

## **BYLAWS OF THE INTERDISCIPLINARY EUROPEAN SOCIETY FOR HEMAPHERESIS (ESFH)**

### **Chapter I - NAME**

The name of the Society is European Society for Hemapheresis, ESHF, an European non-profit organization hereinafter referred to as "Society".

### **Chapter II - PURPOSES**

The purposes of the Society are as follows:

1. To function as an European Society for all professionals, involved and interested in apheresis.
2. To make a safe and adequate hemapheresis technique for the collection or removal of blood components available to donors and patients in blood banks, hospitals and other institutions.
3. To establish safe and efficient hemotherapy with blood components and alternatives.
4. To encourage, advance and certify high standards of administrative and technical performance in the field of hemapheresis to apheresis units in blood banks, hospitals and other institutions.
5. To foster scientific investigation, clinical application and exchanges of information and ideas, relating to hemapheresis, hemotherapy and allied fields in clinical and laboratory medicine.
6. To educate nurses, technicians and physicians in the field of hemapheresis
7. All other purposes which benefit safe and adequate hemapheresis and hemotherapy practice in patient or donor care.
8. Cooperation with other related National and International scientific organisations in the field of hemapheresis.
9. Cooperation with the European authorities in the field of hemapheresis.
10. Organisation of scientific and educational meetings in the field of hemapheresis.
11. Development and publication of guidelines and recommendations in the field of hemapheresis.

### **Chapter III - OFFICE**

1. The location of the administrative office of the Society is determined by the Executive board.
2. Branch-offices may be established by the Executive Board at places where the Society is qualified to operate.
3. The President carries the official representation of the Society in the consent with the Executive Board. When the President is absent the Past President acts as a substitute.
4. Membership fees and other regular payments shall be made in EURO.
5. Bylaws, contracts, financial reports, written reports of the Board Members, official letters and minutes of the meetings:

- Original forms have to be scanned and to be stored in the principal office.
- Backups have to be stored digitally (every year).
- One copy is in the office of the secretary and one copy is held by the administrative office.

## **Chapter IV - MEMBERSHIP**

### Section 1 - Classes of membership

1. There are separate classes of membership in the Society:
  - a. Individual (sustaining individual)
  - b. Institutional (sustaining institutional)
  - c. Corporate
2. An applicant must complete the official membership application of the Society prior to the approval through the Executive Board.
3. No member of any class shall have any pecuniary or proprietary interest in the assets or properties of the Society and no member of any class shall receive or be paid any part of the earnings of the Society.
4. Each member shall agree not to use the name of the Society for personal gain or advantage, nor to publish or disseminate information in the name of the Society unless duly authorized.

### Section 2 - Individual membership

1. Any individual whose references are acceptable and whose qualifications satisfy one or more of the categories listed below shall be eligible for membership.
2. Categories of individuals eligible for membership are as follows:
  - A. Physicians, who are (a) duly licensed to practise medicine within the country in which they practice or (b) in internships or residency training or (c) who may not be licensed but are employed by agencies of a national government or the Council of Europe or the European Union or the World Health Organization or other comparable institution as decided by the Executive Board.
  - B. Nurses, operators and other health professionals with or without baccalaureate degrees who are actively involved in the functions of hemapheresis.
  - C. Scientists who have advanced degrees, including physicians who may not yet be licensed to practice medicine and who have recent experience in teaching, research, service or administration relating to hemapheresis.
  - D. Persons who are engaged in administrative or donor recruitment activities related to hemapheresis in blood banks, hospitals or other institutions.
  - E. Public-spirited citizens such as members of blood banks or hospital boards, and others who have made outstanding contributions to hemapheresis .
  - F. Employees of commercial companies involved in the field of hemapheresis .

### 3 - Honorary membership

The Executive Board may elect to honorary membership any person who in its opinion has made an outstanding contribution towards the purposes of the Society.

### 4.-Emeritus Membership

Individual members who retired from their office may continue membership with reduced fee.

### Section 3 - Institutional membership

A facility seeking consideration as an Institutional Member must be organized to operate a hemapheresis unit whose policies are executed with medical direction in accordance with generally accepted ethics and standards of the medical profession. An institutional member has one vote in total (person who is identified in the first position). An Institutional member may elect a professional delegate who will receive all the Society information and has all the rights of an Individual Member.

1. An institution such as a blood bank or hospital, applying for Institutional Membership must be suitably recommended and provide satisfactory references. Categories are recognized as:
  - a. Hemapheresis unit being part of a (hospital) blood bank
  - b. Hemapheresis unit being a separate department of a hospital
  - c. Hemapheresis unit being part of a blood transfusion service
2. A hemapheresis unit, eligible to hold Institutional Membership, must be an organization
  - a. engaged in the performance of at least 50 hemapheresis procedures a year in adequate facilities and maintaining adequate standards
  - b. accredited by a national or international authority.

### *Section 4 - Corporate Membership*

1. Eligible are companies that are active in the field of hemapheresis apheresis and are willing to support the Society. A Corporate Member may elect a professional delegate who will receive all the Society information and has all the rights of an Individual Member except voting power.
2. Membership fees of Corporate members shall be used to benefit the aims of the Society as described in Chapter II.
3. A Corporate Member may delegate a member to the General Assembly of the Society where his opinion must be respected whenever issues of Corporate Members are at stake. Corporate Members shall be allowed one delegate at reduced (member) rate for the regular scientific meetings of the Society.
4. Corporate members elect delegates to the Industrial Liaison Committee (ILC) according to Chapter VIII section 6B. The ILC constitutes an obligatory consultation and advisory body for all scientific committees for the ESFH meetings specifically with respect to matters of concern to the exhibiting Corporate Members, which include congress venue, dates, hours and booth allocation.

## **Chapter V - MEETING OF MEMBERS AND VOTING**

### *Section 1 - Regular meeting*

1. The Society shall hold a scientific meeting with or without an educational symposium- with a General Assembly on a regular basis at a time and place designated by the Executive Board.
2. The General Assembly is quorate if at least 10 percent of the members are present. If less than 10 percent of the members are present a second General Assembly is announced 15 minutes later. The second General Assembly is quorate independent of the number of members present.
3. Notice of regular meetings shall be given in an official publication of the Society and the home page (<http://www.esfh.eu>) at least 2 month prior to the meeting.

### *Section 2 Special General Assembly*

1. A special General Assembly shall be called by the President on request of the Executive Board or on petition of 20 percent of the individual members with voting rights according to chapter V, section 3.
2. A special General Assembly shall be held at such time and place as are designated by the Executive Board
3. Notice of each special General Assembly shall be given by eMail and shall state its time, place and purposes and shall be published in the home page (<http://www.esfh.eu>) at least 30 days prior to the meeting.
4. No business shall be transacted at a special General Assembly other than as stated in the call thereof, without the unanimous consent of those voting members present and voting, provided that a census of the voters shows attendance of at least of 10 percent of the Individual Members as defined in chapter IV, section 2:2, ABCD.

### *Section 3 - Voting*

1. Only Individual Members, belonging to the categories defined in chapter IV, section 2: ABCD and have fulfilled their obligation towards the Society, and Emeritus Members shall have one vote in any regular or special General Assembly of the Society. The right of vote can be delegated to another ESHF member if a member can't attend the General Assembly. A written or an electronic note of the transfer of the vote is necessary. One person cannot hold more than 3 votes, including his/her own.
2. All voting members shall be registered before the meeting in question. The correct organisation is the responsibility of the Secretary.
3. A quorum shall consist of those voting members present at the regular General Assembly or any special General Assembly, whose credentials have been accepted in accordance with the provisions in chapter IV, section 2.

## **Chapter VI - BOARD**

### *Section 1 - Structure*

1. The society is conducted by the Executive Board.

2. The Executive Board consists of the President, President Elect, Past President (with responsibility to act as Vice President), upcoming Congress President, Secretary, Treasurer and a representative of the nurses group.

### *Section 2 - Qualifications*

1. Only Individual Members can be elected or appointed to the Executive Board.
2. To be nominated a member must have its residency in Europe and must have fulfilled all its obligations towards the Society at least during the last 3 consecutive years
3. Candidates can be nominated by the Executive Board. Additionally, all regular members of the Society can propose candidates. The proposals personally signed by at least 7 members have to be sent including a CV of the proposed candidate to the Secretary of the Society until 2 months before the election in written form.

### Section 3 - Elections

1. The members of the Executive Board are elected by the General Assembly (with exception for Board Members with special duties), usually on the proposal of the Executive Board in charge.
2. The President is elected for a consecutive total period of six years with a two year term as President Elect, a two year term as President and a two year term as Past President.
3. The Secretary and Treasurer are elected for a two year term and may be reelected for two more terms.
4. When any position in the executive board cannot be replaced, the position in question can be prolonged. A Member of the Society may be elected into the Executive Board for special duties e. g. the Coordinator by the majority of the Executive Board Members .

### Section 4 - Duties and Responsibilities of the Executive Board

1. The Executive Board shall conduct all necessary business of the Society.
2. Subject to these bylaws, the Executive Board is expressly empowered to
  - a. receive, hold and disburse funds,
  - b. receive, hold and dispose of property,
  - c. decide on questions of membership,
  - d. call meetings of the Society and prepare the agenda for the meeting,
  - e. propose site and date for the next regular meeting to the General Assembly and together with a co-organizing society and nominate the Congress President,
  - f. negotiate and sign the contracts with co-organizing societies,
  - g. propose membership fees adequate in respect to the administrative running costs of the Society,
  - h. maintain liaison with responsible ethical and professional organizations,
  - i. appoint a member of the Society to the Executive Board for special duties,

- j. establish committees and delegate powers and duties to them (except as otherwise specified in these bylaws),
  - k. administer and conduct all activities of the Society not expressly reserved to the membership,
  - l. by specific delegation give a member of the Board the right to issue official letters or mailings without being countersigned by the President,
  - m. negotiate and meet the descisions regarding the official journal of the Society,
3. Each member of the Executive Board shall provide the results of its deliberations and actions in a written report for the other members of the Board at the Board Meetings.

#### Section 5 - Meeting of the Executive Board

- 1. As soon as practicable and within five days following the General Assembly, the newly constituted Executive Board shall hold a regular meeting to transact any necessary business.
- 2. The Executive Board shall meet thereafter at least annually.
- 3. Special meetings of the Executive Board shall be held whenever called by the President or by a majority of the members of the Executive Board.
- 4. Notice of all meetings of the Board shall be mailed to each member of the Board at least three weeks prior to the meeting.

#### Section 6 - Quorum

- 1. Transaction of business can only be done when at least four members from the Executive Board are physically present.
- 2. A majority of the members of the Board shall constitute a quorum for the transaction of business.
- 3. The majority vote shall prevail, abstention is counted as negative vote.
- 4. In case of a tie vote the President's vote is decisive.
- 5. Votes of single absent members of the Executive Board can be transferred in writing to another member of the Executive Board.

### **Chapter VII - OFFICERS**

#### Section 1 - Duties

- 1. All decisions concerning the necessary business of the Society should be made by the Executive Board. Agreement/authorization may be achieved by personal communication and/or e-mail/Skype, etc. without a formal meeting. All decisions should be recorded and mailed to all members of the Executive Board regularly, at least within 30 days of the meeting in question.
- 2. The officer has to be employed in the field of hemapheresis. If his employment changes to another field during the period he is acting as officer, another member of the Executive Board has to be elected to take over the function during the rest of the term.
- 3. The officer can have all functions in the field of apheresis, e.g. physician, nurse, operator, researcher.

4. An annual written report of each officer has to be included in the minutes of the Executive Board meeting (every year).

### *Section 2 – Board members*

#### 1. President

- a. represents the Society internally and externally,
- b. shall preside at regular and special meetings of the Society and shall serve as the chief executive officer of the Society,
- c. shall be the chairman of the Boards and preside at its meetings and shall be an ex officio member of all committees,
- d. has to carry out the decisions of the General Assembly,
- e. has to be involved in the organization of the regular scientific meetings of the Society and function as an adviser to the Congress President regarding the organization of the meeting,
- f. has to inform his successor about the society business.

#### 2. President Elect

has to make him/herself familiar with

- a. the society business and the bylaws,
- b. the task of the President,
- c. the details of the organisation of the scientific and educational meetings,
- d. and has to take over special duties assigned by the Executive Board.

#### 3. Past President

- a. shall serve as a Vice President with duties as are delegated by the Executive Board
- b. shall assume the duties of the President in his absence.

#### 4. Congress President

- a. is responsible for all decisions regarding the organization as long as the funds and property of the Society are not concerned and notice is taken of the bylaws of the Society and the decisions of the Executive Board.
- b. has to inform the Executive Board about the actual state of the Congress organization every three months in writing, starting at least 12 months prior to the opening date of the Scientific Meeting. These reports have to include program, deadlines for contributions, information (schedule) for contributors, book of abstracts, proceedings, mailings, exhibition status, advertisements, ect.
- c. has to prepare an estimate in writing for the Executive Board 12 months prior to the meeting including all contracts with other societies in case of joint congresses. The contracts have to be signed by the President of the co-operating society (copy to the treasurer). The report has to be updated every three months.
- d. is responsible for preparation of the first announcement of the scientific meeting (deadline 18 month prior to the meeting) which is to be mailed to all members of the Society, and to be posted at the website [www.esfh.eu](http://www.esfh.eu).

- e. has to carry the full responsibility for the financial balance of the scientific meeting including the organisational costs,
- f. has to give a final financial report to the Board within one year from the closing date of the regular meeting.
- g. Financial transactions cannot be made without the agreement of the Executive Board.

#### 5 The Secretary

- a. shall keep the minutes of the General Assembly and of the various meetings of the Board and other official committees of the Society,
- b. shall answer questions on membership,
- c. shall keep all records of the Society except those reserved to the Treasurer (finance, memberships, minutes, after one year, consecutively) in digital form.
- d. shall answer to official questions from other Societies etc in accordance with the President,
- e. shall write newsletters about activities of the Society for official publications and member circulars in accordance with the President if not otherwise delegated by the Executive Board.

#### 6. The Treasurer

- a. acts as an administrator of the Society's finances.
- b. shall have charge of all funds of the Society and shall deposit all such funds and securities in the name of the Society in the depository on his own discretion unless otherwise decided by the Executive Board.
- c. is responsible for the preparation of checks made in payment of Societies obligations.
- d. shall confirm admission as member and receive membership fees.
- e. shall ask for payment of the membership fee regularly in January of every year and if not paid shall issue reminders in April and June of the same year.
- f. shall inform the Executive Board about the payment of membership fees.
- g. shall update the list of members which has to be sent to the members of the Board annually.
- h. is responsible for the payment of obligations against other societies or companies which have been accepted and agreed by the Executive Board.
- i. is responsible for the keeping of the the bankaccount (consecutive files) of the Society,
- j. shall prepare a report in writing on the financial situation of the Society. The report will be available to all Executive Board Members at least at the annual Executive Board meeting.
- k. It has to be assured that a second member of the Executive Board has been registered to the respective bank-account of the Society, to be able to act in signing official bills in case the treasurer is unable to fulfil his obligations.

#### 7. Nurse / Technician

- a. will be involved in the educational course for nurses / operators.
- b. will support the organization of the course.



- c. will act as a connector between nurses / operators and physicians / scientists.

### Section 3 - Compensation of Officers

No officer shall receive any pecuniary profit from the activities of the Society.

### Section 4 - Vacancies and Replacements

1. If the office of President becomes vacant, the Immediate Past-President shall succeed and serve as President for the unexpired period of the two-year term. In the succeeding year the office of Past-President may be vacant.
2. If the office of President-Elect becomes vacant, it shall remain vacant for the unexpired period of the two-year term. The term of the President and the Past President are prolonged for further two years.
3. If the office of Past-President becomes vacant, it shall remain vacant for the unexpired period of the two-year term.
4. If any other office becomes vacant, the office should be filled by a person assigned by the Executive Board. This must be an individual member for at least 3 consecutive years for the unexpired period of the term.
5. If one of the officers does not fulfil the duties according to the bylaws for more than 6 months or does considerable harm to the Society, he/she can be suspended from his duties and rights with 2 thirds of the votes of the members of the Executive Board during an Executive Board Meeting. The invitation to this Board Meeting has to be mailed as stated in Chapter VI section 5 (meetings).
6. The topic of suspension must be on the agenda.
7. The duties of this officer should be assigned to another member of the Executive Board for the duration of the suspension.
8. If an Executive Board member is not present at 2 consecutive Board-meetings, he/she will be excluded from his/her office.

## Chapter VIII - COMMITTEES

### A. *Scientific and educational Committees*

The Executive Board can establish any Committee

#### Section 1 - Standing committees of the Society appointed by the Board

- a. Committee on standards
- b. Ethic committee
- c. Committee of inspection, accreditation and certification
- d. Scientific committee

Special committees may be established by the Executive Board as provided in Chapter VI, section 4j, in order to accomplish the interests of the Society.

#### Section 2 - Appointment

1. The President of the Society shall, after approval by the Executive Board, appoint members to all special and standing committees named in this chapter section 1.

2. Unless otherwise provided for in these bylaws, an appointment shall be for the term of 4 years.
3. The appointment shall be made such that the terms of the members shall expire in a way not to disrupt the continuity of the work of the committee.

### Section 3 - Duties and Responsibilities

1. The Executive Board is specifically empowered to establish committees and delegate powers and duties to them (except as otherwise specified in the bylaws).
2. All committees present a brief summary of their activities in writing as requested by the Executive Board.

### Section 4 - Membership

1. To provide continuity, it may be determined by the Executive Board, that a person having served as a member or chairman of a committee for two consecutive terms may be appointed to serve an additional term as chairman.
2. It is left to the discretion of the Executive Board to determine if the appointment to serve as chairman of a committee shall be for two or four years.

### B - Special Committees with unique requirements for terms of membership

#### Industrial Liaison Committee

1. The Industrial Liaison Committee (ILC) is an obligatory consultation and advisory body supporting the Congress Presidents and the organizing committees to design the industrial exhibition of forthcoming meetings of the Society.
2. The ILC consists of one delegate from each Compagny who have the status of Corporate Member. The delegates may elect a chairman within the ILC to co-ordinate work and meetings. The Executive Board of the Society shall be informed on the delegates and the chairman elected.
3. Two members of the Executive Board shall be invited to all ILC meetings, organized by either the ILC itself or by the Congress President. After the meeting they shall report in writing to the President of the Society as soon as possible.
4. It is the responsibility of each Corporate Member to inform the Congress President about their ILC-delegate.
5. Members of the ILC have the opportunity to present a workshop as part of the main programme at the regular ESFH scientific meeting. The objective of the workshop should be to update the audience on new technology and practices associated with the field of hemapheresis.
6. Ongoing membership is subject to the payment of the annual Corporate Membership fee. This fee also includes 2 free registrations for the regular ESFH Scientific Meeting.
7. ILC members have first option for exhibition spaces prior to release to other exhibitors.
8. The ILC shall be invited to Board-meetings referring to the upcoming biannually ESFH scientific meeting.

## **Chapter IX - TERMINATION OF MEMBERSHIP**

### **Section 1 – Non Payment of Dues**

1. Any member shall be considered delinquent after failure to pay dues sixty days after billing, and shall be so notified by the treasurer.
2. Members ninety days after a second billing in arrear, shall lose their membership and will be dropped automatically from the rolls because of non payment of dues.
3. Officers, who have not paid their membership after 30 days after the second reminder (latest 30<sup>th</sup> June of the year in question) are to be excluded from the Board and are not eligible any more.
4. Within one year after loss of membership because of non-payment, a member may be reinstated upon payment of all dues current and in arrears.

### **Section 2 - Suspension or Expulsion**

1. In case of non-compliance of a member with the bylaws of the Society or for any reason to the judgement of the at least twothird of the votes of the Executive board, the Executive Board has the power to suspend or to expel a member deemed detrimental to the interest of the Society.
2. Charges have to be profered in writing and transmitted by registered mail to the accused 30 days prior to the meeting of the Board.
3. The Executive Board may suspend any officer or member of the Board, committee member, or official representative of the Society if his/her performance of duties for the Society prove unsatisfactory.

## **Chapter X - AMENDMENTS**

1. The Executive Board is specifically empowered to amend and adopt bylaws, provided these are passed by a 2/3 majority vote of the Executive Board present and voting.
2. The proposed amendment must be mailed to each voting member or published on the official website ([www.esfh.eu](http://www.esfh.eu)) at least 45 days prior the meeting and amendments to the form thereof shall be committed only if posted on a designated bulletin board, at a place convenient for all to see prior to the General Assembly or special meeting of the Society.
3. The amendments shall become effective after the approval of the voting members (with approval of at least 51% of the members) at the next General Assembly or special meeting of the Society

## **Chapter XI - Reimbursement of travel expenses, travel standards, control of expenses**

1. Reimbursement of travel expenses is restricted to tasks associated with an official business for the Society.
2. Reimbursement is granted after agreement of the Board prior to the journey or alternatively if both application and permission are granted in advance.

3. Applications for travel reimbursement should be brought to the attention of the treasurer at least 2 months prior to the journey.
4. Travel standards
  - a. Flights - economy class tickets.
  - b. Rail - 2nd class tickets.
  - c. Hotels – upper middleclass hotels.
5. Travel allowance reimbursement
  - a. All travel allowance reimbursement requests need to be sent to the treasurer together with (the copies of) the receipts.
  - b. Travel expenses of the treasurer need be signed by the President of the Society.

*Date*     *20. May 2014*

*President ESFH*  
*Hans Vrielink*

*Secretary ESFH*  
*Paul Höcker*