

**Constitution of the International Society of Chemotherapy
for Infection and Cancer (ISC)**

**Approved by the Council of ISC
on 2nd April 2007, in Munich, Germany**

Article I: **Name**

Section 1

The name of the Society shall be "International Society of Chemotherapy for Infection and Cancer" (ISC).

Section 2

For the purposes of the ISC, chemotherapy is defined as the study of all problems pertaining to the discovery, production, properties, mechanisms of action and usage of drugs, whatever their origin may be, that are actually or potentially capable of therapeutic activity in infectious or malignant diseases and in immunological disorders.

Section 3

The registered office/legal residence of the ISC will be England and Wales, UK

Article II: **Objectives**

Section 1

The objectives of the Society shall be to advance the education and the science of therapy of infection and of cancer. In furtherance of this objective, but not further or otherwise, the ISC shall have the following functions:

- a) Promote the development of therapy of infection and of cancer, especially by convening international congresses, conferences and symposia.
- b) Encourage the co-operation of the members amongst themselves and between scientists belonging to societies dealing with related basic and clinical sciences.
- c) Encourage the formation of national or regional societies interested in therapy of infection and of cancer in those countries or areas where such groups do not exist.
- d) Encourage and/or sponsor the formation of international working groups for special research, training projects or the use of therapeutics in the field of antiinfective and antineoplastic therapy and to co-ordinate their activities.
- e) Oversee the conferring of ISC awards, including travel awards for young scientists, during an International Congress organised by the ISC, drawn from outside contributions.

Section 2

The objectives and purposes of the ISC shall be exclusively scientific and educational; no political or religious matters shall be introduced into its meetings nor into any of its sponsored activities.

Article III: **Membership**

Section 1

The ISC is an international federation of affiliated national and regional societies with similar aims and objectives.

The ISC shall be composed of the following types of membership/fellowship:

a) Ordinary Members: The individual members of an affiliated national or regional society with similar interests (Art. I, Sect. 2) shall be ordinary members of the ISC, but their administrative relations with the ISC are channelled through their own national, or regional society (thereafter called affiliated Member-Society), including application for membership.

b) Extraordinary Members: These are Honorary Members, Meritorious Members, Partnerships, or Fellowships who have no voting rights

i) Honorary members: This membership shall be conferred on the recommendation of the Executive Committee by a vote of the Council upon persons/scientists who have brought outstanding contributions to chemotherapy, or to ordinary members of the ISC who have rendered exceptional services to the Society. Honorary members shall pay no dues.

ii) Meritorious members: This membership shall be conferred on the recommendation of the Executive Committee by a vote of the Council upon persons who have extraordinarily contributed and supported the ISC in its aims. Meritorious members shall pay no dues.

iii) Partnerships: These are individuals, institutions or corporations (e.g. ISC Industry Partnership) who have voluntarily offered a substantial financial contribution to the ISC in furtherance of its objectives, or societies (e.g. ISC Society Partnership) or institutions which have sponsored and/or organised meetings/congresses in co-operation with the ISC. Partnerships are chosen by the Executive Committee and they are not required to pay dues.

iv) Fellowships: This type of membership will be offered by the Executive Committee to individuals with interests in chemotherapy and who will be involved in the activities of the ISC. An annual due to be determined by the Executive Committee, to include the ISC journal, shall be paid.

Section 2

Applications for affiliation of a national or regional society (see Art. III, Sect.1 a) shall be submitted to the Secretary-General of the ISC (Art. VII, Sect. 4c). Admission or rejection of these applications shall be decided by the Executive Committee (Art. VI, Sect.10a). Applications shall include full details about the candidate society, its place of incorporation or registration, its constitution, scope of activities, membership and the elected officers.

The name of a person or institution who/which qualifies for extraordinary membership/fellowship (Art. III, Sect. 1b) may be proposed to the Executive Committee by writing to the Secretary-General together with the information as defined by the Council for each type of membership/ fellowship.

Section 3

Affiliation of a national or regional society and thus ordinary membership of its individual members in the ISC shall be terminated when the affiliated Member-Society fails to pay its annual dues for three consecutive years, and after they have been notified in writing of the situation by the Honorary Treasurer. An affiliated Member-Society may be excluded from affiliation by recommendation of the Executive Committee because of conduct that is inimical to the objectives of the ISC, injurious to, or affecting the reputation of the ISC adversely.

Article IV: **Organs of the Society**

The Organs of the ISC are

- a. the Council
- b. the Executive Committee
- c. the Executive Officers

Article V: **Council**

Section 1

The Council of the ISC shall be composed of the representatives of the affiliated Member- Societies and the members of the Executive Committee (Art. VI).

Section 2

a) The number of representatives of each affiliated Member- Society is determined by the size of the society, as defined by the Council.

b) The representatives of each affiliated Member - Society are nominated by the affiliated Society which shall notify the Secretary-General of the ISC of their names by the President or Secretary-General of the respective society before a Council meeting.

Section 3

The final authority in the administration of the ISC lies collectively with the Council of the ISC.

Section 4

The Council shall ordinarily meet at the time of an International Congress organised by the ISC, but at least every two years. For such regular meetings, the agenda shall be open to any proposed or urgent item presented at the meeting by any affiliated Member-Society represented at the Council. Items to be included in the agenda shall have reached the Secretary General at least three months before a Council Meeting. Only matters advised on the agenda shall be dealt with at the particular meeting.

Extraordinary meetings of the Council or consensus / approval needed by Council by means of electronic or postal voting may be called in the interim by the President of the ISC. For extraordinary meetings or electronic means of consensus/ approval, only items specified in the agenda shall be dealt with.

Section 5

Before each Council meeting, Council-members shall establish their credentials with the President or Secretary-General of the ISC and notify him/her of their willingness to be present at the Council meeting.

Section 6

As legislative body of the ISC, the Council shall:

- a) Elect the Regular members of the Executive Committee and approve the Executive Officers of the ISC as elected by the Executive Committee.
- b) Identify the major regional societies/ federations affiliated to the ISC which Presidents shall become members of the Executive Committee ex-officio.
- c) Ratify the admission of and determine the number of representatives of new affiliated Member- Societies as recommended by the Executive Committee.
- d) Ratify the recommendation of the Executive Committee regarding name, location and collaboration with other societies of the International Congresses organised by the ISC.
- e) Confirm, upon proposal from the collaborating national and regional society(ies) of the International Congress and on the recommendation of the Executive Committee of the ISC, the President of the said International Congress.
- f) Approve or reject the formation of scientific, technical or administrative commissions proposed by affiliated Member-Societies or by the Executive Committee.
- g) Receive and act upon reports from members of the Executive Committee and from various commissions.
- h) Set the value of annual dues-unit from affiliated Member- Societies.
- i) Confer the title of honorary and meritorious member of the ISC upon recommendation of the Executive Committee.
- j) Decide upon the exclusion of affiliated Member-Societies from the ISC, upon proposal from the Executive Committee and of persons or institutions from extraordinary membership or fellowships, upon recommendation of the Executive Committee.
- k) Approve amendments of the Constitution of the ISC (Art. XII).

Article VI: **Executive Committee**

Section 1

The Executive Committee shall consist of 10 Regular members with voting rights, i.e. 4 Executive Officers of the ISC and 6 Ordinary members.

The 10 Regular members of the Executive Committee shall be elected by the Council. Election shall be obtained by a simple majority vote by ballot (may be conducted by electronic means or by post). If two or more individuals receive the same number of votes, the choice shall be made by a re-ballot. The Executive Committee shall propose a slate of nominees for election. Any affiliated Member-Society may introduce other nominees, submitting this in writing, and received by the President or Secretary-General three months before the election. If any of the elected members retires from office before term, the procedures above shall be undertaken.

The Executive Officers of the ISC shall be chosen among and elected by the Executive Committee and approved by the Council. Of the Executive Officers the President and the Secretary -General must have served in the Executive Committee for at least two years of the current or previous Executive Committee.

The Executive Officers of the ISC and their terms of office shall be as follows:

President - 4 years

Vice-President - 4 years

Secretary-General - 4 years (renewable for another term of 4 years)

Honorary Treasurer - 4 years (renewable for another term of 4 years)

A President-Elect shall be chosen among and elected by the Executive Committee and approved by the Council. He/she shall serve in the Executive Committee in the original function as member until the end of the said term. The election of the President-Elect shall take place two years before the retirement of the President in office.

The term of office of the 6 Ordinary members shall be 4 years.

Section 2

Ex-officio members of the Executive Committee, with voting privileges, shall be the immediate Past-President of the ISC (with a term of four years), the Editor-in Chief of the International Journal of Antimicrobial Agents, the President of the forthcoming International Congress (with a term of two years), the Presidents of the major regional societies/federations affiliated to the ISC, their terms to end with their presidency of the regional society, and the chairperson of the Cancer Section. Two co-opted members, also with voting privileges, may be personally appointed by the President. The term of the co-opted members shall terminate at the end of the term of the President by whom they were appointed.

Section 3

The members (Regular, ex-officio and co-opted) listed under Sections 1 and 2 shall constitute the Executive

Committee entrusted with management of the current affairs of the ISC and the enforcement of the policies defined by the Council.

Section 4

The term of office of the Regular members of the Executive Committee shall extend for two periods inter-Congress; it shall begin after their election and ratification by the Council at one International Congress and finish at the end of the second following Congress.

Section 5

With the exception of the Secretary-General and the Honorary Treasurer, the Regular members of the Executive Committee shall not serve in the same capacity for more than four years.

Section 6

The Trustees of the ISC shall be the Executive Officers of the Society namely the President, the Vice-President, the Secretary-General and the Honorary Treasurer. If none of the Officers is a resident of England and Wales, the Executive Officers shall appoint an individual who is resident in England and Wales as an additional Trustee.

Section 7

The Executive Committee shall meet regularly at an International Congress organised by the ISC. A formal meeting shall be held at least once a year.

Extraordinary meetings of the Executive Committee may be called if necessary, at the request of the President or of a majority of its Regular members. These meetings may include telephone conferences, electronic or postal means.

A resolution approved by letter, facsimile or in electronic form by the Executive Committee shall be valid and effective as if it was passed at a meeting of the Executive Committee. The article on quorum (Art XI, Section 2) applies.

All actions of the Executive Committee shall be subject to review by the Council.

Section 8

In special emergencies, the President, the Vice-President, the Secretary-General and the Honorary Treasurer shall be authorised to act, for the Executive Committee, but only until such time as the said Executive Committee can be convened. Any action decided by these officers in such a case shall be by unanimous vote.

Section 9

Whenever necessary, the President, Secretary-General or Honorary Treasurer may request the presence at the meetings of the Executive Committee, in a purely advisory capacity and without voting rights, of qualified persons, the advice of whom is needed in legal or financial matters or as interpreters or ad hoc for other specified tasks. These individuals need not be members of the ISC.

Section 10

The Executive Committee shall

- a) Investigate applications for affiliation of national/regional society (ies) to the ISC, nominations for extraordinary membership/ fellowship, and recommend their admission to the Council.
- b) Examine proposals made for dates and locations of forthcoming International Congresses and make a suitable recommendation for approval by the Council.
- c) Propose the name, the structure, and the collaboration with affiliated and other societies of the forthcoming International Congresses for approval by the Council.
- d) Prepare a slate of nominees for election to the Executive Committee by the Council of the Society (Art. VI, Sect. 1).
- e) Discuss and approve the budget and financial report prepared by the Honorary Treasurer or his/her agent for submission to the Council.
- f) Propose and elect Nominating Committees for all ISC Awards.
- g) Promote regional conferences, colloquia and workshops within the field of therapy of infection and of cancer.
- h) Establish other sub-committees which are deemed necessary for the efficient functioning of the ISC. The members of the sub-committee shall comprise at least the majority of the charity trustees including the Secretary-General and the Honorary Treasurer. The proceedings of the sub-committees shall report to the Executive Committee and no funds shall be expended by the sub-committee other than in accordance with a budget agreed by the Executive Committee.
- i) Confer the title of partnership and fellowship of the ISC and define the annual dues for the fellowship.

Article VII: **Executive Officers**

Section 1

The Executive Officers of the Society are

- a) the President
- b) the Vice-President
- c) the Secretary-General
- d) the Honorary Treasurer

Their mode of election and their terms are defined in Article VI, Sec. 1

Section 2

The President shall

- a) preside at all meetings of the Executive Committee and of the Council.
- b) call extraordinary meetings of the Executive Committee or of the Council, including by electronic means whenever necessary.
- c) appoint, with the advice of the Council and/or members of the Executive Committee, members of specialised commissions.
- d) present honours and awards.
- e) nominate official delegates or representatives to other meetings of other societies or groups.
- f) fill, by appointment, any vacancy in any office of the ISC, such appointments being subject to final ratification by the Executive Committee and the Council.

Section 3

The Vice-President shall be designated to serve as President, until the end of the current term of the Presidential office, should the President be incapacitated or his/her office be vacated.

Section 4

The Secretary-General shall:

- a) write the official minutes of the Executive Committee and of the Council and preserve the signed and attested originals of such documents.
- b) request from members of the Executive Committee and from affiliated Member-Societies to propose items for the agenda of meetings of these bodies, prepare and circulate the agenda, minutes and other communications in due time.

c) receive applications and nominations for various membership/fellowship of the ISC, and submit to the Executive Committee for approval.

d) request from affiliated Member-Societies, the names of their representatives at the Council.

e) keep up-to-date lists of all affiliated Member-Societies and its committees.

f) maintain close contact with the President and Secretary-General of the forthcoming International Congress organised by the ISC.

Section 5

The Honorary Treasurer shall

a) collect, preserve and disburse all the funds of the ISC.

b) prepare and present to the Executive Committee and the Council, the financial report for the financial year (s) which has been audited by the Auditors appointed.

Section 6:

a) To assist the work of the Executive Officers of the ISC a central Administrative Office administered by an Executive Director may be established.

b) The Executive Officers can delegate their duties to the Executive Director who will act on their behalf, including banking and investments

Article VIII: Finance

The financial year shall begin on the 1st. of January of each year and end on the 31st. of December of the same year.

Section 1

a) All bank accounts and monies shall be in the name of the Society (ISC).

b) All cheques and orders of payment from the ISC financial accounts shall be signed by the Honorary Treasurer, the President or the Secretary-General or the authorised person (Executive Director) in a manner that is determined by the Executive Officers from time to time.

Section 2

The budget of the Society shall be divided in two main parts:

i) routine incomes and expenses estimated on the basis of previous years' experience.

ii) extraordinary incomes and expenses which cannot be foreseen.

Incomes and expenses under (i) are to be included in the preliminary budget and approved by the Executive Committee. The Financial Committee, comprising the Executive Officers of the Society, will serve in an advisory capacity, its function being to determine the merits of any extraordinary expenses under (ii) before their approval and their inclusion in the Honorary Treasurer's budget and report.

Section 3

Investments of the ISC.

a) The Executive Committee shall appoint professional managers of repute and to delegate to them investment decisions on a discretionary basis.

b) The Executive Committee will delegate the holding of any investment to a nominee company of repute.

c) The Executive Committee is empowered to hold any investment which is quoted on a recognisable Stock Exchange throughout the world.

d) The Honorary Treasurer or his/her delegate and at least one member of the Trustee or the Executive Committee will meet and review a report from the appointed investment manager on an annual basis to judge performance.

e) All investments made on behalf of the Society (ISC) by its investment manager must be of a conservative nature and be in line with current legislation dealing with registered Charities within the United Kingdom.

Section 4

The financial activities of the Society (ISC) shall be audited every year by independent auditors approved by the Financial Committee.

Article IX: **Commissions**

Special fields of activities (scientific or other) may be assigned to Commissions which shall be appointed by the President (Art VII, Sect.2c) or by the Council (Art V, Sect. 6f). The activities, which shall be subject to review by the Executive Committee and by the Council, shall terminate at an ordinary meeting of the Council, unless otherwise decided by the Council at that time.

Article X: **Scientific Meetings**

Section 1

The ISC shall organise an International Congress at a country and year agreed upon by the Council following proposal from the Executive Committee. Preference will be given to countries where national or regional affiliated Member- Societies exist.

Section 2

The ISC represented by the Executive Officers together with the co-hosts (e.g. affiliated Member-Societies) of the International Congress shall bear a share of the financial responsibility - to be included as agreed in an agreement between the co-hosts.

Section 3

The Congress Organising Committee (for scientific and other affairs) shall maintain close contact with the Executive Committee of the ISC. They shall jointly decide upon any special advantages to be granted at the International Congress to Members of the ISC.

Section 4

Regional conferences, colloquia and workshops may be promoted by the ISC whenever required by scientific or other reasons compatible with the objectives of the ISC (Art. II, Sect. 1).

Article XI: **Quorum**

Section 1

A quorum for meetings of all bodies of the Society shall consist of a majority of members of such body, except the Council.

Section 2

A quorum of the Executive Committee shall consist of 4 members and at least 2 Executive Officers. Decisions are carried by majority vote. In the case of a draw, the presiding person shall cast a double vote. The rank order of presiding shall be: President, Vice-President, Secretary-General, and Honorary Treasurer.

Section 3

A quorum for meetings of the Council shall consist of one-quarter of the members of the Council. A resolution shall be carried by a majority vote.

Article XII: **Amendments**

Section 1

Provided that written notification has been mailed to the affiliated Member-Societies at least two months before a regular or extraordinary meeting of the Council, an amendment to the Constitution may be passed by a majority of votes cast at the said meeting.

Section 2

Any Council member may formally submit amendments for consideration by the Council. This amendment must be submitted to the President or Secretary General three months before the regular meeting of the Council.

Section 3

No alteration shall be made to Article II (Objectives), this Article (XII - Amendments) or Article XIII (Dissolution) without the prior written consent of the Charity Commissioners and no alteration shall be made which would cause the Society to cease to be a charity in law.

Article XIII: **Dissolution of Society**

If at any time it is considered to be in the interest of the Society to dissolve the Society, any assets remaining after the satisfaction of any debt or liabilities shall not be distributed amongst members of the Society but should be given to such charitable institution or institutions as the Society decides.

Approved by the Council of ISC
on 2nd April 2007 in Munich, Germany

Kurt G Naber, President

Teresita Mazzei, Secretary-General

Standard Operating Procedure (SOP)

Preamble

The Standard Operating Procedure (SOP) of the ISC Council regulates the procedure of tasks of the ISC Council according to the Constitution.

At each regular or extraordinary Council meeting the SOP of the ISC Council is subject of discussion for amendments and/or changes according to proposals of the Council members, by vote.

Regulations

This SOP of the ISC Council was reconstructed according to the Constitution decided at the regular meeting of the Council in Birmingham (1999) and consists of the following regulations as listed in order of the respective Articles/Sections of the Constitution as of 2004. At every Council meeting, changes shall be made according to the SOP as deemed necessary.

Article III: Membership

Ad Section 1

a) Application for Honorary/Meritorious Membership

The name of a person who qualifies for honorary/meritorious membership may be proposed to the Executive Committee (for further approval by the Council) by writing to the Secretary-General by two members. The proposal should contain a curriculum vitae, a list of publications, and a statement summarising the nominee's major contribution to chemotherapy, to the Society or to both.

Article V: Council

Ad Section 2

The number of representatives of affiliated Member- Society.

Affiliated Member-Society shall be represented in the Council by one representative when their total membership is up to 100, two Council members when membership is 101 - 500 members, by three Council members when their membership is between 501 - 1000, and by four Council members when their membership exceeds 1000.

Ad Section 6

As legislative body of the ISC, the Council

a) elect the Regular members of the Executive Committee and approve the Executive Officers of the ISC as elected by the Executive Committee.

b) identify the major regional societies/ federations affiliated to the ISC which Presidents shall become members of the Executive Committee ex-officio.

c) ratify the admission of and determine the number of representatives of new affiliated Member- Societies as recommended by the Executive Committee.

d) ratify, on the recommendation of the Executive Committee regarding name, location and collaboration with other societies of the International Congresses organised by the ISC.

e) confirm, upon proposal from the collaborating national and regional society(ies) of the International Congress and on the recommendation of the Executive Committee of the ISC, the President of the following International Congresses.

f) approve the formation of scientific, technical or administrative Commissions proposed by affiliated Member-Societies or by the Executive Committee.

g) receive and act upon reports from members of the Executive Committee and the commissions

h) set the value of annual dues-unit from affiliated Member- Societies.

i) confer the title of honorary and meritorious membership of the ISC to persons nominated.

j) decide upon the exclusion of affiliated Member-Societies from the ISC, upon proposal from the Executive Committee and of persons or institutions from extraordinary membership or fellowships, upon recommendation of the Executive Committee.

k) approve amendments of the Constitution of the ISC.

l) The actions of the Executive Committee not mentioned above will be subject to review by the Council.

Ad Article IX: **Commissions**

The ISC Commissions will be appointed/terminated by the Council.

Ad Article X: **Scientific Meetings**

Ad Section 1

The Council agrees to organise the International Congress(es) at the named country and year upon proposal from the Executive Committee.