



# INTERNATIONAL COUNCIL FOR STANDARDIZATION IN HAEMATOLOGY

## ARTICLES OF CONSTITUTION

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#### 1.      **The Council:**

- 1.1      The Council is known as the “International Council for Standardization in Haematology” (ICSH). The ICSH was originally founded as a standardizing committee associated with the European Society of Haematology in Lisbon on 31<sup>st</sup> August 1963.

#### 2.      **Purpose:**

- 2.1      The ICSH is a not-for-profit organisation that aims to achieve reliable and reproducible results in laboratory analysis in the field of diagnostic haematology.
- 2.2      The ICSH coordinates Working Groups of Experts to examine laboratory methods and instruments for haematological analyses, to deliberate on issues of standardization and to stimulate and coordinate scientific work as necessary towards the development of international standardization materials and guidelines.
- 2.3      The ICSH will work in cooperation with any international organization with allied interests in order to promote the goals of the ICSH.

#### 3.      **The Management Board:**

- 3.1      The Council shall be directed by a Management Board. The members of the Management Board shall comprise the Chair, Vice-Chairs, Past Chair, Scientific Secretary, Treasurer and Ordinary Members. The members of the Management Board members shall serve for three years and may be re-appointed for an

- additional three years by the Chair and Management Board. Under exceptional circumstances, a member may serve for an additional period, as determined by the Chair and the Management Board. The Management Board is composed of no less than five and no more than ten members, with the exact number of members to be designated from time to time by resolution of the Management Board.
- 3.2 Membership of the Management Board is open to practising laboratory haematologists or haematology laboratory scientists. The Chair may invite applications for membership of the Management Board from the General Assembly, as necessary, from time to time. Any appointments to the Management Board must be approved by a majority of the members of the Management Board. All Management Board members must disclose any conflicts of interests at the time of appointment and annually thereafter. These include any relevant financial relationships the member (or his or her immediate family or partner) has with any commercial entity related directly or indirectly to Laboratory Haematology. The Chair and Management Board shall determine if a conflict is sufficient to disqualify the member in any particular manner. Employees of any for-profit technological or industrial company that conducts business of any kind in laboratory hematology are not eligible to serve as members of the Management Board.
- 3.3 The Management Board shall meet at the General Assembly of the Council and shall vote or correspond by electronic means when not in person. If a decision is split, the Chair shall have the deciding vote. At all meetings of the Management Board, the presence of a majority of its members then in office shall be necessary and sufficient to constitute a quorum for the transaction of business.
- 3.4 The duties and responsibilities of the members of the Management Board are as follows:
- 3.4.1 The Chair shall preside over the Management Board and General Assembly, and represent ICSH in official matters.
- 3.4.2 The Vice Chair(s) shall assist the Chair, assume the duties of the Chair in the absence of the Chair and perform duties on behalf of the ICSH as required by the Chair.
- 3.4.3 The Scientific Secretary shall evaluate and coordinate Working Groups to ensure that they are properly constituted, that members have disclosed conflicts of interests, that they conform to designated time schedules, and together with the Chair, that they perform ethically.
- 3.4.4 The Treasurer shall record the monies received and expended, present detailed annual financial accounts of the ICSH at meetings of the Management Board and disburse funds for meetings and approved Working Groups. Financial accounts produced by the Treasurer shall be audited not less frequently than once every three years and when there is a change of Treasurer, by an independent auditor appointed by the Management Board.
- 3.5 The Management Board may engage the services of administrative personnel as necessary to support the work of the ICSH. Administrative personnel shall not be

- members of the Management Board and shall be employed on a contractual basis.
- 3.6 The Management Board may amend the Constitution, from time to time, as necessary for the operations of the ICSH.
4. **Corporate Members:**
- 4.1 Corporate Membership of the General Assembly is open to industrial corporate sponsors who shall be represented at the General Assembly by their Corporate Representatives. Each of the Corporate Members in good standing is invited to send representatives from their organization to the General Assembly. The exact number of representatives will be determined by the Chair.
- 4.2 Each Corporate Member is asked for a yearly financial grant to support the activities of the ICSH.
- 4.3 Corporate Representatives should include persons of good international scientific standing with expertise in the subject areas of current and proposed standardization projects at the General Assembly. They should submit their curriculum vitae to the Management Board at the time of appointment. They may be invited to join Working Groups as deemed appropriate by the Chair. Corporate Members are encouraged to assign specific representatives to participate regularly at General Assemblies in order to ensure continuity of discussions.
5. **Affiliate Members:**
- 5.1 Affiliate Membership of the General Assembly is open to all national and regional committees or test boards and to international, regional or national haematological and clinical pathology societies. National committees should be registered in their countries, in accordance with local law, or be a constituent part of a registered organization.
- 5.2 Any international, regional or national body wishing to have representation in the General Assembly will make application to the Management Board, who will have the right to reject or to recommend for election. There will be no limitation of number of such Affiliate Members.
- 5.3 Each Affiliate Member is asked for a yearly financial grant to support the activities of the ICSH. Each of the Affiliate Members is invited to send Affiliate Representatives to the General Assembly. The exact number of representatives will be determined by the Chair.
- 5.4 Affiliate Members are requested to translate the decisions of the ICSH into the language of their respective countries, to have them published in their professional journals and to ensure that the decisions are put into operation in their countries. International, regional or national standardizing committees or test boards are requested to remain in contact with the Management Board and to support the work of ICSH.
6. **Working Groups of Experts:**

- 6.1 Each Working Group is led by a Chair who will recommend to the Management Board a team of scientific experts with international representation from the Americas, Europe, North and South Asia and Australasia, including less-developed countries if appropriate, in the designated field of study. New proposals for standardization projects must be submitted to the Scientific Secretary by the Chair of the Working Group prior to a General Assembly. Each Working Group must include at least one member of the Management Board. The Chair and all members of a Working Group must disclose any conflicts of interests at the time of application and annually thereafter. New proposals will not be processed until disclosures from all members are received.
- 6.2 The Scientific Secretary shall evaluate and coordinate proposals for Working Groups to ensure that they are properly constituted, that members have disclosed conflicts of interests, that they conform to designated time schedules and, together with the Chair, that they perform ethically.
- 6.3 Any financial support required for a project must be detailed for evaluation and approval by the Treasurer and the Management Board at the time of application. The ICSH will not pay wages for manpower, fees or other honoraria to Working Group members. Reimbursement for travel and accommodation expenses, if required, shall be limited to funding for one Chair only from each Working Group, and to the cost of a return economy class airfare, by the most direct route, to attend the General Assembly.
- 6.4 New proposals that have been approved by the Management Board will be discussed at the General Assembly.
- 6.5 The Chair of the Working Group will be responsible for all reports to the Management Board and should maintain regular contact with the Management Board to provide status reports on Working Group activities. The Chair (or approved alternate) for each Working Group will present a report to the Management Board at the General Assembly allowing for discussion. The Management Board will authorize all Working Groups on an annual basis to ensure that progress is made and that each Working Group is held accountable to the ICSH for timely delivery and report of its findings.
- 6.6 The Working Group will take note of comments by the General Assembly and will prepare guidelines for standardization, which will be presented to the General Assembly. Ample time will be given for their consideration. When these are approved, they will be circulated by the ICSH to the members of the General Assembly, to international, regional or national standards organisations, and as widely as possible to international, regional or national haematology and allied societies and individual haematologists. The Management Board will take responsibility for the production and distribution of any standard materials for international reference, if required.
- 6.7 All documents issued or published by, or on behalf of the ICSH will remain the copyright property of ICSH, unless this right is waived by action of the Management Board.

**7. Invited Experts:**

- 7.1 Individuals with specific expertise in the field of laboratory haematology may, from time to time, be invited by the Chair to the General Assembly as deemed necessary for the operations of the ICSH.

**8. General Assembly of the Council:**

- 8.1 The General Assembly is composed of the Management Board, Corporate Representatives, Affiliate Representatives, Working Group Chairs and Invited Experts.
- 8.2 The General Assembly shall be convened at regular intervals, and if possible, on the occasion of haematological conferences of international scope. The format of the meeting will consist of the activity report of the Management Board; elections of new members of the General Assembly when necessary and discussion and decisions regarding the work done by Working Groups.
- 8.3 If deemed necessary by the Chair, a decision will be made through open voting by simple majority. If the decision is split, the Chair shall have the deciding vote. Each Corporate Member, Affiliate Member, Working Group and Invited Expert shall have one vote. Voting of the assembly can occur either at the General Assembly or by electronic means at the request of the Management Board.
- 8.4 The Minutes of the General Assembly shall be circulated by the Management Board by electronic means to all members of the General Assembly as soon as possible after the meeting. Amendments to the Minutes of the General Assembly may be requested within two weeks of the distribution of the Minutes, before they are finalised.
- 8.5 In addition to the Management Board, Corporate Representatives, Affiliate Representatives, Working Group Chairs and Invited Experts, a limited number of observers may be invited to attend specific sessions of the General Assembly at the discretion of the Chair.

**9. Dissolution:**

- 9.1 Should the ICSH be dissolved, all assets will be distributed to an agreed designated, charitable, international haematology organisation.