

BYLAWS OF THE ASIA PACIFIC BLOOD AND MARROW TRANSPLANTATION GROUP (APBMT)

ARTICLE 1

Name of the Group

The Asia Pacific Blood and Marrow Transplantation Group, hereafter referred to as APBMT was established in 1990 to allow doctors, other health professionals and scientists in the Asia Pacific region involved in clinical blood and marrow transplantation and therapies related to hematopoietic stem cell transplantation to collaborate and promote high quality blood and marrow transplantation in the region..

ARTICLE 2

Incorporation

APBMT is incorporated as Corporate Juridical Person for scientific and educational purposes under the laws of Japan.

ARTICLE 3

Purpose of APBMT

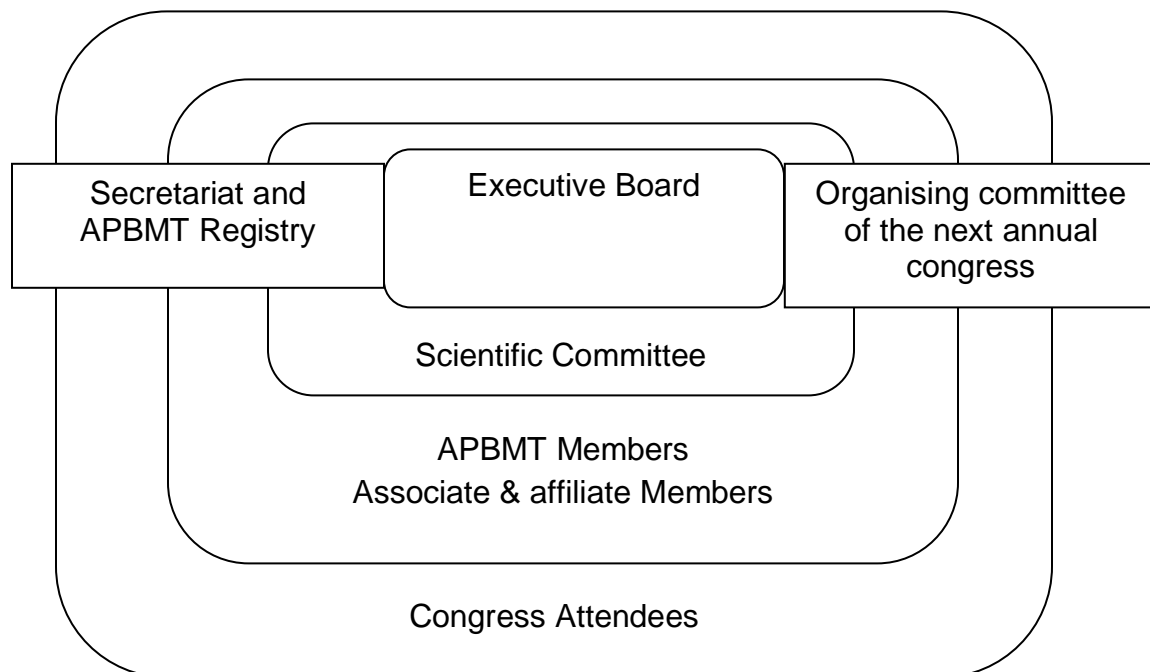
The group aims to promote all aspects associated with the hematopoietic stem cell transplantation (HSCT) and related therapies in the Asia Pacific region, which includes:

- To ascertain and provide the updated status of haematopoietic stem cell transplantation (HSCT) in the Asia Pacific region.
- To steer and regulate the HSCT Registry in the Asia Pacific region (Asia Pacific Blood and Marrow Transplantation Group Registry: APBMT Registry)
- To share current knowledge of all aspects of HSCT to promote and maintain the highest standards of care, and to work towards a set of standards and accreditation of transplant units.
- To provide training opportunities in HSCT in the Asia Pacific region.
- To promote collaborative research in the Asia Pacific region.
- To collaborate with other international organizations related with HSCT
- To work as a core voting member of WBMT

ARTICLE 4

Organization

The schema of the organization in APBMT indicates below.



4. Membership Any persons involved in the treatment of recipients and donors (such as physicians, nurses, laboratory technicians, persons related to stem cell donor programs or pharmaceutical companies), who are involved in HSCT and agree with the purpose of the group can become a member (see above section). New members are admitted by submitting a membership application form to the Secretary Office. This application must include the signature of an APBMT member as a presenter. There are two different kinds of memberships; Scientific Members (physicians, nurses, laboratory technicians, persons related to stem cell donor programs) and Supportive Members (pharmaceutical companies). Previous Executive Board members who have contributed to the establishment and the development of APBMT would become Emeritus Members (within APBMT) or Honorary Members (other registries etc.). Emeritus and Honorary Members can participate in the business meeting.

4.1 Regular Members

Regular members consist of members from medical fields (Scientific Regular Members) Scientific Regular Members can elect and can be elected Scientific Committee Members within each country. A proposed new member must provide a brief CV up to 2 pages that includes professional qualification, current employment and place of work. Regular members must agree to abide by the regulations of APBMT, to participate in scientific endeavors of the APBMT, to have no criminal record, good ethical and moral standards as expected by professional societies.

4.2 Associate & affiliate members

Representatives of commercial companies can become an Associate member. Associate Members can attend general assembly but not the Business meetings and do not have voting right. Applicants are required to submit a brief CV.

4.3 Emeritus members

These are members who served in previous Executive Board and accepted to be an Emeritus Members instead of Regular Member. They will serve as Advisory Board Members for a term of 2-3 years to provide advice to the new Executive Board and do not have a voting right.

Emeritus membership is also awarded to those who organized APBMT annual congress as a meeting president and in recognition of their outstanding contribution to the APBMT.

4.4 Scientific Committee

Scientific Committee is the supreme decision-making body in APBMT. Each country can elect and nominate 1 voting member as the country representative. The vote is casted by the country representative but this right may be transferred to a designated substitute. If there is more than one nominee from one country, the Scientific Committee can vote to select one candidate. The names of the current members of scientific committee are listed and updated annually. The Chairman of the Executive Board, who also serves as the Chairman of the Scientific Committee, has the deciding vote if the vote is otherwise tied.

New Scientific Committee members need to be recommended by the current members of Scientific Committee among the members of the Scientific Regular Members and to get approval in the business meeting. Decisions are taken by majority voting (One vote/one country). A proposed new member must provide a brief CV up to 3 pages. The criteria to be a Scientific Committee Member include proven medical and/or scientific experience in HSCT; willingness to committee and participate in scientific endeavors of the APBMT; no criminal record, good ethical and moral standards as expected by professional societies.

The Scientific Committee has the following rights and obligations: 1) To elect Executive Board members; 2) To decide on admission of new members; 3) To decide the annual fee for APBMT membership and 4) to make final decision on APBMT policies.

4.5 Executive Board

The Executive Board of APBMT steers the group for administration and all decisions that need to be taken for functioning of the organization in accordance with the constitution and bylaws of the organization. The Executive Board is responsible for all running operations and decisions that are not due to be taken by the Scientific

Committee at the annual meeting. The Executive Board, appointed by the Scientific Committee, will act on behalf of all members for regular decisions during the period between Scientific Committee meetings. During this period, the Scientific Committee need not be consulted unless a decision would affect the bylaws or contravene a decision previously made by the Scientific Committee. The Executive Board consisted of regular members (only one member permitted from one country) elected from the Scientific Committee. The maximum number of members of the Executive Board is nine. The Chairman of Executive Board represents the APBMT.

4.6 Officers of the Executive Board

1 Scientific Committee elects a) one Chairman of Executive Board, b) one Vice Chairman of Executive Board, c) several other Members of Executive Board including one Secretariat / Treasurer. The members of the Executive Board is elected by the business meeting, and serves for two years and may be re-elected for another term of two years.

2 The function of the Chairman of Executive Board is to promote and coordinate all activities of APBMT. These include fund raising, coordination of Working Group activities, giving suggestions to the organizers of the annual meeting, and negotiations with other organizations on behalf of APBMT.

3 The Vice Chairman supports the Chairman and will perform the duties of the Chairman in the absence.

4.7 Secretariat/Treasurer

Secretariat / Treasurer shall oversee the maintenance of a permanent record of APBMT. The Secretariat / Treasurer shall have oversight of the budget of APBMT. The Secretariat / Treasurer Office works for the development and the maintenance of the group under the collaboration with the Chairman of Executive Board, the Chairman of the next annual congress, and the members of Executive Board and Scientific Committee.

ARTICLE 5

Committees and Working Groups

5.1 Committees

The APBMT will have the following Standing Committees to help with its work.

1. Membership Committee
2. Registry Committee
3. Program Committee

Each of these committees will have a specific term of reference.

5.2 Working Groups

The aim of Working Groups is to enhance research in focused areas. The Executive Board and Scientific Committee of APBMT determine the formation of Working Groups as required. The application of the new Working Group and its chair person is approved by the members of the Scientific Committee in the Business Meeting (see Annex). The chair person of each Working Group is elected for three years and may stand for reelection once. The substructure of the Working Group is defined by the chair person in consultation with the Executive Board. Regular Members are encouraged to participate in one or more Working Groups according to their particular interests. The Working Group chair person must submit annual activity reports to the Scientific Committee and the Executive Board. The chairperson should adhere to the Working Group responsibilities, which are specified separately from the bylaws.

ARTICLE 6

Meetings

6.1 Annual Congress

Any countries participating in APBMT can propose to be a host country of the Annual Congress. Host country of the future Annual Congresses will be decided by the Scientific Committee. The President of the next annual congress cooperates with the Executive Board for the year preceding the annual congress. The format of the meeting is to be standardized (see Annex section below).

6.2. Business Meeting

The Scientific Committee will open the Business Meeting at least once a year. One of them will be held during the annual meeting. It is co-chaired by the Chairman of the Executive Board and the President of the Annual Congress. The Board may establish subcommittee / working party as the need arises.

6.3 Board Meeting

The Executive Board of the APBMT shall meet in person at the annual meeting. It is presumed that all members will attend this meeting unless there are unavoidable personal circumstances. In addition, the board will meet via conference calls every 4-8 weeks, as needed. All members are expected to attend all scheduled board meetings.

ARTICLE 7

7.1 APBMT Registry

A major activity of the APBMT will be to guide the development of national registries in each country. This data will then be collected into the combined APBMT registry in formats compatible with other international registries. Both activities and outcome data will be collected every year. The details of the registry are in Annexure 4.

7.2 Annual Report

The list of registrants and summary of analyses are published in the APBMT Annual Report of each year, which is distributed to the APBMT member and related persons / organizations. The results published in the APBMT Annual Report is confidential, however, it can be quoted after written approval from APBMT and accompanied by proper acknowledgement.

7.3 Rules on the use of the Registry data

Data are restricted to publication in a scientific article and / or presentation at academic meetings. APBMT contributions must be appropriately acknowledged in all presentations and publications prior to the release of the data and analyses. Written Applications for these purposes are limited to Scientific Committee Members, Working Groups and the Data Center of APBMT for the time being. Written requests from other academic organizations or commercial companies will be assessed and if approved a cost recovery will be charged depending on the amount of work. Confidentiality of source information will be protected in accordance with the laws of individual centres and countries. An application form is attached as a separate sheet. The Registry Committee will evaluate all applications and approval made after consultation with the Executive Board.

ARTICLE 8

Finance

8.1 Membership Fees:

All the Regular Members are required to pay annual membership fees on an individual basis (see Annex). The members who paid the membership fees can receive up-to-date information including the survey data from APBMT office and also may have the advantage of discount of the registration fees at annual congress.

8.2 Statement of accounts of annual APBMT congress

An audited statement of accounts must be prepared by the organizing committee for each annual APBMT meeting within one year of its completion and submitted to the APBMT Headquarters and presented at the annual business meeting.

ARTICLE 9

Amendments

9.1 These Bylaws may be amended at any annual business meeting of the Scientific Committee Amendments to the Bylaws may be proposed in writing to the Executive

Board and must be submitted at least ninety days prior to the annual meeting. In addition, the Executive Board may initiate proposed amendments to the Bylaws.

The proposed amendments, together with the Executive Board's recommendation, shall be distributed to members of the Scientific Committee at least thirty days before the annual meeting at which it is to be considered. To be adopted, an amendment must be approved by at least two thirds of voting at the annual meeting.

These bylaws started on October 1, 2009, second revision adopted in December 31, 2010, and revised in September 2015 and to be adopted by the Scientific Committee on October 31, 2015

9.2 Annexures may be amended by the Executive Board, (with a minimum of two third majorities of the members of the Executive Board) and report to the Scientific Committee.

Annexures:

1. Committees - Terms of Reference to be determined.
2. Working Groups - Terms of Reference to be determined.
3. Annual Congress – Format of the meeting to be formulated
4. The APBMT Registry
5. Financial Issues:
6. The Scientific Committee members: In addition to the criteria to be a Scientific Committee Member described in APBMT Bylaw (4.4 Scientific Committee), the candidate must have served as a regular member for the past three years with the consecutive payment of annual membership fee.

No term limits are set for Scientific Committee Members. However, the members are required to participate in at least 2 out of 4 most recent APBMT Annual Congress, and consecutively pay annual membership fee in order to maintain their membership. In addition, their willingness of serving as Scientific Committee Members is to confirm every two years.

No limits are set for the maximum number of Scientific Committee members in each country/region participating APBMT.