

BYELAWS OF THE EUROPEAN GROUP FOR BLOOD AND MARROW TRANSPLANTATION (EBMT)

Adopted by the Assembly, 26 March 1997, in Aix-les-Bains, France

Amended by the Assembly, 27 March 2002, in Montreux, Switzerland

Amended by the Assembly, 23 July 2003, Istanbul, Turkey

Amended by the Assembly, 23 March 2005, Prague, The Czech Republic

Amended by the Assembly, 4 April 2012, Geneva, Switzerland

Amended by the Assembly, 20 March 2018, Lisbon, Portugal

The European Group for Blood and Marrow Transplantation, hereafter referred to as the EBMT, was established in 1974 in order to allow scientists and physicians involved in clinical bone marrow transplantation to share their experience and develop co-operative studies. The EBMT association is registered in The Netherlands.

§ 1

PURPOSE OF THE EBMT

The EBMT is a non-profit organization. Its aims are to promote all aspects associated with the transplantation or transfer of hematopoietic stem cells and immune modulating cells from all sources and donor types including basic, clinical and translational research, education, standardization, quality control, and accreditation for the different transplant-related procedures.

§ 2

THE BOARD

The Board is the administrative body of the EBMT. It is responsible for all running operations and decisions that are not due to be taken by the General Assembly (see below). The Board consists of the President, the President-Elect, the Secretary, the Treasurer, the President of the division EBMT Nurses Group and four members elected by and from the Scientific Council. The President of the forthcoming annual EBMT meeting is elected onto the Board for the year preceding the annual meeting as a non-voting member. Decisions are taken by majority voting. The President has the deciding vote if the vote is otherwise tied. Board members will not receive any remuneration (except in cases mentioned in the statutes).

§ 3

THE GENERAL ASSEMBLY

The Assembly consists of centres holding Full membership in the EBMT (see below). Each member centre nominates a principal investigator and a principal nurse; the additional members of the team to appear in the EBMT membership list are indicated to the Secretary on an annual basis. All these individuals are hereafter

referred to as “individual members”. Each centre has one vote in matters concerning the EBMT. The vote is usually cast by the principal investigator but this right may be transferred to a designated substitute. In case of the election of the President of the EBMT Nurses Group the vote will be cast by the principal nurse. All decisions of the General Assembly are taken by majority vote. The Assembly has a.o. the following rights and obligations:

- 1) To elect EBMT Board members, EBMT Working Party Chairpersons and the President of the EBMT Nurses Group,
- 2) To decide about admission of new members
- 3) To decide the annual fee for membership of the EBMT
- 4) To adopt EBMT policies (e.g. the scientific and educational policy).

§ 4

EBMT MEMBERS

Members of EBMT are centres active in the field of transplantation and cellular therapy related to any kind of hematopoietic stem cells or immunomodulatory cells or any other organization involved in the care of donors and recipients of hematopoietic stem cells. A distinction is made between Full and Associate Membership, related to reporting of transplant data to the EBMT Registry. Individuals actively involved in the Hematopoietic stem cell transplantation or cellular therapy field may become an individual EBMT patron. New members are admitted by submitting a membership application form to the Secretary. This application must include the signatures of two individuals from centres with full or associate membership acting as sponsors. Applicants fulfilling all the requirements to become a member will be granted Provisional Membership. The Secretary presents all applications for membership to the next General Assembly, which decides about final admission. Companies and organizations interested in the above fields may become Corporate Patrons of EBMT. The details of membership are as follows:

1. Full Membership

A centre or organization performing or in other ways being actively involved in transplantation of hematopoietic stem cells or cellular therapy can apply for Full membership. Full membership requires of clinical transplant centres that they commit to submit a minimum set of data referred to as “MED A” data on all patients treated in their centre on an annual basis. The duty is to report all consecutive hematopoietic stem cell transplants and other cellular therapies and follow-up data.

Centres with Full membership have the following rights and obligations:

- 1) To elect EBMT Board members, EBMT Working Party Chairpersons and the President of the EBMT Nurses Group,
- 2) To participate in EBMT studies
- 3) To be eligible for accreditation
- 4) To be eligible for a special online discount subscription to the Official Journal of the EBMT

Individuals listed within EBMT centres with Full membership have the following rights and obligations:

- 1) To stand for election for any of the offices
- 2) To submit data for presentation at the annual meeting
- 3) To participate in activities of the Working Parties (see below)
- 4) To receive information about Board and other activities, co-operative studies, and results of EBMT research projects
- 5) To have access to the EBMT website and to statistical overviews of transplants (subject to current privacy regulations)
- 6) To be eligible for reduced fees to attend the Annual Meeting of EBMT
- 7) To receive EBMT News
- 8) To access the annual survey of EBMT activity
- 9) To be eligible for an individual discount subscription to the Official Journal of the EBMT

2. Associate Membership:

Any transplant centre fulfilling the criteria for full membership, but not reporting a minimum of MED A data on all patients on an annual basis, can apply for Associate membership.

An Associate member centre has no voting rights and is not eligible to apply for accreditation. These centres can participate in EBMT studies and are eligible for an institutional discount subscription to the Official Journal of the EBMT. Individual members of the Associate centre have the same rights as individuals listed within Full member centres.

The annual fee for Associate membership is 100 percent of the full membership fee.

Membership of EBMT centres which do not comply with the rules given above may be suspended or terminated upon decision by the Board.

3. Individual EBMT Patrons

Independent persons can become individual patron of the EBMT if they are actively involved in transplantation of any kind of hematopoietic stem cells, or involved in the field of cellular therapy or in the care of donors and recipients of hematopoietic stem cells. Individual patrons should hold a degree (MD, Ph D, nursing degree, or any other relevant degree to be assessed on a case per case basis) and demonstrate an expertise in stem cell transplantation, cellular therapy or other relevant-fields. This should be proven by two years working experience in activities related to the aims of EBMT. Applications should be supported by two individuals from centres with full or associate membership. Representatives of pharmaceutical companies or other corporate enterprises are not eligible for Individual EBMT patronship.

An Individual EBMT patron has similar to individual members the following rights and obligations:

- 1) To submit data for presentation at the annual meeting
- 2) To participate in activities of the Working Parties (see below)
- 3) To receive information about the Board and other activities, co-operative studies, and results of EBMT research projects
- 4) To have access to the EBMT website and to statistical overviews of transplants (subject to current privacy regulations)
- 5) To be eligible for a reduced fee to attend the Annual Meeting of the EBMT
- 6) To receive EBMT News
- 7) To receive the annual survey of EBMT activity
- 8) To be eligible for an individual discount subscription to the Official Journal of the EBMT
- 9) Individual patrons pay an annual fee

4. Corporate Patrons:

Pharmaceutical companies or other companies active in the field of hematopoietic stem cell transplantation, cellular therapy or any other related field may become corporate patrons of EBMT. The minimum time period for corporate membership is three years. There are different levels of corporate patrons corresponding to the financial contribution to EBMT (minimum 10,000 Euro per annum as of 2012, but this amount can be adjusted by the EBMT board on a regular basis). Individual contracts between EBMT and corporate members define the mutual rights and duties

§ 5

The Executive Committee (EXCOM)

The EXCOM consists of the President, the Secretary and the Treasurer, The EXCOM will manage information between the Board and the EBMT Offices, ensure the implementation of the Strategic Plan by the EBMT Offices and ensure that EBMT has full legal compliance. The EXCOM will be ex officio the Board of the Foundation EBMT (also registered in the Netherlands). The objective of the Foundation EBMT is to facilitate the implementation of the objectives of the EBMT association.

§ 6

THE PRESIDENT

The President shall be an individual member of EBMT of at least two years standing. The President is elected by the General Assembly and will serve for four years without being eligible for re-election. The President serves as President Elect for one year before becoming President. The function of the President is to promote and coordinate all activities of EBMT. These include fundraising, co-ordination of Working Party activities, giving guidelines to the organizers of the Annual Meeting, and negotiations with other organizations on behalf of the EBMT. The president coordinates EXCOM meetings, supervises the Executive Director, delegates tasks within the EXCOM, represents the Board and the EBMT within the international society arena ensuring a coherent profile of EBMT in the society and contributes to public relations and communicating actively on EBMT issues.

§ 7

THE SECRETARY

The Secretary is elected by the General Assembly and will serve for four years without being eligible for re-election. The function of the Secretary is to support the President in all aspects of EBMT activities. In particular, he ensures communication within the EBMT by keeping an up-to-date the list of EBMT members and circulating information to the Group. He coordinates Board meetings (together with the Executive Office), coordinates the General Assembly (together with the President), and monitors the Board and EXCOM ensuring the EBMT rules and byelaws are maintained and updated.

§ 8

THE TREASURER

The Treasurer is elected by the General Assembly and will serve for four years without being eligible for re-election. He ensures that systems and procedures regarding internal financial management and external accountability are in line with current standards, in order to assure accountability, risk management, and transparency, and informs the board and the General Assembly on the financial situation of EBMT.

§ 9

WORKING PARTIES

The EBMT organizes its scientific and educational activities through its Working Parties. A Working Party covers an area of interest of the EBMT through a coherent and pertinent scientific program. Working Party activities include organization of educational activities, and management of scientific studies. A Working Party consists of a group of scientific members active in pursuing the aims of the Working Party. A Working Party shall receive support from the EBMT Board and is accountable to the Board concerning the use of EBMT resources.

Acute Leukaemia, Aplastic Anaemia, Autoimmune Diseases, Chronic Leukaemias, Immunobiology, Inborn Errors, Infectious Diseases, Late Effects, Lymphoma, Paediatric Diseases and Solid Tumours are the current Working Parties, but their composition can be restructured if and when required. The Board can establish or dismantle Working Parties after consulting the Scientific Council with approval of the General Assembly. Each Working Party is headed by a chairperson who is an individual EBMT member elected by the General Assembly and ex officio a member of the Scientific Council of the EBMT. The chairperson of each Working Party is elected for four years without being eligible for re-election. Chairpersons will receive no remuneration for their work. The substructure of the Working Party is defined by the chairperson. Each Working Party chairperson selects a secretary. Individual members and individual patrons can become members of a Working Party by expressing their interest to the chairperson or the secretary of the Working Party. Members are encouraged to participate in one or more Working Parties according to their particular interests. The Working Party chairperson must give annual reports to the Scientific Council and the Board about Working Party activities, publications, and the use of EBMT resources. The chairpersons ensure that the studies and publications performed on behalf of the Working Party follow the EBMT guidelines, including the authorship rules.

§ 10

SCIENTIFIC COUNCIL

The Scientific Council drafts the scientific and educational policy of the EBMT and prepares it for General Assembly approval. The Scientific Council evaluates regularly the scientific and educational activities of the Working Parties and reports on the achievements to the Board. The Scientific Council advises the Board on scientific and educational issues and meets at least twice a year with the Board of EBMT. The Scientific Council consists of all the chairpersons of the Working Parties. The chairperson of the Scientific Council is elected by and from the Working Party chairpersons by a majority of votes. The mandate chairperson of the Scientific Council will be for two years during their mandate as a Working Party Chairperson. The chairperson of the Scientific Council is ex officio also member of the Board with the portfolio "Research & Sciences".

Three additional Scientific Council members will be elected to the Board with the portfolio's Research & Sciences, Registry and Education. Each Working Party chairperson can express its candidature for one of the areas to become a member of the Board and the Scientific Council will elect the candidates. The mandate for the Board of association will be for two years during their mandate as a Working Party Chairperson. The two scientific members and the educational member to the Board will be representatives of the Board for the local scientific and educational congress group of the Annual Meeting.

§ 11

DIVISIONS

EBMT may establish Divisions to promote the aims of the EBMT among health care and scientific professionals. Divisions promote the education, and scientific tasks of health care or scientific personnel involved in the aims of the EBMT. Divisions are installed or dismantled by the General Assembly on advice of the Board. The President of a Division is elected by the General Assembly for a period of four years. The organization of a Division is regulated by byelaws which have to be approved by the Board. A Division is accountable to the Board. The President of a Division provides an annual report on its activities and use of EBMT resources.

One permanent division is the EBMT Nurses Group which aims to improve the care of patients undergoing Hematopoietic Stem Cell Transplantation or cellular therapy. Membership of this division is open to individual EBMT members who are nurses and health care workers actively engaged in stem cell transplantation, cellular therapy and other related nursing and care fields.

§ 12

COMMITTEES

After consultation with the scientific council, committees can be formed by the Board to advise or assist the Board and/or the Scientific Council on specific subjects essential to the EBMT and/or to carry out specific tasks. The Board is entitled to create and dissolve committees. The Committees are accountable to the Board. The Board will appoint a chairperson of a Committee, and will appoint additional members proposed by the chair. An initial mandate for a chairperson can be a maximum of four years, after which a mandate has to be reinstalled. Members of a Committee will be replaced sequentially to ensure continuity in case of permanent Committees. Each Committee reports annually to the scientific council on its scientific activities and to the Board on the activities and use of EBMT resources.

§ 13

MEMBERSHIP FEE

Each centre and Individual EBMT members pay a yearly membership fee to the EBMT. The fee is collected by the Treasurer. The member fee structure can only be altered after decision by the General Assembly. Information about current fees is publicly displayed on the EBMT website. Centres and individuals not paying the membership fee for two consecutive years will be deleted from the membership list and lose all rights and duties of an EBMT member.

§ 14

ANNUAL MEETINGS

Meetings of the EBMT take place once yearly. The location of the Annual Meeting is decided by the Board. Precise guidelines regulating the organization of the Annual Meeting of EBMT by a local host are published.

§ 15

USE OF EBMT FUNDS

EBMT funds are kept by the Treasurer. EBMT officers submit bids for funding in writing to the Board a minimum of four weeks prior to the Board Meeting scheduled to decide on financial support. The Board discusses and decides on the budgets for the President, the Secretary, the Treasurer, the Working Parties, Committees, Divisions and other bodies within the EBMT. Other individuals or organizations may be eligible for funding upon decision of the Board.

§ 16

GENERAL ASSEMBLY

The General Assembly is open to all members and individual members of EBMT and is held during the Annual EBMT Meeting. It is chaired by the President and includes reports of the President, the Secretary, and the Treasurer. Other business matters are discussed on request. Elections occur on an annual basis with elections of the President and the Secretary not to be held in the same year. Only centres with Full membership have voting rights. Decisions are taken by majority vote. Each centre has one vote.

§ 17

ACCREDITATION

EBMT will create an accreditation committee to write standards for transplant centres. Accreditation is delegated to the JOINT ACCREDITATION COMMITTEE-ISCT & EBMT (JACIE) which acts under supervision of EBMT.

§ 18

ALTERING THE CONSTITUTION

Proposals for changes of the Constitution and Bylaws will only be considered at the General Assembly that takes place in conjunction with the scheduled Annual Meeting of the EBMT.