

BY-LAWS OF THE INTERNATIONAL COMMISSION ON TRICHINELLOSIS

1. PREAMBLE

The International Commission on Trichinellosis, created in 1958 in Budapest, Hungary, is a world-wide organization of individuals who are interested in any aspect of *Trichinella* or trichinellosis. The Commission is an autonomous scientific organization. It is a member of the World Federation of Parasitologists, through which it is affiliated with the International Union of Biological Sciences. The Commission cooperates with international organizations (e.g., WHO, OIE, FAO...) and national organizations and may accept donations from such institutions to support or promote the function of the Commission.

2. PURPOSES

The principal purposes of the Commission are research on, and control of *Trichinella* and trichinellosis in animals and humans. The key functions of the Commission are:

- the promotion and facilitation of the development of scientific studies relating to all phases of *Trichinella* and trichinellosis in animals and humans;
- the use of sound scientific information to develop and elaborate statements, guidelines and responsible opinions concerning various aspects of the parasite, the disease, and their control for use by national and international institutions and organizations;
- the organization of an International Conference every four years for presentation of research findings, reports, and workshops on relevant subjects, for planning of future activities, and for updating of organizational matters. In addition, the ICT may organize or assist in the organization of other national or international conferences, symposia, colloquia or workshops that deal in whole or in part with *Trichinella* and/or trichinellosis; and,
- the encouragement and opportunities for mentorship of talented students by supporting and recognizing their contributions to research on *Trichinella* and trichinellosis through one or more Student Research Awards for outstanding research submitted for presentation at an ICT conference.

3. MEMBERSHIP

There shall be two categories of members: Active and Honorary.

3a. Active Members

Nomination of new Active Members may be made by any member of the Commission at any time by notifying the Membership Committee via the Secretary General; alternatively, an individual may submit a letter of application directly to the Secretary General requesting nomination for membership. Nominations may also be made from the floor at the time of a regularly scheduled ICT Business Meeting (generally held in association with international conferences (e.g., ICT, ICOPA, WAAVP). Nominees shall be individuals who are actively working on any aspect of *Trichinella* and the disease it produces. Nominations and applications for Active Membership shall be presented for endorsement at a Business Meeting

of the ICT by a majority of Active Members in attendance. The number of Active Members of the Commission shall not be limited, but, as a rule, shall reflect the *Trichinella*-related needs or scientific activity in a particular country.

Persons endorsed for Active Membership must indicate in writing (email) to the Secretary General their acceptance of membership and its privileges, and their willingness to fulfill the obligations of Active Members. Active Members are expected to participate in conferences and business meetings of the ICT, either in person or by written contributions, assist in the work of the *ad hoc* committees under the ICT by providing expert contributions, and, as requested, provide updated information to the ICT on the occurrence of *Trichinella* infection in man and animals in their country. Active Members must keep the Secretary General informed of their contact information (e.g., email address) to assure effective correspondence.

3b. Honorary Members

Individuals who have distinguished themselves in the field of *Trichinella* and trichinellosis may be elected to Honorary Membership. They may be Active or Retired Members who have contributed in exceptional measure to our knowledge of *Trichinella* and trichinellosis in the areas of research, public health administration, education, control or other aspect. In any case, Honorary Membership will be reserved for those who have made truly outstanding contributions to the ICT or to the understanding of *Trichinella* and trichinellosis. Nominations for Honorary Membership must be submitted to the Secretary General in writing and must be supported by the signatures of at least three Active Members. Election will be by the affirmative vote of at least two-thirds of the Executive Committee. Balloting shall be conducted by the Secretary General at any properly constituted meeting of the Committee, or by mail. Honorary Members will have no specific duties beyond that described for Active Members. The Commission regards Honorary Membership as an honour that is bestowed for life.

4. TERMINATION OF ACTIVE MEMBERSHIP

An Active Member may resign membership at any time by written request to the Secretary General. Active Members who do not respond to repeated enquiries (email, fax, or telephone) from the Secretary General concerning their membership status will be removed from the members list. Membership may be terminated also by a two-thirds vote of members attending an ICT Business Meeting.

5. EXECUTIVE COMMITTEE AND OFFICERS

The ICT shall be governed by an Executive Committee (EC) consisting of ten (10) members. The EC shall include a President, a Vice-President, a Secretary General, and seven (7) At-Large Members.

5a. Terms of Service

Members of ICT Executive Committee shall hold their position for the interval between two International Conferences (normally 8 years). The President and Vice-President shall hold their position for the interval between one International Conference (normally 4 years). The Secretary General shall hold their position for the interval between three International Conferences (normally 12 years). Periods for which an EC member serves as President, Vice-

President, or Secretary General are not included in the EC term limit. Re-election of an individual to the EC can take place after 8 years of normal ICT membership. In addition to the ten regular EC members, the Immediate-Past President of the ICT will serve as a non-voting member of the EC.

5b. Elections

A Nominations Committee, appointed by the ICT President, shall poll all Active ICT Members to develop a list of nominees to fill vacant EC positions. Efforts should be made to include members from different geographical regions.

At least thirty (30) days prior to each ICT Conference, the Nominations Committee shall submit its report to the EC with names of Active Members who are recommended as nominees. From this list of nominees and EC members whose terms are continuing, the EC will recommend individuals for the positions of President, Vice-President, Secretary General, and Members at Large. The ballot of new EC Members and Officers will be presented to the membership at the ICT business meeting held during the ICT Conference.

If a list of nominees is brought to the membership unopposed, and additional nominations are not received from the floor, election of the Executive Committee and ICT Officers may be by acclamation. However, if there are positions for which more than one Member is nominated, or additional nominations are received from the floor, a written ballot will be conducted.

In the event of a vacancy on the Executive Committee during the interval between Conferences, the Secretary General shall submit the names of at least three Active Members to be considered; the vacancy shall be filled by the person who receives the largest number of votes by the remaining members of the Executive Committee, excluding the Secretary General.

5c. Duties of the Executive Committee

The Executive Committee shall serve as the governing body of the ICT and decide, through vote, on all issues brought before them and debated. EC members will attend regular meetings of the ICT, including International Conferences and other Business Meetings. Members of the EC shall, as appointed by the President, serve as chairpersons of Standing and Ad Hoc committees (with the exception of the Nominations Committee). EC members shall decide upon the location and organizing body of the International Conferences and shall assist the International Organizing Committee as necessary.

5d. Duties of the President

The President shall preside at all meetings of the ICT and shall direct the work of the Secretary General, who shall conduct the organizational work of the Commission. The President shall appoint committee Chairs, and solicit information from the membership as necessary. The President shall solicit proposals for and lead the EC in deciding on the venue for ICT Conferences. The President shall represent the ICT to other scientific organizations and to international and national organizations which interact with the ICT.

5e. Duties of the Vice -President

The Vice-President shall assist the President in performance of his or her duties and shall assume the role of the President in his or her absence.

5f. Duties of the Secretary General

The Secretary General shall maintain contact with all Members of the Commission, and also with other persons and organizations interested in *Trichinella* and trichinellosis, and in the functions of the Commission. Specific functions of the Secretary General include:

- a. maintaining a current and accurate list of ICT Members;
- b. preparing and distributing correspondence to ICT Members on behalf of the President or the EC;
- c. facilitating the dissemination of information concerning *Trichinella* and trichinellosis to ICT Members, scientists and other interested persons (preferably through the ICT home page);
- d. recording the proceedings of all ICT business meetings and preparing minutes for approval at future meetings;
- e. preparing a financial statement of the ICT funds for all business meetings or when requested by the EC.
- f. assisting standing and ad hoc committees and working groups and the President in preparation and/or distribution of guidelines and opinions concerning various aspects of *Trichinella* and trichinellosis for use by national and international institutions and organizations;

6. SECRETARIAT

The office of the Commission shall be that of the Secretary General.

7. COMMITTEES

The Standing Committees of the ICT will be Nominations, Membership, Website, Editorial, Finance, By-Laws, Guidelines, and Student Awards. Active Members may volunteer to serve on any of these Committees. For all Committees except Nomination, Chairs will be appointed by the President from among EC members. The Chair of the Nominations Committee shall not be a member of the EC; the Chair will be appointed by the President, with concurrence of the EC; the Chair of the Nominations Committee will solicit four (4) additional Active Members to serve on the Committee. The EC may also establish Ad Hoc Committees as necessary. The composition of all committees will be posted on the ICT website

8. CONFERENCES

Conferences of the International Commission on Trichinellosis will be held at four year intervals or at other times as determined by the Executive Committee to best meet the needs of the membership. Specific details regarding selecting the location and organization of the international conference and publication of the conference proceeding are described in the ICT Policies and Procedures.

9. BUSINESS MEETINGS

The International Commission on Trichinellosis will hold business meetings at each International Conference and at any meeting during intervening years at which a quorum of members is in attendance. For the purposes of a Business Meeting, a quorum is to be at least 10% of the entire membership of the ICT. The presiding officer at an ICT Business Meeting shall be the President. In the absence of the President, the Vice-President shall preside. The order and procedures for an ICT Business Meeting are described in the ICT Policies and Procedures.

10. POLICIES AND PROCEDURES

A document describing the Policies and Procedures of the International Commission on Trichinellosis shall contain specific details regarding the operation of the Commission to supplement the By-Laws. The revision of the Policies and Procedures shall be the responsibility of the Executive Committee. Revision of the Policies and procedures may be effected with a simple majority vote of the EC.

11. FINANCE

The Commission is empowered to accept donations from international (e.g., WHO, OIE, FAO), national or other organizations. During each International Conference a portion of the fee from each registrant will be provided by the Organizing Committee to the ICT. These funds will be managed by the Secretary General and will be used to finance the ICT student awards and various activities of the Secretariat useful for the Commission.

12. REVISION OF BY-LAWS

The By-Laws of the ICT may be revised by a majority vote in a quorum of at least 20 active Members (including 5 EC Members) present at any properly scheduled Business Meeting (i.e., during the International Conference or during a meeting held in association with ICOPA, WAAVP, etc.).