



Document Type		Policy
Index Number		EBMT 118
Version Number		1.0
Title		EBMT BYLAWS 2023
Author		Andrés Acebrás and Lissa Perteghella
Authorised By		Andreu Gusi Puig, Iris Bargallo
Authorised On		22-May-2023
Release Date:		12-Jun-2023



BYLAWS OF THE EUROPEAN SOCIETY 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

Amended by the Assembly, 21 March 2022, Prague, The Czech Republic

Amended by the Assembly, 28th November 2022, Online

Amended by th Assembly, 25th April 2023, Paris, France

The European Society for Blood and Marrow Transplantation, hereafter referred to as the EBMT, was established in 1974 to allow scientists and physicians involved in clinical bone marrow transplantation to share their experiences and develop cooperative studies. The EBMT association is registered in The Netherlands.



§ 1

PURPOSE OF THE EBMT

The EBMT is a non-profit organisation. It aims 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, standardisation, 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 defining the mission, vision and values of EBMT along with running operations and decisions that are not due to be taken by the general assembly (see below). The board will also:

- Set, discuss and approve EBMT's strategic priorities
- Approve and ensure the proper implementation of EBMT's strategic plan
- Decide, discuss and approve EBMT's strategic special projects
- Effective oversight of scientific and educational policies.
- Effective oversight and approval of EBMT policies
- Effective oversight and advice to the Executive Committee (ExCom) regarding different financial and non-financial risks, including defining the risk appetite.
- Discuss and approve the annual fee membership of the EBMT.

The board consists of the president, the president-elect, the Secretary, the Treasurer, and the President of the division EBMT Nurses Group, four members elected by and from the Scientific Council. The President of the forthcoming EBMT meeting is elected onto the Board for the year preceding the 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).

The Board may when it deems it appropriate and by simple majority, invite different stakeholders to the board meeting where they will have a voice but no vote.



§ 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 principal nurse will cast the vote. All decisions of the General Assembly are taken by majority vote. The Assembly also has the following rights and obligations:

- Elect EBMT Board members, EBMT Working Party Chairpersons and the President of the EBMT Nurses Group,
- Decide about the admission of new members
- Endorse/ratify the annual fee for membership of the EBMT approved by the Board.
- Approve the Scientific and Educational Policy drafted and prepared by the Scientific Council.

§ 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 organisation involved in the care of donors and recipients of hematopoietic stem cells. A distinction is made between Full and Associate Membership, related to reporting transplant data to the EBMT Registry. Individuals actively

involved in the Hematopoietic stem cell transplantation or cellular therapy field may become individual EBMT patrons. 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 organisations interested in the above fields may become Corporate Patrons of EBMT. The details of membership are as follows:

1. *Full Membership*

A centre or organisation performing or in other ways being actively involved in the transplantation of hematopoietic stem cells or cellular therapy can apply for full membership. Full membership requires clinical transplant centres commit to submitting 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. Elect EBMT Board members, EBMT Working Party Chairpersons and the President of the EBMT Nurses Group
2. Participate in EBMT studies
3. Eligible for accreditation
4. 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. Stand for election for any of the offices
2. Submit data for presentation at the annual meeting
3. Participate in activities of the Working Parties (see below)
4. Receive information about Board and other activities, cooperative studies, and results of EBMT research projects
5. Have access to the EBMT website and statistical overviews of transplants (subject to current privacy regulations)
6. Eligible for reduced fees to attend the Annual Meeting of EBMT
7. Receive EBMT News
8. Access the annual survey of EBMT activity
9. 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% of the full membership fee.

Membership of EBMT centres that 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 patrons of the EBMT if they are actively involved in the transplantation of any kind of hematopoietic stem cells, involved in the field of cellular therapy or 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 expertise in stem cell transplantation, cellular therapy or other relevant fields. This should be proven by two years of working experience in activities related to the aims of EBMT.

Two individuals from centres with full or associate membership should support applications.

Representatives of pharmaceutical companies or other corporate enterprises are not eligible for Individual EBMT patronship.

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

1. Submit data for presentation at the annual meeting
2. Participate in activities of the Working Parties (see below)
3. Receive information about the Board and other activities, cooperative studies, and results of EBMT research projects
4. Access to the EBMT website and statistical overviews of transplants (subject to current privacy regulations)
5. Eligible for a reduced fee to attend the Annual Meeting of the EBMT
6. Receive EBMT News
7. Receive the annual survey of EBMT activity
8. 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 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 regularly).

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. Also, the EXCOM will:

- Follow and implement the Mission, Vision and Values of EBMT
- Propose the strategic priorities, plan and special projects to the Board
- Supervise the scientific and educational policies
- Supervise EBMT policies
- Supervise EBMT's risk management including the different financial and non financial risks
- Provide support to the Board defining the risk appetite
- Supervise the compliance program delegated to the management team
- Propose the annual EBMT membership fee

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, coordination of Working Party activities, giving guidelines to the organisers of the Annual Meeting, and negotiations with other organisations on behalf of the EBMT.

The President represents the Board and the EBMT within the international society arena ensuring a coherent profile of EBMT in the society and will contribute actively to public relations and communication on EBMT issues.

The President coordinates EXCOM meetings and delegates tasks within the EXCOM and supervises and delegates tasks to the Executive Director, including:

- Follow and implement the Mission, Vision and Values of EBMT
- Implementation of the scientific and educational policies providing direction for scientific activities and policy decisions
- Propose and implement EBMTs strategic priorities, strategic plan and special strategic projects
- Implement the risk management strategy, specifically the non-financial risks, risk appetite and compliance program
- Fulfil the requirements for EBMT policies and procedures

The Executive Director will be assisted in the execution of their duties by the management team, including the technical and administrative personnel that make up the organisational structure and in accordance with the authorised budget.

The President will delegate to the Treasurer the implementation of the risk management strategy, specifically the financial risks and risk appetite.

§ 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, the Secretary ensures communication within the EBMT by keeping an up-to-date list of EBMT members and circulating information to the Group. The Secretary 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 bylaws 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. The Treasurer ensures that systems and procedures regarding internal financial management and external accountability are in line with current standards, 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 organises 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 the organisation 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;

1. Acute Leukaemia
2. Autoimmune Diseases
3. Chronic Malignancies
4. Cellular Therapy & Immunobiology
5. Haemoglobinopathies
6. Inborn Errors
7. Infectious Diseases
8. Lymphoma
9. Paediatric Diseases
10. Severe Aplastic Anaemia
11. Transplant Complications

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 and also a 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 their 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 the association will be for two years during their mandate as a Working Party Chairperson. The two scientific members and the educational member of 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 the advice of the Board. The President of a Division is elected by the General Assembly for a period of four years. The organisation of a Division is regulated by bylaws 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 the 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 the 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 organisation of the Annual Meeting of EBMT by a local host are published. The annual meetings may be held in a fully virtual as well as hybrid mode.



§ 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 before 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 organisations may be eligible for funding upon the decision of the Board.

§ 16

GENERAL ASSEMBLY

The General Assembly is open to all members and individual members of EBMT and may be held during the Annual EBMT Meeting. It is chaired by the President and includes reports from 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 a 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 the supervision of EBMT.

§ 18

ALTERING THE CONSTITUTION

Proposed amendments to the Bylaws and Regulations shall be considered at any General Assembly.

