described above).

New industry members should not be recruited but may be present as observers (as described above) if the WP requires scientific input from them that cannot be found in the general ISBT membership.

## **Governance and Structure**

*Define the governance structure and the election process*

The WP has an organizing committee, consisting of the Chair, Vice Chair, Secretary and other roles as appropriate. Each of the positions is elected by full members of the WP for a term of 4 years renewable once.

The organizing committee manages the WP and establishes its priorities and working agenda, with the Chair holding ultimate responsibility.

Where the WP has subgroups, the structure and governance of these should also be described.

Refer to ISBT operating principles document for roles and election procedures and include anything additional that is specific to the WP.

## **Meeting Arrangements**

*Define the anticipated frequency and nature of meetings*

The WP holds a face-to-face business meeting once per year, generally at the International or European Congress.

Other meetings are convened, if appropriate and necessary, in conjunction with face-to-face meetings attended by a majority of full members.

Meetings may be conducted virtually, and this includes the annual business meeting in the absence of a face-to-face ISBT congress.

## **Outputs**

*Outline expected products of the Working Party*

Outputs include:

Content for ISBT WP webpage, including ToR, information on the working party and resources, e.g., case studies, guidance documents, tools, forum etc.

Content for ISBT education, e.g., e-learning, webcasts

Workshops / sessions at ISBT congresses and ISBT Academy days

ISBT live webinar(s)

Content for Transfusion Today

Minutes of annual business meetings

Other outputs - high-level descriptions but not detailed activities, e.g., Sample exchange workshops,

Publications, Social media contributions on WP topic for posting by ISBT CO

## **Reporting**

*Define the expected reports of the WP*

The WP reports annually to the Board in the form of a written report for inclusion in the ISBT annual report.

The WP reviews the content on the WP section of the ISBT website at least annually and provide ISBT CO with any necessary updates.

The Working Party Chair participates in annual ISAC meetings, attends ISBT Board meetings when invited to present the activities of the Working Party for discussion with the Board, and meets annually with the allocated Board Liaison for an informal discussion.

## **Resources and Budget**

*Outline the WP needs, budget process and any specific arrangements within the WP*

The WP prepares an annual budget for the ISBT Board, detailing funding requests to support the WP, additional meetings and other activities. External funds are not sought without reference to the Board.

Refer to ISBT operating principles document and include anything additional that is specific to the WP.

## Review

*Define the frequency of review of the ToR, objectives and output*

The ToR, objectives and output of the WP are reviewed within the WP at least every four years, with changes reflected in a revised ToR that is submitted for Board review.

## Appendix 2 - WP leadership roles and responsibilities guidance

### ISBT Working Party Leadership

Each working party must have a Chair and Vice-Chair, elected by the working party members. Where deemed necessary, WPs can opt to have co-Chairs who will share the responsibilities outlined below.

Other elected positions (Secretary, Treasurer, sub-group Chair) may be established according to the needs of the individual WP and should be defined in the Terms of Reference (ToR).

The term of office for WP officials is a maximum of 4 years, renewable no more than once.

### WP Chair

The Chair is the primary WP contact person for the ISBT central office (CO) and board liaison and also for the contact form on the WP page of the ISBT website. The Chair has regular contact with the ISBT CO and receives quarterly WP updates.

#### The Chair's responsibilities on behalf of the WP include:

- Representing the WP at International Scientific Advisory Committee (ISAC) meetings
- Defining an annual workplan for the WP in line with ISBT strategy
- Preparation and submission of an annual WP budget for activities
- Coordinating subgroups
- Monitoring costs of activities to avoid exceeding the budget wherever possible and alerting the ISBT ED where additional funding may be required.
- Holding an annual WP business meeting open to all members and to agreed observers, liaisons and ISBT corporate partners (face to face if possible, or virtual)
- Organising elections for WP leadership positions in collaboration with ISBT CO
- Maintaining contact with the Board WP liaison
- Reviewing the WP ToR at least every 4 years and submitting any updates to the WP ToR for ISBT Board review
- Identifying specific contacts within the WP to assist ISBT CO and Board:
  - A YP for "communications and social media" contact for CO
  - WP member(s) for ISBT endorsement and advocacy sounding board
  - WP member(s) for assistance with ISBT Education
- Assisting ISBT Scientific Secretary and ISBT Academy with content for sessions / workshops at ISBT congresses
- Authorising YPs activities on behalf of the WP
- Providing material (educational and WP information) for ISBT WP webpage
- Providing an annual report to the ISBT CO for inclusion in the ISBT annual report

Tasks related to the responsibilities above may be delegated to elected WP officers (Vice-Chair, Secretary, Treasurer) or other WP members, but the Chair retains overall responsibility.

### Vice-Chair

- Assists the Chair whenever necessary (e.g., regarding the annual workplan, annual report, planning and organizing of WP activities etc.)
- Delegates for the Chair as WP representative
- Assumes the Chair's responsibilities in their absence, e.g., due to illness, or in a period between resignation of the Chair and election of a new Chair.



**Secretary – example role:**

- Arranges for the working party meetings
- Maintains an updated WP and subgroup membership list (of active ISBT members)
- Maintains minutes of the WP meetings
- Liaises with the ISBT office on the WP social media and form posts.
- Liaises with the ISBT office on updates for the WP webpage on the ISBT website

**Young Professional Representative (< 40 years of age) – example role:**

- Prepares WP social media posts with contribution of subgroup representatives
- Prepares WP Forum posts with contribution of subgroup representatives
- Prepares material for the WP webpage on the ISBT website with contribution of subgroup representatives.

**Appendix 3 - WP nomination and election procedure guidance****1. Working Party (WP) Leadership**

Each WP has a leadership consisting of an elected chairperson, a vice chair (optional) and a secretary. Larger WPs may also have subgroups, with the Chairs of these forming part of the WP secretariat. All posts are to be filled by election among the WP members. Members fulfilling a specific post may serve for a term of up to four years after which they may stand for re-election once only. For continuity within the WP, it is recommended that not all roles are renewed at the same time.

**2. Nomination procedure**

Elections are announced and a call for nominations made to all WP members (by email). After the announcement, the nomination form and the guidance document are circulated within the WP membership.

The members of the WP have 1 month to submit nominations, which should include a short biography and be signed by both the candidate and the nominee.

After closing, the list of candidates and their biographies are provided to the ISBT Central Office (CO) by the WP.

**3. Elections**

The Central Office prepares a poll (using e.g., SurveyMonkey) and sends the link to the WP members allowing them up to four weeks to cast their votes and will send a reminder at the request of the WP. After the deadline, the poll is closed, and the results are analysed and communicated to the WP Chair by the ISBT CO. The Chair will make the results available to all WP members, with assistance from ISBT CO if required.

**4. Voting**

Voting is limited to members of the WP and requires ISBT membership. Observers or liaisons from other organizations or other ISBT WP cannot vote.

**5. New Leadership**

After the announcement of the elections results, the resigning officers have 2 months to hand over the tasks and responsibilities to the new representatives.

**Nomination form**

If you wish to stand for a leadership position within an ISBT Working Party, please complete the following form. Note that for a valid application, you need to be nominated by another member of the same Working Party.

<b>Nominator</b>	
Name	
Affiliation	
Date and place	
Signature	

<b>Nominee</b>	
Name	
Affiliation	
Short biography	
Date and place	
Signature	

## 39. ISBT Academy

The ISBT Academy is the teaching arm of ISBT and is responsible for developing and conducting a one-day educational session in association with each international and regional congress. Additionally, the Academy supports workshops and educational sessions in the context of national and regional meetings generally by sponsoring one or more speakers.

### 1. Standing Committee

Responsibility for the Academy is assigned to the two Vice Presidents of the ISBT Board. The activities of the Academy are guided by the Standing Committee of the Academy chaired by the senior Vice President Diana Teo.

The Standing Committee is responsible for the general and specific directions of the Academy but also reviews applications for ISBT Academy support. The Standing Committee also serves as the advisory committee to the ISBT Foundation, which has a critical role in supporting ISBT's educational initiatives.

### 2. ISBT Education

ISBT Education is freely available to ISBT members and via subscription to non-members. ISBT Education is a resource of educational materials. These include ISBT guidelines produced by Working Parties, the ISBT book Introduction to Blood Transfusion Technology, a library of resources, a webcasts library of selected sessions at ISBT congresses, e-Posters, webinar, workshop and live journal club recordings. Interactive e-learning is also available through ISBT Education.

### 3. Applications for Academy funding for educational events

Application forms are available on the ISBT website together with guidance documents. Applications are submitted online to the ISBT Scientific Officer and circulated around the Standing committee for review. Applications for support of €5000 or less can be signed off by the Standing Committee. Applications for higher amounts are sent to the ISBT Foundation Board with a recommendation from the Standing Committee.

Applications should be made six months in advance of the event using the online application form.

### 4. Education Projects and associated committees

In 2018 a Publications Committee was convened within the Academy to oversee the revision of 'Beryl's book' An Introduction to Blood Transfusion Technology, first published in 2008 as a supplement to the ISBT Science Series.

An Education Projects Steering Committee has been convened in 2020 to oversee development of on-line educational modules by an Educational Project Officer employed by ISBT on a contract basis. The Steering Committee is chaired by the Academy Chair; this position may be delegated.

## 40. ISBT Foundation

The ISBT Foundation was established in 2006. After 4 years of activity, it became dormant in 2010 due to a lack of funds. It was reconstituted in 2012 with a new Foundation Board consisting of the ISBT Secretary General, Treasurer and Vice President and two non ISBT Board members. The focus of the revitalised Foundation is to provide funding for education in transfusion – related fields especially in the developing world. The Foundation has an advisory committee appointed by the ISBT Board which is the Standing Committee of the ISBT Academy.

The Foundation is funded from any surpluses that ISBT makes in a given financial year. All surpluses must be transferred to the Foundation in order for ISBT not to incur Dutch Corporate tax.

### STATUTES

#### Article 1: Name

The name of the association is **The International Society of Blood Transfusion**, hereafter referred to as “the Society”.

#### Article 2: Registered Office and Official Language

1. The Society has its registered office in Amsterdam and acts according to Dutch Law.
2. The Society’s working language is English. These Statutes are drawn up in Dutch and in English. In the event of any conflict in the text of these Statutes between the Dutch and English versions, the Dutch text takes priority.

#### Article 3: Objectives

The objectives of the Society are:

- \* To promote and to maintain a high level of ethical, medical and scientific practice in blood transfusion medicine, science and related therapies throughout the world.
- \* To encourage and support the development of collaborative programmes for good practice, particularly in the context of less well-developed blood transfusion services
- \* To make provision for the exchange of views and information between members of the Society and other societies
- \* To create global and regional opportunities for the presentation of research, new developments and changing concepts in blood transfusion medicine, science and related therapies
- \* To establish close and mutually beneficial working relationships with relevant international and national professional societies, and with inter-governmental and non-governmental organisations, in order to disseminate knowledge of how transfusion medicine and science and related therapies may best serve donors and patients.

#### Article 4: Funds

The funds of the Society include:

- a) The annual membership subscription fees, in accordance with the provisions of Article 6 paragraph 3.
- b) Any other income received by the Society and approved by the Board of Directors, including but not limited to donations, subsidies, inheritance and legacies. Income from inheritance may be accepted only without liability to debts beyond the assets descended.

#### Article 5: Members

1. The Society has Individual members, Honorary members, and Affiliate members.
2.
  - a) Individual members are individuals with a background in transfusion medicine, related therapies and/or relevant fields of science. If the Secretary General considers the applicant unsuitable, the final decision rests with the Board of Directors.
  - b) Honorary members are individuals who have made a valuable contribution to the Society or field of transfusion medicine and science and related therapies and have been appointed as such by the Board of Directors.
  - c) 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 of the Society.
3. Membership is personal to the holder concerned. Affiliate members will be represented by an individual appointed in writing by the organisation.
4. The Executive Director maintains a register of the details of all members.

## **Article 6: Membership Rights/Obligations**

1. Individual members are entitled to attend and vote in the Society's General Assembly, to stand in elections for membership of the Board of Directors, and to nominate candidates for elections to the Board of Directors.
2. Honorary and Affiliate members are entitled to attend and vote in the Society's General Assembly, but they are not entitled to hold a position on the Board of Directors. Honorary and Affiliate members have the right to nominate candidates for elections of the Board of Directors.
3. Individual and Affiliate members must pay an annual contribution fee, the amount and the conditions of which will be approved by the General Assembly. Exemptions to this requirement are outlined in the By-laws of the Society. Honorary members are exempt from paying contributions.

## **Article 7: Termination of Membership**

1. Membership is terminated:
  - a) On the death of an Individual or Honorary member or on the dissolution of an Affiliate member
  - b) By written notification of termination by the member to the Central Office
  - c) By written notification of termination by the Society to the member
  - d) As a result of expulsion.
2. Notification of termination of the membership, as mentioned under 1 b and c above, may only be given towards the end of a financial year and with due observance of a period of notice of four-weeks. Membership may in any case be terminated by notice of termination given towards the end of the financial year preceding the year in which termination will take effect, or with immediate effect in the event that it cannot be reasonably expected to allow the membership to continue.

If a member has not paid their annual contribution by the end of a thirty-days grace period, the membership will be deemed terminated. In exceptional circumstances the Executive Director and the Secretary General can extend the grace period to their discretion.
3. Any notification of termination contrary to the provisions in the preceding paragraph will result in termination of membership at the earliest possible moment following the date at which notification of termination was given.
4. Members may terminate their membership with immediate effect within one month:
  - a) After they will have become conversant with or notified of a decision as a result of which their rights have been restricted or their obligations have been increased; the decision will then not be applicable to them. However, members may not terminate their membership with immediate effect in the event of a change in their financial rights and obligations
  - b) After they have been notified of a decision to convert the Society into another legal form, for merger or for splitting-up.
5. The Society may terminate the membership in the event that a member has ceased to fulfil the requirements for membership laid down in the Statutes, in the event that the member has not observed their obligations towards the Society and also in the event that the Society cannot reasonably be expected to allow the membership to continue. Notice of termination will be given by the Board of Directors.
6. Members may only be expelled if they act contrary to the Statutes, the rules or resolutions of the Society or prejudice the Society in an unreasonable manner. The member will be expelled by the Board of Directors.
7. The member may appeal a decision to terminate their membership by the Society on the grounds that the Society cannot reasonably be asked to allow the membership to continue and a resolution for expulsion as a member. The procedure for appeal is described in the By-laws of the Society. During the appeal period and pending the appeal, the member will be suspended.
8. In the event that membership ends in the course of a financial year, the annual contribution will continue to be due in full.

### **Article 8: Notices Convening General Assemblies**

1. General Assemblies are convened by the Secretary General on behalf of the Board of Directors, as described in this Article. Notices to convene a meeting must be in writing and sent to the addresses of the members included in the register of members as described in Article 5 paragraph 4. In this paragraph, 'in writing', if a member has given consent, also means a legible and reproducible notice sent by electronic means of communication to the address notified by the member for this purpose.
2. The Board of Directors must convene a General Assembly within four weeks of receiving a written request (which also includes an electronic recording) submitted by at least ten per cent (10%) of members eligible to vote in the General Assembly.
3. In the event that the Board of Directors fails to respond to the request following receipt of such a request the members who have made the request may convene a meeting themselves in accordance with this Article.
4. Except in the situation mentioned in paragraph 2 or 3 of this article, at least twelve weeks' notice must be given.
5. The notice convening the General Assemblies must include the subjects to be addressed, without prejudice to the provisions of Articles 21 and 22.

### **Article 9: General Assembly**

1. A General Assembly is held every year, normally connected with a congress. The General Assembly is held not later than six months after the end of the Society's financial year, unless this period has been extended by up to five months by the General Assembly.
2. All powers of the Society not conferred on other constituent bodies of the Society, by Dutch law or by these Statutes shall vest in the General Assembly.
3. The General Assembly's powers and responsibilities include the following:
  - a) determining the general policy
  - b) suspending and dismissing the members of the Board of Directors
  - c) adopting resolutions to amend the Statutes or to dissolve the Society
  - d) ratifying the annual membership subscription fee for the following financial year
  - e) adopting the annual report and accounts
  - f) adopting the By-laws.
4. Extraordinary General Assemblies may be held as necessary as determined by the Board of Directors or following a request as referred to in Article 8 paragraph 2 or 3.

### **Article 10: Attending and Casting Votes in the General Assembly**

1. All members of the Society, if not suspended, are entitled to attend General Assemblies. Suspended members shall be entitled to attend the General Assembly at which the resolution to suspend them and/or to terminate their membership is on the agenda and may address the General Assembly in respect thereof.
2. The General Assembly decides on the admission of all other persons.
3. Two percent of all members (including members of the Board of Directors) physically present or represented by another member constitute the quorum for decisions to be taken at the General Assembly. In the event that two percent of all members are not present or represented at a General Assembly, a second General Assembly will be convened and held within twelve weeks from then, at which General Assembly a resolution may be adopted on the proposal as brought up for consideration in the previous General Assembly, irrespective of the number of members present or represented.
4. Every Individual and Honorary member and representative of an Affiliate member is entitled to cast one vote.
5. Voting will only take place on motions that are shown on the pre-circulated agenda.
6. A member may vote by a written proxy granted to another member only on a motion included in the pre-circulated agenda for the General Assembly. With the exception of the Secretary General, a member may act as proxy for a maximum of five other members. The requirement that the proxy must be in written form is complied with if the proxy is recorded electronically.

5. If the Board of Directors has opened the option in the notice to a General Assembly, the members will be authorized to exercise their voting rights by means of an electronic means of communication, provided (i) the conditions for the use of that means of communication like the connection, the security and the like have been made public in the notice to the meeting, (ii) the member is able to be identified, (iii) the member is able to acquaint himself of the discussions at the meeting and (iv) if this option has been opened, the member is able to participate in the discussions.
6. If the Board of Directors has opened the option in writing, votes can be cast electronically in a period not earlier than thirty days prior to the General Assembly, at an e-mail address designated for that purpose.  
These votes shall have equal effect as votes cast in a General Assembly.

#### **Article 11: Decision Making – Proceedings of the General Assembly**

1. The General Assembly adopts all resolutions, except for the resolutions set forth in Articles 21 and 22, by an absolute majority of the votes cast and in accordance with the provisions of paragraph 3 of this Article. In the event of a tie, the Chair's single vote will constitute the casting vote.
2. Subject to the approval of the Board of Directors, the voting right may be exercised by electronic means of communication. For this purpose, the person entitled to vote by electronic means of communication must be able to be identified and must be able to take cognizance of the proceedings at the meeting and exercise the right to vote. Alternatively votes cast prior to the General Assembly by electronic means of communications but not before the thirtieth day prior to that of the meeting shall be valid as those cast at the time of the General Assembly. Conditions may be set out by or pursuant to the Statutes (in the By Laws) for the use of these electronic means of communication.
3. Any unanimous resolution of all members, even if not present in a General Assembly, has the same force as a resolution of the General Assembly, provided it was passed with the advance knowledge of the Board of Directors.
4. Abstentions and invalid votes will be regarded as votes not cast.

#### **Article 12: Board of Directors**

1. Subject to the restrictions set out in these Statutes, the Board of Directors is entrusted with the management of the Society. In performing their duties, the members of the Board of Directors shall regard the interests of the Society and the organization connected with it.
2. Subject to the approval of the General Assembly, the Board of Directors is entitled to enter into agreements to acquire, alienate or encumber property subject to public registration and to enter into agreements whereby the Society guarantees or provides security as surety or joint and several co-debtor for any debt of any third parties, or warrants performance by any third parties.
3. The Society is represented by:
  - a) either the Board of Directors
  - b) or two members of the Executive Committee acting jointly.
4. The Board of Directors ensures that the Society acts in accordance with the Statutes and resolutions adopted by the General Assembly.
5. The Board of Directors will meet at least once a calendar year.
6. Detailed descriptions of the responsibilities of Board members are set out in the Board Operating Manual.
7. The Board of Directors is entitled to fill its own vacancies by appointing members of the Society, provided that not more than half of the Members of the Board of Directors are appointed by the Board of Directors. These appointments will be effective until the next elections.
8. Six members of the Board of Directors constitute the quorum for resolutions to be taken by the Board of Directors.
9. Each member of the Board of Directors has the right to cast one vote relating to the affairs of the Board of Directors.



10. Resolutions at a duly convened meeting of the Board of Directors will be adopted on the basis of an absolute majority of the votes cast.
11. Resolutions of the Board of Directors may also be adopted in writing (which also includes an electronic recording) outside of a Board of Directors meeting, provided that all Members of the Board of Directors entitled to vote carry such resolutions unanimously.
12. A member of the Board of Directors does not participate in the discussions and the decision-making if the relevant member of the Board of Directors has a direct or indirect personal interest which conflicts with that of the Society and the organization with it.  
If, as a consequence thereof no resolution of the Board of Directors can be adopted, the resolution will be adopted nevertheless by the Board of Directors, with written record of the considerations underlying the resolution.
13. The Board of Directors may delegate all or some of its responsibilities to an Executive Committee. The Board of Directors remains responsible for all acts performed by the Executive Committee.
14. No remuneration can be granted to the Board of Directors.  
Expenses will be reimbursed to the members of the Board of Directors on production of the necessary proof.

### **Article 13: Composition of the Board of Directors**

1. The Board of Directors is appointed by the members of the Society as described in these Statutes.
2. The Board of Directors consists of:
  - a) the President of the Society, serving a two-year term
  - b) the two Vice Presidents, elected for four-year terms which will not coincide. The longer serving Vice president shall become the senior Vice President
  - c) a Secretary General and Treasurer, elected for four-year terms
  - d) a President Elect who will be elected for a two-year term before assuming the Presidency
  - e) the Past President serving for two years following completion of their term as President
  - f) nine Regional Directors, each elected for a four-year term. One Board member will be elected from each of the following regions of the World Health Organization: Eastern Mediterranean, South-East Asia and Africa. Two Board members, not living in the same country, will be elected from the Western Pacific region and from the European region. Two Members of the Board of Directors will be elected from the Americas, one from Canada or the USA (North America), the other from the remainder of the Americas (Latin America).
3. The Secretary General and the Treasurer may be re-elected for a second four-year term.
4. Without prejudice to the provisions of paragraph 3 of this article, the Members of the Board of Directors may not be nominated to the same post until after a period of at least four years has expired.
5. If the number of members of the Board of Directors is less than six, the Board members still in office will nevertheless continue to form a lawful Board. However, the Board is obligated to fill any vacancy as soon as possible.

### **Article 14: Executive Committee**

1. The Board of Directors may delegate the daily management of the Society's affairs to an Executive Committee.
2. The composition of the Executive Committee will be as follows:
  - a) the President
  - b) the two Vice Presidents
  - c) the Secretary General
  - d) the Treasurer
  - e) the President Elect
  - f) the Past President.
3. The Executive Committee ensures that the Society acts in accordance with the resolutions of the

Board of Directors.

4. The Executive Committee will meet as often as the President deems necessary.
5. Four members of the Executive Committee constitute the quorum for resolutions taken by the Executive Committee.
6. Each member of the Executive Committee has the right to cast one vote relating to the affairs of the Executive Committee.
7. Resolutions at a duly convened meeting of the Executive Committee will be adopted on the basis of an absolute majority of the votes cast. In the event of a tie the Chair's single vote will constitute the casting vote.
8. Resolutions of the Executive Committee may also be adopted in writing (which also includes an electronic recording) outside of an Executive Committee meeting, provided that all Members of the Executive Committee entitled to vote carry such resolutions unanimously.

#### **Article 15: Board Succession**

1. If the President cannot act for any reason, the Senior Vice President will take over the duties of the President automatically until the next elections or until the President is able to resume office, depending on which occurs first. If both the President and the Senior Vice President cannot act for any reason, the other Vice President automatically assumes the duties of the President until the next elections to the extent necessary.
2. In the event that the Secretary General or the Treasurer cannot act, the Executive Committee will designate one of the other members of the Board of Directors by a simple majority of the votes to discharge the duties of this position until the next elections of the Society.
3. In exceptional circumstances, where for any reason an Executive post holder is unable to serve, the Board of Directors may pass a resolution to call a special election to fill the vacant position.
4. The General Assembly shall ensure that a person is appointed to temporarily manage the Society in the event of the prevention or permanent absence of all the members of the Board of Directors. Prevention in this paragraph means in any case the circumstances that
  - a. the member of the Board of Directors during a period in excess of seven days cannot be reached due to illness or any other cause, or
  - b. the member of the Board of Directors has been suspended.

#### **Article 16: Nomination and Election of Board of Directors**

1. Elections for the Board of Directors shall be held prior to a General Assembly.
2. A nominations committee will be established before each election in order to identify suitable candidates to stand for vacant Board positions. The Board of Directors appoints the nominations committee, consisting of the President Elect as the chairperson, one outgoing Board member and at least one Individual member of the Society, who has been a member of the Society for at least five years and should not come from the same World Health Organization (WHO) region as the chairperson and outgoing Board member.
3. The procedure for nominations and elections to the Board of Directors is as follows:
  - a) The Secretary General shall notify all members of the elections at least six months in advance of the relevant General Assembly and call for nominations to fill vacancies on the Board of Directors. The call for nominations will be sent to all members who are accepted members of the Society on the date of the call for nominations.
  - b) Nominees can only be Individual members who are members of the Society on the date of the call for nominations.
  - c) Nominations must be proposed by two Individual, Honorary or Affiliate members who were accepted members on the date of the call for nominations.
  - d) The nomination must include details of the candidate as defined by the nominating committee.
  - e) The nominations must be received by the Secretary General at least four months before the relevant General Assembly.
  - f) The Secretary General is responsible for ensuring that the nominees fulfil the criteria for

nomination as outlined above under b, c and d and notifies the candidates.

- g) The nominations committee may recommend one or more persons for each Board vacancy from the list of nominees for the relevant post.
  - h) The Secretary General will send a notice by electronic means at least three (3) months before the relevant General Assembly to all members who were accepted members of the Society at the time of the call for nominations announcing the opening of voting. The notice will include the closing date which will be at least thirty (30) days prior to the relevant General Assembly.
  - i) The names of the candidates and their details will be made available.
  - j) Voting will be carried out electronically.
  - k) Each member will cast their vote in favour of the candidate of their choice.
  - l) Two Tellers, who will not be members of the Board, will be appointed by the President.
  - m) The Tellers will verify the electronic voting procedure and report the result to the Secretary General.
  - n) The Secretary General will make the result of the election known to the members.
  - o) In the event of a tie or in any situation the Board of Directors deems necessary the election procedure described in this article under paragraph 3 from g) to n) will be followed with the exception that the Board of Directors will decide within which period of at least two weeks the members may cast their votes.
4. If a member does not have access to internet the Society will take care that this member can participate in the election procedure.

#### **Article 17: Termination of Board Membership**

1. Any member of the Board of Directors may at any time be dismissed or suspended by the General Assembly, even if they have been appointed for a predefined period. Any suspension that does not end within five months because no resolution to discharge the Board member concerned has been adopted will end upon the expiry of this period.
2. Membership of the Board of Directors also ends:
  - a) when the membership of the Society ends
  - b) by resignation
  - c) ending of the term of office.

#### **Article 18: Executive Director**

1. The Society has an Executive Director.
2. The Executive Director is an *ex officio* member of the Board of Directors and Executive Committee, without voting rights.
3. The Executive Director is appointed and dismissed by the Board of Directors.
4. The responsibilities of the Executive Director will be defined in the Board Operating Manual.

#### **Article 19: Vox Sanguinis**

The scientific journal of the Society is Vox Sanguinis. The organisation of Vox Sanguinis is described in the By-laws of the Society.

#### **Article 20: Annual Report, Annual Accounts and Notes**

1. The Financial Year runs from the first day of April to the thirty-first day of March.
2. The Board of Directors must keep accounting records of the finances of the Society, produce an annual report on the activities of the Society, and keep the books, documents, and other databases in such a manner that the rights and obligations of the Society may be recognised at all times.
3. Except where the term is extended by the General Assembly, the Board of Directors must publish its annual report on the situation of the Society and the policy pursued at the Annual General Assembly as referred to in Article 9 paragraph 1. It must submit the balance sheet and the statement of income and expenditure with the explanatory notes to the General Assembly. These documents are signed by the members of the Board of Directors; if the signature of one or more of them is missing, this must be reported, stating the reasons. If after the deadline has expired no

account has been produced, any member may demand the appropriate action from the collective members of the Board of Directors.

4. An auditor as referred to in Article 393 paragraph 1 of Book 2 of the Dutch Civil Code must submit a statement about the accuracy of the documents as meant in the second sentence of paragraph 3 of this article. A report from the auditor must be provided at the General Assembly.
5. For the purposes of the audit, the Board of Directors must assure that the auditor is provided with any requested information, show the auditor the cash and cash equivalents and make the books, documents and other data carriers of the Society available, if required.
6. The adoption of the annual accounts shall not serve as a discharge and release of any member of the Board of Directors.
7. The Board must save the documents referred to in paragraphs 2 and 3 of this Article for a period of seven years.

#### **Article 21: Amendment to the Statutes**

1. The Statutes of the Society may be amended only by a resolution adopted by the General Assembly convened by a notice to that effect.
2. An amendment of the Statutes may be proposed by:
  - a) the Board of Directors
  - b) ten per cent of members eligible to vote in the General Assembly who give notice of their proposal in writing. The Secretary General must have received such amendments at least six months prior to the relevant General Assembly.
3. The members that have convened the General Assembly for the amendment to the Statutes must make a verbatim copy of this resolution that includes the amendment proposed available for inspection in a place that is appropriate for this purpose, until the day after the General Assembly. This might include an electronic copy on the Society website.
4. A resolution to amend the Statutes requires a majority of at least two thirds of the votes that were validly cast at the General Assembly, with due observance of the provisions set out in Article 10 paragraph 3.
5. An amendment to the Statutes will only take effect after a notarial deed has been drawn up in respect of it. Any member of the Board of Directors will be competent to have the deed executed.

#### **Article 22: Dissolution**

1. The Society may be dissolved by a resolution of the General Assembly to this effect. The provisions of paragraph 1 up to and including 4 of Article 21 apply by analogy to the resolution to dissolve the Society.
2. For the liquidation of the assets of the dissolved Society the Members of the Board of Directors act as liquidators.
3. A positive liquidation balance of the dissolved Association shall be spent for the benefit of an organization with ANBI status (*algemeen nut beogende instelling*) or for the benefit of a foreign organization which exclusively or almost exclusively intends the public utility.
4. The provisions of these Statutes regarding the appointment, suspension and dismissal of the Board Members also apply to the liquidators. A liquidator has the same powers, obligations and liabilities as a Board Member in so far as these are compatible with this task as liquidator. Otherwise, Articles 23 up to and including 24 of Book 2 of the Dutch Civil Code will apply.

#### **Article 23: Disputes**

All disputes that relate to the interpretation of the text of these Statutes or matters in respect of which no provisions were included in these Statutes or only to an insufficient extent are settled by the Board of Directors.

#### **Article 24: By-laws**

1. The General Assembly may adopt By-laws.
2. The By-laws may not violate Dutch civil-law or these Statutes.

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 physically or register electronically 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 digitally or electronically approved by the Chair and the Secretary General.
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. When the membership is due for renewal, each Individual and Affilliate Member will be sent a notice stating the membership fee, which is due to be paid for the following membership year. 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 30 days after the commencement of the membership year the membership will be deemed terminated at that point.

- 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 countries in the Low, Middle or Upper Middle categories of the World Bank Development Index. Such exemption of membership fees should not exceed 3 years.
- 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
- Young Professionals Council

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:

- Be 40 years or younger
- Reside in a country included in World Bank low or medium World Development Index (WDI) list
- 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.

#### **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 preceding year.
2. The final selection of the best paper will be carried out by the Jean Julliard Committee.
3. The procedure will be initiated 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.