



INTERNATIONAL SOCIETY  
FOR PLASMA MEDICINE

## BYLAWS

### INTERNATIONAL SOCIETY FOR PLASMA MEDICINE

#### **Preamble**

*The International Society for Plasma Medicine ISPM has been formed as the successor of the International Conference on Plasma Medicine (ICPM), the International Workshop on Plasma Tissue Interaction (PTI) and other activities in the world represented by the members of the extended International Organizing Committee (IOC) meeting of the ICPM. The members of the extended IOC of ICPM and registrants of the meeting have at their General Assembly on 18<sup>th</sup> March 2009 in San Antonio, Texas, USA, unanimously adopted the resolution for the name and the formation of the new society.*

#### **Part I**

#### **STATUTES OF FOUNDATION**

##### **I. Name, Residence and Purpose**

**1.0** Under the name “International Society for Plasma Medicine”, henceforth called “Society” or “ISPM”, a society is established according to article 60 ff. ZGB with its residence in Zurich, Switzerland

**1.1** The purpose of the Society is the promotion of scientific activities, educational/training activities in Plasma Medicine, the organization and implementation of scientific meetings and presentations, above all the International Conference on Plasma Medicine (ICPM), as well as the recognition of excellence in the area of Plasma Medicine. No commercial interest will be pursued.

##### **II. Funds**

**2.0** The funds required for the purposes of the society will be raised from

- a. 5 % of the participation fees of the International Conference on Plasma Medicine
- b. Surplus funds from the organization of the International Conference on Plasma Medicine
- c. Other educational/training activities.
- d. Sponsorship
- e. Other contributions

##### **III. Membership**

**3.0** Any bona fide scientist and professional (including industrial, educational, etc) in the field of plasma medicine or medical aspects of plasma chemistry/physics (including allied professional fields) may join the Society.

The following kinds of membership are possible:

- Regular (personal) members
- Benefactors (distinguished/honorary members)
- Corporate members

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Rights and duties of the different memberships will be regulated separately by the Board of Directors.

Students are included in regular (personal) membership with lower membership dues.

**3.1** Any participant of an International Conference on Plasma Medicine will be a member of the society for the two years following the Symposium as long as he/she agrees to this membership by indicating so on the Symposium registration.

**3.2** Any member can renounce his/her membership by providing a written notice to the Society President. The membership will be terminated six months after receipt of the notice by the President.

#### **IV Organs of the Society**

**4.0** The organs of the Society are (a) the General Assembly, (b) the Board of Directors and (c) the Officers (President, Vice President, Secretary and Treasurer). Two sub components which are under the supervision of the Board of Directors will be the Executive Committee and the Corporate Council.

##### **4.1 General Assembly**

4.1.a. The General Assembly is held during the International Conferences on Plasma Medicine, which usually takes place every two years and is announced to the members at least 3 months in advance. The agenda will be distributed before the General Assembly. Any items for the agenda which have been sent to the Society president at least one month before the General Assembly will be placed on the agenda; any other agenda item will be raised under New Business during the General Assembly

4.1.b. The General Assembly is chaired by the President, or in case of non-availability, by the Vice-President.

4.1.c. The responsibilities of the General Assembly are:

- (i) the election of the Officers and Board of Directors,
- (ii) changes to the Statute,
- (iii) dissolution of the Society,
- (iv) any resolution which the Board of Directors may ask the General Assembly to consider

4.1.d. Each Society member has one vote. Any resolution is accepted if a simple majority of the members, who will attend the General Assembly, vote for it. In case of a tie vote, the vote of the President shall determine acceptance. A vote on a change of the Statutes, or on the dissolution of the Society shall require a two thirds (2/3) majority of all members.

##### **4.2 Board of Directors**

4.2.a. The Board of Directors consists of between 12 and 18 members who are elected by the General Assembly. A member of the Board of Directors is elected according to 4.1a for a term of three periods, whereas one period is defined as the time span between two conferences. Direct



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reelection is possible. A third three period term shall only be possible after a three periods break following the second three period term. Officers are de facto members of the Board of Directors.

4.2.b. The Board of Directors shall meet at least once a year. The President shall announce the meeting date and place to the Board of Directors members at least one month in advance and distribute the meeting agenda in advance. The President shall chair the meeting of the Board of Directors. In case he/she is not available, the Vice-President shall chair the meeting. The meeting will be conducted according to the standard Robert's Rules of Order.

4.2.c. The Board of Directors has the responsibilities of implementing the goals of the Society. The Board of Directors conducts all the affairs which are not the responsibility of the General Assembly or the President. The Board of Directors can create committees and position and delegate specific responsibilities to them. The Board of Directors is also responsible for assuring an equitable representation of different geographical regions. The Board of Directors formulates for this purpose Rules of Governance. These Rules shall be in effect after acceptance by the General Assembly with simple majority. The Board of Directors elects the committees necessary to organize the activities of the Society. The Board of Directors also has the responsibility to administrate the Society finances.

4.2.d. Resolutions by the Board of Directors are adopted by a majority vote of all Board of Directors members present at the meeting.

### **4.3 Officers**

4.3.a. The President, Vice President and Secretary are elected in a secret ballot by the Board of Directors for the period between two subsequent General Assemblies according to 4.1.a ("one period"). The Treasurer is elected for two periods.

4.3.b. The President is the representative of the Board of Directors.

4.3.c. The President is assisted by the officers, the immediate Past President and the secretary.

4.3.d. The Officers can be re-elected once

### **4.4 Executive Committee**

4.4.a The Executive Committee will consist of the President, the immediate Past President, Vice President, Secretary, Treasurer, Chairperson of the upcoming ICPM, and Executive Director according to 11. c. Rules of Governance.

4.4.b The purpose of the Executive Committee is to conduct the daily operating business of the Society, such as administrative matters, financial decisions, communications to Board of Directors and membership, etc..

### **4.5 Corporate Council**

4.5.a A special section of the ISPM may consist of professionals and members of industry which will be called the Corporate Council. The set-up of this organ is optional.

4.5.b The purpose of the Corporate Council will be to advise the Board of Directors on those issues in the education and commercialization of plasma medicine which will benefit the society,



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as well as advising on those aspects of the Annual Meeting in which industry participation can enhance the meeting, such as exhibit planning, contribution to scientific program, side programs that benefit both industry and the membership, etc..

4.5.c The Corporate Council will be under the direction of the Chairperson of the Corporate Council, which is determined internally by the members of the Corporate Council and presented to the Board of Directors for approval.

4.5.d The Chairperson will be invited to make a presentation to the Board of Directors at each annual Board of Directors meeting in order to advise and coordinate with the Corporate Council.

4.5.e The governance of the Corporate Council will be determined internally by the membership of the Corporate Council.

4.5.f A person must be a member of the Society in order to be a member of the Corporate Council. The Corporate Council will have the authority to levy additional dues, taxes, etc. to the members of the Corporate Council as determined by two thirds (2/3) votes of the Corporate Council membership and subject to final approval of the Board of Directors. All finances of the Corporate Council will be a separate fund within the Society specifically for the use of Corporate Council execution with the accounting to the Board of Directors by the Chairperson during their Annual Report to the Board of Directors.

## **V Revisions of the Statutes and the Dissolution of the Society**

**5.0.** Any changes of the Statutes of the Society will have to be proposed by the Board of Directors and will have to be approved by a majority of the two thirds (2/3) of the members of the Society.

**5.1.** The Society shall be dissolved when two thirds (2/3) of its members vote at a General Assembly for its dissolution. The General Assembly shall at that time also decide how to dispose of the assets of the Society.

## **VI Location of Legal Disputes**

**6.0.** The location of legal disputes between the Society and its members is Zurich, Switzerland

## **VII Conclusions**

**7.0.** These Statutes become effective on the day they are adopted at the founding General Assembly. They have been adopted at the General Assembly during the 2<sup>nd</sup> International Conference on Plasma Medicine (ICPM-2) in San Antonio, TX, USA, on 18 March 2009 and revised during the 4<sup>th</sup> International Conference on Plasma Medicine (ICPM-4) in Orléans, France on 21st June 2012.

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## **Part II**

### **RULES OF GOVERNANCE Of the International Society of Plasma Medicine**

#### **BOARD OF DIRECTORS AND OFFICERS**

##### **Board Membership**

1. There shall be an equitable representation of different technical and geographical areas on the Board of Directors reflecting the level of activity in the respective area. The distribution shall be reviewed at regular intervals.

##### **2. Election of Board Members**

2.a. The Members of the Board of Directors are elected by the General Assembly. A member of the Board of Directors is elected for three periods according to 4.1.a in the by-laws. Direct reelection is possible. A third three period term shall only be possible after a three periods break following the second three period term. Officers are defacto members of the Board of Directors.

2.b. Nominations to the Board of Directors shall be made in writing at least six months before the election. Any nomination shall be accepted by the Board of Directors if it is supported by at least ten Society Members. The board of Directors shall be responsible for having more candidates on the ballot than there are open positions on the Board.

2.c. The ballots shall be distributed during the on-site registration for the International Conference on Plasma Medicine.

2.d. The following voting procedure should be used to accomplish the equitable composition of the membership of the Board of Directors: on the ballots, the candidates should be listed under their respective geographical area and technical area of expertise. The participants of the International Conference on Plasma Medicine shall vote for up to the specified number of candidates to be elected.

2.e. Up to 3 members at large are authorized and are determined by the Board of Directors in a secret ballot from a list of candidates proposed by Board of Directors members. At least one new member at large may be elected at every election.

2.f. The terms of the Board of Directors Members commence at the 1<sup>st</sup> day of January following the election.

3. Every new member shall receive a copy of the by-laws of the Society and the rules of running the International Conference on Plasma Medicine. All members shall receive a full list of the members of the Board of Directors including the year of their first election and of their term ending. The president is responsible for this.

4. Members of the Board of Directors shall meet at least once a year. They shall be notified by the President well in advance of the day of the next committee meeting. Members of the Board of Directors who cannot attend a meeting may vote by proxy or by sending their vote on the items

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identified on the agenda to the President prior to the meeting. Members who miss two consecutive Board of Directors Meetings without excuse forfeit their membership to the Board of Directors.

5. The Board of Directors may appoint or hire an executive director and/or an administrative secretary. This secretary shall be appointed for a longer, unspecified time period and provide continuity in administrative matters.

### **RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

8. The Board of Directors is responsible for implementing the goals of the Society. This involves supervision of the events sponsored by the Society, initiating new activities and selecting recipients of any awards (see below). Specifically, the Board of Directors shall be responsible for the following actions:

8.1 Selecting the site and chair of the International Conference on Plasma Medicine and the International Organizing Committee, and providing input for the organization of the annual conference.

8.2 Electing a scientist for any awards from a slate of candidates received by the Board of Directors. This scientist shall be honored for consistent contributions for a number of years to the advancement of our knowledge in Plasma Medicine.

8.3 Awarding the Best Paper Award(s) to the author(s) of the best paper(s) in the annual International Conference on Plasma Medicine, as selected by the International Organizing Committee. This prize may include a monetary award provided by the society.

9. The Board of Directors may decide to sponsor additional events such as workshops in specialized areas. Sponsorship of any of these events by the Society shall not imply financial support. However, the Board of Directors may decide to provide limited support if deemed justified or it may decide to provide a loan to the Local Organizing committee of one of the sponsored events. For this purpose, the Board of Directors shall be kept informed about the financial status of any of the sponsored events by the respective Local Organizing Committee. The financial surplus of any of the events sponsored by the Society shall be transferred to the Society.

10. An amount of 5 % of the participating fee of any International Conference on Plasma Medicine shall be transferred to the Society. The money accumulated is intended as a financial basis for the organization of the next conferences and expenses related to the International Conference on Plasma Medicine.

11. The Board of Directors may bestow the title of “Fellow of ISPM” to the scientists who have over many years provided leadership in research and dissemination of knowledge in the area of Plasma Medicine.

### **RESPONSIBILITIES OF THE OFFICERS AND STAFF**

11. The Roles and Responsibilities are enumerated below and require simple majority vote of the Board of Directors to add or subtract a duty.

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**11.a President** The President shall be the Chief Executive Officer of the Society, presiding at all Board of Directors, annual, scientific, and other meetings, executing all instruments requiring the signature of the President, and executing all orders and resolutions of the Board of Directors. (S)he may appoint committees otherwise not provided for and announce results of elections.

**11.b Vice President.** The Vice President shall perform those duties as may be imposed by the Board of Directors or President and shall perform all duties and exercise the powers of the President in the absence of the President. The Vice President shall coordinate the various liaison groups within and outside the Society.

**11.c Executive Director** The Board of Directors may contract for administrative management. The chief management administrator shall be designated the Executive Director. (S)he shall serve in this capacity under contract until such time as two-thirds of the Board of Directors shall request his/her resignation or shall terminate his/her contract. The Executive Director and his/her staff are responsible for carrying out the administrative work of the Society, subject to policies, directions, and orders of the Board. The Executive Director, as the chief administrator of the Society, shall prepare and submit to the Board of Directors plans, suggestions, budgets, and recommendations as to policies and practices to be pursued by the Society. All duties are to be conducted under the authority and supervision of the Board of Directors or the President.

**11.d Treasurer.** The Treasurer shall oversee all securities, funds and monies belonging to the Society. (S)he shall be responsible for the oversight and review of accurate accounts, recording of all monies, funds, securities, properties, and assets in the custody of the Society, showing at all times the amount of disbursements. (S)he shall report, at each Annual Meeting of the Board of Directors and the Members, on the financial condition of the Society.

**11.e Secretary** The Secretary shall attend and oversee the minutes of meetings of the Society and of the Board of Directors and shall be the keeper of the seal. (S)he shall sign and attest to all instruments of the Society and affix the seal thereto or may authorize the Executive Director to do so. (S)he shall supervise the custody of corporate records and, before the Annual Meeting, shall instruct the Executive Director to distribute the place, time, and date of the meeting to the Members. In the absence of an Executive Director, the Secretary shall execute the duties of that position.

#### **PARLIMENTARY PROCEDURES**

12. In all affairs and meetings of the Board of Directors and the Members, Robert's Rules of Order shall govern the proceedings.

#### **FINANCIAL TRANSACTIONS**

13. The President has the authority to conduct financial transactions on behalf of the Board of Directors, and his signature will suffice for these transactions. For transactions involving amounts larger than Euros 1.000.00, the signature of one member of the board is required. Any financial transaction larger than Euros 200.00 shall require the approval of the Board of Directors.

#### **ADOPTION AND AMMENDMENTS**

14. These Rules of Governance have been adopted by the attendees of the 2nd International Conference on Plasma Medicine (ICPM-2) in San Antonio, TX, USA, on 18 March 2009 (the

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founding members of the International Conference on Plasma Medicine) and have been revised and adopted during the 4<sup>th</sup> International Conference on Plasma Medicine (ICPM-4) in Orléans, France, on **XX** June, 2012. Changes of these Rules may be adopted at any regular General Assembly of the Society by a simple majority vote.

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