

By-laws European Society for translational Antiviral Research

Society

The European Society for translational Antiviral Research (ESAR) is registered as a not-for-profit organisation in the Netherlands.

By-laws

These by-laws are meant for the daily management of the Society (ESAR).

Practice

The “Practice of the Society” is a collection of separate procedure describing practical agreements which are regularly updated and should always comply with the by-laws.

Purpose and Aim of the Society:

The purpose and aim of the Society is to bring together scientists and clinicians throughout Europe and to investigate the molecular epidemiology of viruses in Europe from Public Health and scientific perspectives, to expand medical knowledge on viruses. In particular:

- 1) Improving the knowledge of (resistant) viruses, particularly as it relates to the diagnosis and management of drug resistance, their pathogenesis, natural history and prevention;
- 2) Improving diagnostic methods;
- 3) Keeping and improving high standards in laboratory diagnosis of resistant viruses through promotion of quality assessment (QA) activities and education;
- 4) Facilitating the exchange of reference reagents;
- 5) Interaction with relevant organisations, such as other virological societies and groups and between members.

Principles

The Society has defined the following five core principles, which are the base for all activities organised by the Society.

- 1) Collaboration
- 2) Responsibility towards Science and Society
- 3) Transparency
- 4) Independency
- 5) Flexibility

Benefits for Associated Members

The benefits for Associated Members

- 1) Right to vote for Council Members
- 2) Right to influence the scientific agenda of the Society (as described in the Practice)
- 3) The right to attend the ESAR Annual Scientific Meeting

Organisation of the society

The Society is intended to give individual members in European countries and Israel a chance to contribute to its management, but membership is also open to individuals from other countries. This aim will be met by the following Membership structure:

- 1) Associated Members
- 2) Non-associated Members
- 3) Student Members
- 4) Honorary Members
- 5) Council Members
- 6) Officers

Associated Members

Associated Membership is individual and not based on institute or company representation. It is open to scientists and clinicians who share the Aims of the Society.

Rules for Associated Membership:

- Scientists should prove their scientific commitment by authorship on a publication on a virological subject in a peer reviewed journal.
- Clinicians should be able to show a medical doctors degree.
- All members should be employed by non-commercial institute or hospital for at least 0,5 FTE.

Individuals may complete an application form and after approval by the Board, they will become ESAR Associated Members on payment of the current Associated Membership Fee.

The Board may approve Associated Membership of individuals who do not meet the criteria.

Non-associated Members

Non-associated Membership is individual and not based on institute or company representation. It is open to scientists and clinicians who share the Aims of the Society, but are not eligible for the Associated Membership for instance because they are mainly employed by a commercial institute. Non-associated members have no voting rights.

Rules for Non-associated Membership:

- Scientists should prove their scientific commitment by authorship on a publication on a virological subject in a peer reviewed journal.
- Clinicians should be able to show a medical doctors degree.

Individuals may complete an application Form and after approval by the Executive Board, they will become ESAR Non-associated Members on payment of the current Non-associated Membership Fee. The Executive Board may approve Non-associated Membership of individuals who are active but do not meet the criteria.

Student Members

PhD students or medical students performing a residency who share the Aims of the Society may become Student Members of the Society. Student Members have no voting rights.

Rules for Student Membership:

- Students should provide the coordination office with an official letter from their University/Hospital indicating their status as PhD student or resident

Honorary Members

The board may appoint individuals as Honorary Members. Honorary Members have no voting rights. Honorary Members have the right to influence the scientific agenda of the society.

Council Members

The initial Council Members of a country are nominated by the Board for 3 years. After that period Council Members are elected by the Associated Members. Council Members can be re-elected for 2 periods of 3 years. (3 periods in total).

Council Members have direct voting rights.

The elected Council advises the Board and approves the long term strategy of the Society. The Council will meet during the Society's meetings but at least once a year. One such meeting will be called the General Meeting. If no elected Council Member from a country is able to attend, a non-voting representative may attend as an observer and may express the Council Members' views from that particular country. The Council is quorate if more than half of the elected Council Members are present.

A limited number of 2 Council Members per country are allowed in the Society. If the membership of a Council Member is discontinued, the board will organise new elections within 6 months.

Officers:

Officers for the Board are nominated by the founder of the Society at the start of registration of the Society for 5 years. After that period officers are elected by the Council Members. Officers can be re-elected for 2 periods.

The Board has a Chair Person, a Financial Officer and Executive Officer and Regular Officers. The Board has a maximum of 12 members. The Board will usually meet twice a year, but at least once a year. It is inquorate if less than five the officers are present. The Chairman, Financial Officer and Executive Officer will form the Executive Board.

Duties of Officers

1. Chair Person: The Chair Person shall provide leadership in planning the work of the Board, shall chair the Board meetings, conference calls, General Meeting and Annual Scientific Meeting or designate a representative. The Chair Person will enforce the bylaws and exercise supervision over the affairs of the society. The Chair Person will appoint committees and will serve as an ex-officio member of each committee without voting rights. The Chair Person and one other member of the Executive Board shall act for the Board when such action is required by law in signing contracts and other official documents after approval of the Board. The Chair Person shall act as the spokesperson.
2. Executive Officer: The Executive Officer shall oversee the coordination office activities, is responsible for the agenda of General, Annual Scientific and Board conference calls and meetings, minutes and correspondence of the Society. The Executive Officer organizes the daily management of the Society.
3. Financial Officer: The Financial Officer acts as treasurer and shall be responsible for overseeing the receipt and disbursements of all funds and oversee the budget.

Election of Officers

The Officers of the Society are normally chosen from the Council but exceptionally may come from outside it. At least six weeks before the date of the General Meeting the Board nominates individuals to fill a prospective vacancy among the Officers or as an additional Officer. New Officers are formally elected in a secret ballot by the Council. The ballot papers must be returned to the administrative office not less than one week before the date of the General Meeting. The nominated individuals with the most votes will be elected, with the Chair person having a casting vote in the event of a tie. Additional Officers may be co-opted to the Chair Person as necessary to provide particular knowledge or expertise, or to fulfil a specific task on behalf of the Society. The maximum number of Officers is twelve. New Officers will take up their task on the 1st November of the year of their election.

Temporary Committees

Temporary Committees may be formed by the Board, which will define their remit and approve the rules of any Committee. The Chair Person is appointed by the Board. The Chair Person of any Committee of the Society reports to the Executive Board and may be co-opted to the Board during their period in office.

Membership Fee

All members should pay an annual Membership Fee. A renewal notice will be sent out by the coordination office in January each year. The size of the Fee for the following year is set by the Executive Board on advice of the Council members. A person ceases to be an Associated, Non-Associated or Council Member or officer after two years in arrears.

In the Practice of the Society it will be described what the amount of Membership is for different Memberships.

Accounts

The accounts are kept by the coordination office and overseen by the financial officer who will arrange the annual audit. Two auditors will be appointed at the General Meeting for this purpose. They will report, in writing, to the next General Meeting. The accounts and Membership Fee will be in the currency most suitable to the Financial Officer and held in an established and recognised Bank in the Netherlands. The financial Officer is responsible for giving appropriate advice to the Executive Board to maintain the in solvency.

General Meeting

A General Board and Council Member Meeting will be organised at least once a year. Individual Associated and Non-associated members may be invited to the General Meeting based on the decision of the Board.

Annual Scientific Meeting

The Annual Scientific Meeting is open to all Associated Members, Student Members and Honorary members. It will be chaired by the Chair Person or a Deputy appointed by the Chair Person in his/her absence. During the Meeting the Board will discuss recent developments and new strategies with the Members. Non-associated Members can be invited for the full Annual Meeting or part of the Annual Meeting based on the decision of the Board.

Language

The language of the Society is English.

Changes in the by laws

Changes in the ESAR By-Laws may be proposed by Members of the Board or Council Members. The proposal must reach the administrative office in writing at least five months before the next General Meeting, to allow the Members of the Council to be informed on the proposal beforehand. The proposal will be accepted if 50% of those Council Members present at the Council Meeting vote in favour. In exceptional circumstances (to be decided by the Chair person) a postal ballot may be carried out, and the proposal accepted if at least 50% of the Council Members respond and two-thirds of responders vote in favour. Changes of the By-Laws should always comply with the Deed.

Changes in the Practice of the Society

Changes in the ESAR Practice of the Society may be proposed by Members of the Board or Council Members. The proposal must be sent to the administrative office and will be discussed in the next board meeting/conference call within three months. Subsequently, the proposal will be disseminated within two weeks among the Council Members. The proposal will be accepted if 50% of the Council Members are in favour. Voting may be performed by an electronic ballot, and the proposal will be accepted if at least 50% of the Council Members respond and two-thirds of responders vote in favour. Changes in the Practice should always comply with the By-Laws and the regulations of the Society as laid down in the Deed.

Data-ownership

Submission of data to the Society's collaborative projects does not affect original ownership of the data. Data are submitted for use in specific collaborative projects and can only be used for other projects if the consent procedure is met. The consent procedure will be laid in the Practice of the Society. Rules for authorship will be defined in the Practice of the Society.

Transparency:

All Officers and Council Members should disclose all potential conflict of interests by filling out annually the official conflict of interest form of the Society.