



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

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

1. Central Office

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

2. Membership

2.1 Individual Members

Individual 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 with the Executive Director, oversees activities of the Central Office, the Standing Committees and Working Parties as they conduct the business of the society and acts to ensure the vision, mission and goals of the society are met. Specific duties include but are not limited to:

- Developing and implementing the strategic plan of the Society.
- Deciding the locations and timing of ISBT Congresses (see section 14.4).
- Responsibility for effective governance and the financial management of the Society.

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.

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:

- Committee of the ISBT Academy
- Committee on Ethics
- International Scientific Advisory Committee (ISAC)
- Awards Committee
- Nominations Committee
- Vox Sanguinis 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.

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

Granted to individuals or teams who have contributed significantly to ISBT and to the fields of transfusion medicine and science, these awards are presented at each ISBT congress.

15.2 Ravi Reddy Award

Granted biennially to a blood service or blood centre from a low or lower middle-income country that has made a significant contribution to strengthening transfusion practice.

15.3 The Jean Julliard Prize

Granted in recognition of individual achievement in transfusion medicine research and presented biennially.

15.4 Travel Fellowships

Investigators no more than 40 years of age at the time of the congress are eligible to apply at the time of abstract submission for each ISBT congress

15.4.1 Harold Gunson

15.4.2 Exceptional Abstract

15.5 The Judith Chapman Award

Awarded biennially to transfusion professionals in a leadership role at an early stage of their career.

15.6 Vox Sanguinis Best Paper Prize

Presented for the best original article published each year in Vox Sanguinis.

15.7 Presidential Award

Awarded biennially to a senior transfusion medicine professional who has made eminent contributions to transfusion medicine or related fields through research, the practice of transfusion therapy or through significant educational or service contributions to the field.

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.