

Chair: Prof. Maria Abreu
Scientific Secretary: Prof. Dr. Laurent Peyrin-Biroulet

IOIBD Scientific Secretariat

c/o MK Producties

Javalaan 9a

NL-3742 CN Baarn, The Netherlands

Tel +31 35 5426745 / Fax +31 35 5430468 / Email: ioibd@mkproducties.nl / www.ioibd.org



IOIBD Bylaws, revised May 2020

Rule 1 The title of the Organization shall be The International Organization for the Study of Inflammatory Bowel Disease (IOIBD).

Rule 2

- Its objectives shall be to promote the health of people with IBD worldwide by **setting the direction** for patient care, education and research

Rule 3 The Organization shall consist of physicians, surgeons and medical and non-medical scientists and those who are actively engaged in research into IBD.

Rule 4 The officers of the Organization shall be elected by the General Assembly after nomination by the Nominating Committee and shall consist of:

- Chair elected for three years and not eligible for immediate re-election to that office.
- Deputy Chair elected for three years and not eligible for immediate re-election to that office.
- Scientific Secretary elected for three years and eligible for immediate re-election to that office for only one further period of three years.
- Deputy Scientific Secretary elected for a three year period and eligible for immediate re-election to that office for only one further period of three years.
- Treasurer elected for a three year period and eligible for further three year periods at the discretion of the AGM.

The Nominating Committee will consist of the past Chair (who will chair the Committee) and two members that will be elected by the AGM for a three year period. Members of the Nominating Committee would not be able to be nominated for any other position. At least two months prior to the AGM, the Nominating Committee will present a nomination for each position on the Executive Committee. At the AGM, the Chair of the Nominating Committee will present the report. Nominations from the floor are permitted, but if the potential nominee is not present, written confirmation of the nominee's willingness to stand will be required.

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Rule 5 The day-to-day affairs of the Organization shall be the responsibility of the Executive Committee, which shall consist of:

- Chair, ex-officio
- Deputy Chair, ex-officio
- Scientific Secretary, ex-officio
- Deputy Scientific Secretary, ex-officio
- Treasurer, ex-officio

Plus four further members, elected by the membership, each to serve for four years and not eligible for immediate re-election to membership on the Executive Committee unless elected as an officer.

Rule 6 The Organization will have *at least* 2 vacant spots for new members each year (by vote of the General Assembly April 2017). Candidate for membership of the Organization must be proposed in writing by two existing members, to the Scientific Secretariat before 01 September annually. A recent CV including birth date and picture of the nominee should be submitted at time of nomination. One of the proposers should come from a different country to that of the nominee. For nominations of new members, any current member will be allowed to nominate or second a single nomination every year. Candidates should normally be of sufficient seniority to exercise some measure of autonomy within their own institutions. The Scientific Secretariat will circulate the names of the proposed candidates in writing to the Nominating Committee for comment, at least one month in advance of the Fall Executive meeting. The Executive Committee will have the sole responsibility for electing new members. Any member has the right to be informed upon request of all actions taken on all membership nominations by the Executive Committee.

Rule 7 The AGM shall consist of:

- A business meeting to determine policy, to elect officers and ordinary members of the Executive Committee, to consider the financial state of the Organization and to decide on the locations of future AGMs.
- A scientific meeting for the presentation of completed scientific work, for the review of scientific work in progress and for discussion of possible future scientific work. In addition, topics dealing with IBD may be included at the discretion of the local organizer and the Scientific Secretary.

Rule 8 For each AGM, a local organizer shall be appointed at a previous business meeting. The local organizer will be responsible for all local arrangements involving the AGM. All correspondence concerning the meeting should be sent to the local organizer who must maintain close liaison with the Scientific Secretary. The final responsibility for the programme of the scientific meeting rests with the Executive Committee who should approve the structure of the programme at the mid-year Executive Committee meeting. The local organizer responsible for each AGM will become a member of the Executive Committee for the year leading up to the AGM for which he or she is responsible.

Rule 9 Active and senior members are expected to travel to AGMs at their own expense, but meals and up to 3 nights accommodations will be covered by the organization. An additional fee of 300 Euro will be charged for up to one guest of the active or senior member. The amount is to be determined by the executive committee. More than one guest is not permitted. The partner fee will no longer be published in US \$ (by vote of General Assembly in April 2015).

Rule 10 Any active or senior member who is absent from three consecutive AGMs shall be deemed to have resigned unless there are extenuating circumstances condoned by the Executive Committee. Active members are elected for five year terms. Criteria for re-election include service to the IOIBD and/or continued activity in the field of inflammatory bowel disease. The secretariat asks for updated CV's and the wish to re-new membership to the applicable members every year before the Fall executive meeting. These documents will be evaluated by the chairman. Senior members don't have to send their updated CV and are considered to be member 'for life' unless in the case of absence for 3 consecutive AGM's.

Rule 11 Any member who turns 65 years of age, retires from or otherwise substantively changes the professional position he or she occupied at the time of election to the Organization, shall so notify the Scientific Secretary in advance of the first AGM following the effective date of that retirement or change. At that same AGM, the Executive Committee if it determines that the retirement or change has removed the member from the conformity with the criteria for active membership shall ordinarily transfer that member to emeritus status with all rights of ordinary membership maintained, except that of holding office and Executive Committee membership. Senior members don't need to be re-elected every five years.

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- Rule 12** Members wishing to bring scientific or social guests to an AGM must obtain the agreement of the local organizer. Furthermore, any member bringing a guest will be held responsible for that guest's expenses.
- Rule 13** A category of corporate membership shall comprise pharmaceutical and other biomedical companies or health foundations that are broadly supportive of clinical or therapeutic research in IBD and that are invited to corporate membership by the Executive Committee. Corporate membership implies fixed annual dues. The amount of these dues for corporate members shall be determined by the Executive Committee at each AGM. Corporate members shall each have the right to designate a maximum of two individuals who shall enjoy all the rights of ordinary membership except those of nominating candidates for membership, voting, holding office or Executive Committee membership. Corporate members may attend the AGM. Corporate members are expected to pay individual charges of travel and accommodation related to the AGM. Meeting expenses including meals will be covered by the organization. An additional fee of 300 Euro will be charged for up to one guest of the corporate member. The amount is to be determined by the executive committee. More than one guest is not permitted. The partner fee will no longer be published in US \$ (by vote of General Assembly in April 2015).
- Rule 14** The Organization will generally seek publication of all its organizational studies regardless of their particular results or conclusions. No data shall be published under the by-line of the IOIBD unless they have been presented at a plenary scientific session of an AGM. Publications carrying the imprimatur of the IOIBD must have the approval of a two-thirds majority of the Executive Committee following any appropriate consultations with particularly interested or expert members. Any free papers presented at AGMs remain the exclusive intellectual property of their authors.
- Rule 15** The Executive Committee shall have the right to call additional general meetings.
- Rule 16** A change in the rules shall require a majority of two-thirds of the Executive Committee and of the members attending the relevant AGM.
- Rule 17** As an officer for the Organization, the Treasurer is responsible for the signing of cheques and transfer of money to and from the accounts of the Society and the Foundation.

Rule 18 Active and senior members will pay an annual membership fee, the amount to be proposed by the Executive Committee and voted on by the active members of the IOIBD. In April 2016, the active members voted to approve an annual membership fee of 100 Euros for active and senior members. The membership fee will no longer be published in US \$ (vote Gen. Ass. April 15)

Rule 19 Cluster Group Chairs should be nominated and elected from within the individual taskforces (without involvement of the IOIBD nominating committee). The Chairs should serve a 3 year term, with the possibility to be re-elected once.
A reservation has been made for Cluster projects @ 30.000 Euro per group annually. Projects to be approved including budget by the Executive Committee (decision Executive Committee meeting October 2019)

Rule 20 **IOIBD Grants Program**
Operating Grants:
Grants to a maximum of € 200,000 for up to one year may be awarded, in principle two (2) for clinical and two (2) for basic science projects. Preference will be given to grants less than or equal to € 50,000. No monies will be awarded to cover principle or co-investigators salaries. If institutions mandate that salaries of any size be included within any grant application, the investigator will have to come up with that money, but it will not be acceptable to include a salary line for principle or co- investigators in the grant operating budget. Salaries can be included for research assistants, technicians, and trainees.
Ethics approval for Grants:
Since procedures are very different from centre to centre, it is decided that the Grant applications can be reviewed and scored without Ethic approval by their centre / University. However, if the application is approved with a Grant, payment will only be made when proof of the Ethics committee approval is received.
Indirect cost:
The indirect cost charged by any institution may not exceed 10% of the approved IOIBD Grant.
Eligibility:
Applicants MUST have an active or senior IOIBD member as PI or co-investigator. Any travel or operating grants will be awarded and paid to the IOIBD member so that they are responsible to see that the project is undertaken and completed.
Use of application form obligatory! IOIBD members (active, senior) can submit only ONE Operating Grant application per year. Request form via IOIBD Secretariat (ioibd@mkproducties.nl)
Deadline submission: 30th June each year

Applications will be reviewed and rated once a year by the Grant Review Committee. The final awarding of grants will be undertaken by the Executive Committee based on the recommendations of the Grant Review Committee.

IOIBD Grants Program ... continued

Travel Grants:

One objective of the International Organization for the Study of Inflammatory Bowel Disease (IOIBD) is to promote multi-national communications pertaining to Inflammatory Bowel Disease (IBD) and the development of IBD care and research worldwide. IOIBD will provide a maximum of two (2) grants up to a total sum of € 20,000 each year.

Applications will be reviewed and rated once a year by the Scientific Secretary. The final awarding of grants will be undertaken by the Executive Committee based on the recommendations of the Scientific Secretary. A travel grant is supposed to support physicians / researchers who want to visit a foreign IBD centre for research, projects or clinical experience. Minimum 2 months, maximum 6 months stay.

Eligibility:

- Individuals with a MD or PhD.
- From any Country
- Proposed and sponsored by an IOIBD Member

Indirect cost:

The indirect cost charged by any institution may not exceed 10% of the approved IOIBD Grant.

To apply:

Interested applicants should submit with their CV a statement of interest and project description no longer than 3 pages of narrative and 1 page of budget.

Deadline submission: 30th June each year

Rule 21 Procedure Special Initiatives initiated by IOIBD members, operated under the IOIBD brand name with costs \geq € 100.000,=

Effective April 2015 (by membership vote at the AGM Montreal), a procedure is in place to process large projects from € 100.000,=

- First review by members at large (currently A. D'Hoore and C. Siegel)
- Need insight in cost and funding for each project, together with

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project proposal

- Approval in regular Executive Committee Meeting *
- Introduction at AGM for vote (2/3 simple majority required of members in attendance) *
- Contracts need to be approved by legal adviser IOIBD
- Funding and tracking of funds must be clearly documented at the IOIBD Secretariat and with the Treasurer

Procedure Special Initiatives initiated by IOIBD members, operated under the IOIBD brand name with costs \geq € 100.000,= continued:

- A bidding process is required for contracting third parties like meeting support
- * Electronic voting is approved when necessary (time). Simple majority is sufficient

February 2020