



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

**JUNE 2025**

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

## **1. CENTRAL OFFICE**

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

## **2. MEMBERSHIP**

### **2.1 Individual Members**

Individual Members are individuals with a background in transfusion medicine, related therapies and/or relevant fields of science.

### **2.2 Honorary Members**

- 2.2.1 Honorary members are individuals who have made a valuable contribution to the Society or field of transfusion medicine and science and related therapies.
- 2.2.2 Any individual member has the right to nominate a candidate for Honorary Membership to the Board of Directors.
- 2.2.3 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 Member Organisations**

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.

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

The Affiliate Member organisation 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 representative of the affiliate member organisation 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 individual and honorary member and the registered contact for affiliate member organisations will:

- 1. Receive Vox Sanguinis and the Society’s publications

2. Have access to the Society's "members only" content of the web site
3. Be entitled to a reduced fee for the Society's congresses and meetings.

Other contacts provided by Affiliate member organisations, do not have the privileges 1-3, but have access to additional educational materials and discounts on services as currently described as ISBT policy for affiliate membership and available at

<https://www.isbtweb.org/partnerships/affiliate-societies/become-an-isbt-affiliate-member.html>

#### **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.

<https://www.isbtweb.org/partnerships/corporate-partners.html>

The Board of Directors ratifies the admission of Corporate Partners.

### **5. THE GENERAL ASSEMBLY**

All members attending the General Assembly must present identification and register at the time of entry to 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 approved by the General Assembly attendees.
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 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 will review and decide whether a proxy is admissible or not.

### **6. BOARD OF DIRECTORS**

#### **6.1 Duties**

The Board of Directors supports the central office, standing committees and working parties as they conduct the business of the society and acts to ensure the objectives of the society are met. Specific duties include but are not limited to:

- Development of a regularly updated strategic plan for the Society.
- Decisions regarding the locations and timing of the ISBT Congresses (see section 14.4)

- Recommendations to the membership regarding the budget including membership fees and expenditures of the society as outlined in the Statutes.
- Decisions regarding awards as outlined in the Board Manual and Awards committee Terms of Reference

The Board of Directors appoints and supports standing committees and working parties as described in Sections 11 and 13 of these By-laws and in the Terms of Reference of the committees and working parties.

The Board of Directors may also appoint ad hoc committees as appropriate as well as the nominations committee prior to elections and the awards committee prior to the international congress.

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 for board positions are 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 made available on request.

## **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 Secretary General
2. The President or Secretary General, as identified in clause 1 (hereinafter "the Investigator"), will investigate said allegation. The investigator may appoint a third party to carry out the investigation if the complaint involves a board member.
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. The ISBT Scientific Secretary
4. Chairs of ISBT WPs
5. 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 Affiliate Member Organisation will be sent a notice stating the membership fee, which is due to be paid for their 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 their 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, based on the maximum number of members in the preceding 12 months. These members have the rights and privileges of Individual Members. This process is designed to help those people active in the field of transfusion medicine and science who would have difficulty funding 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 appended to the Board Operating Manual.

## **11. COMMITTEES**

**11.1.** The following Standing Committees are established:

- Standing Committee of the ISBT Academy
- Standing Committee on Ethics
- International Scientific Advisory Committee (ISAC)
- Jean Julliard Prize and Awards Committee
  - Chaired by the past President and elected according to the established Terms of Reference
- 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 and according to each committees current ToR and the award specifications outlined in the board operating manual.

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

**11.2.** The Nominations committee is appointed by the Board of Directors prior to elections and consists of:

- the President Elect as the chair;
- one outgoing Board member;
- at least one Individual member of the Society, who has been a member of the Society for at least five years and is from a different World Health Organization (WHO) region as the chairperson and outgoing Board member.

The nominations committee identifies and encourages current ISBT members to stand for nomination for vacant board positions.

## **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 Vox Sanguinis Standing Committee which is appointed by the Board and is responsible for operational management of the journal in accordance with the current ToR.

The Board of Directors appoints the Editor in Chief and Section Editors based on recommendations of the Vox Sanguinis Standing Committee.

The Board of Directors selects the publisher and approves the necessary contracts based on the recommendations of the Vox Sanguinis Standing Committee.

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 as part of the board manual. Terms of Reference of each Working Party are available on the website.

Members of the Board of Directors serve as liaison between one or more working parties and the Board.

## **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. 70% of any surplus funds generated by the congresses remain with ISBT and 30% 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**

Awards and fellowships to honour ISBT members and celebrate accomplishments are available. The details of the nomination process and award requirements are outlined in the Board operating manual and on the ISBT website.

### **15.1 The ISBT Award**

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

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

This award 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.

It may be given in the year of an international congress.

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

This was established in 1962 in memory of the Society's first Secretary-General. The Prize may be awarded during each International Congress.

It is reserved for scientists less than 40 years of age at the time of application, in recognition of recently completed scholarly 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.

### **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.

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 The Judith Chapman Award**

The Judith Chapman Award was established in 2023 in honour of the Society's first Executive Director, reflecting her passion for supporting people in their professional development, in particular the fields of leadership and management. It is awarded biennially at the International Congress.

### **15.6 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 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.

#### **15.7 ISBT Presidential Award**

The Board of the Foundation Transfusion Medicine, The Netherlands sponsored 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. Beginning in 2027 the ISBT Awards committee will oversee the selection and management of this award.

#### **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.