



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

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. EBMT is an Association now registered in Maastricht, 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 of haematopoietic stem cells from all donor sources and donor types including basic and clinical research, education, standardisation, quality control, and accreditation for transplant 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 Chairpersons of the Working Parties and the President of the EBMT Nurses Group. The President of the forthcoming annual EBMT meeting is co-opted onto the Board for the year preceding the annual meeting. Decisions are taken by majority voting. The President has the deciding vote if the vote is otherwise tied.

§ 3

THE ASSEMBLY

The Assembly consists of centres holding Full membership in the EBMT (see below). Each member centre nominates a principal investigator; the additional members of the team to appear in the EBMT membership list are indicated to the Secretary on an annual basis. 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. All decisions of the General Assembly are taken by majority vote. The Assembly has the following obligations:

- 1) To elect officers of the EBMT
- 2) To decide about admission of new members
- 3) To decide the annual fee for membership of the EBMT
- 4) To take policy decisions concerning the EBMT



§ 4

EBMT MEMBERS

Members of EBMT are mainly centres active in transplantation of any kind of haematopoietic stem cells or any other organisation involved in the care of donors and recipients of haematopoietic 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 HSCT field can apply for Individual EBMT membership. 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 during the Annual Business Meeting. Pharmaceutical companies interested in the field 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 transplantation of haematopoietic stem cells can apply for Full membership. Full membership requires of clinical transplant centres that they be prepared to submit a minimum of MED A data on all patients on an annual basis. The duty is to report all consecutive haematopoietic stem cell transplants and follow-up data.

Centres with Full membership have the following rights:

- 1) To elect officers of EBMT
- 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:

- 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 clinical transplant centres 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 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 Membership

Individual members of the EBMT are persons actively involved in transplantation of any kind of haematopoietic stem cells, or involved in the care of donors and recipients of haematopoietic stem cells. Members should hold a degree (MD, Ph D, nursing degree, others) and demonstrate an expertise in stem cell transplantation. 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 membership.

An Individual EBMT member has the following rights:

- 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 the 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 a reduced fee to attend the Annual Meeting of the EBMT
- 7) To receive EBMT News
- 8) To receive the annual survey of EBMT activity
- 9) To be eligible for an individual discount subscription to the Official Journal of the EBMT

4. Corporate Patrons:

Pharmaceutical companies or other companies active in the field of haematopoietic stem cell transplantation 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). Individual contracts between EBMT and Corporate members define the mutual rights and duties



§ 5

THE PRESIDENT

The President shall be a member of EBMT of at least two years standing. The President is elected by the Assembly (see above), and serves for two years. The President serves as President-Elect for one year before becoming President. The President may stand for re-election a second time. The function of the President is to promote and co-ordinate all activities of the EBMT. These include fund raising, co-ordination of Working Party activities, giving guidelines to the organisers of the Annual Meeting, and negotiations with other organisations on behalf of the EBMT.

§ 6

THE SECRETARY

The Secretary is elected to serve for three years. The Secretary may stand for re-election for a second three-year-term. 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 mailing list of EBMT members and circulating information to the Group via EBMT News or otherwise.

§ 7

THE TREASURER

The Treasurer is elected by the members for a period of three years. The Treasurer may stand for re-election for a second three-year-term. The function of the Treasurer is to collect the annual membership fee from the EBMT members and to account for the use of the funds for EBMT purposes.

§ 8

WORKING PARTIES

EBMT currently has 11 Working Parties: Acute Leukaemia, Aplastic Anaemia, Autoimmune Diseases, Chronic Leukaemias, Immunobiology, Inborn Errors, Infectious Diseases, Late Effects, Lymphoma, Paediatric Diseases and Solid Tumours, but more can be established if and when required. Each Working Party is headed by a chairperson who is also a member of the Board. The chairperson of each Working Party is elected for three years and may stand for re-election once. The substructure of the Working Party is defined by the chairperson. 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 Board about Working Party activities, publications, and finances.

§ 9

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.



§ 10

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.

§ 11

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, and the Working Parties. Other individuals or organisations may be eligible for funding upon decision of the Board.

§ 12

ANNUAL BUSINESS MEETING

The Annual Business Meeting is open to all 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 is 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.

§ 13

ACCREDITATION

An Accreditation Subcommittee is elected by the Board and is entitled to write guidelines for EBMT transplant centres. These guidelines are revised every other year. Centres fulfilling all requirements are accredited for 3 years after which time their application is revised and accreditation can be renewed.

§ 14

ALTERING THE CONSTITUTION

The Constitution and Byelaws can only be changed if approved by the Assembly with a two-thirds majority. Notice of intention to change the Constitution and/or Byelaws shall be notified to all members such as to be received at least 4 weeks before the relevant business meeting of the Assembly. Proposals for changes of the Constitution and Byelaws will only be considered at the annual business meeting that takes place in conjunction with the scheduled Annual Meeting of the EBMT.