

STATUTES OF THE INTERNATIONAL SOCIETY FOR AEROSOLS IN MEDICINE (ISAM)

§ 1: NAME and SEAT of the SOCIETY

- (1) The name of the society is "International Society for Aerosols in Medicine" (ISAM), and was founded in 1970.

The society is registered in 59368 Werne, Germany as an association. Notwithstanding the registered seat of the society, the administration of the society (administrative seat) is managed at the location of the ISAM Office.

§ 2: PURPOSE of the SOCIETY

- (1) The mission of the society is to promote and advance aerosol science internationally, focused on health effects of inhaled aerosols including inhaled drug delivery for prevention and treatment of human disease.
- (2) The International Society for Aerosols in Medicine exclusively and directly engages in - non-profit activities – as defined in the "tax-privileged purposes" section of the Tax Code.
- (3) The society is altruistic and does not primarily pursue economic profitability. All activities of the society serve humanitarian and peaceful purposes.
- (4) The intent of the statute is in particular carried out through: international scientific meetings (congresses, symposiums), research projects, assignment of research contracts, various kinds of publications (magazines, proceedings), creation of interest groups/ committees for certain tasks, recommendation of selected research projects, introduction of new research results from aerosol medicine in practice, consultation in the training of co-workers and promotion of professional training within the scientific field, co-operation with societies which have an interest in aerosol research in medicine, interdisciplinary co-operation through exchange of information in all areas of international aerosol research in medicine and drug delivery to the lungs.
- (5) The society's capital may be used only for statutory purposes. Members do not receive an allowance from the society.
- (6) No member can draw any advantage through expenditures that are contrary to the purpose of the society or that contradict its non-profit character.
- (7) The purpose of the society excludes the support of political parties, participation in political campaigns, and influencing law-making procedures.

§ 3: MEMBERSHIP

- (1) Types of membership:

- full member
 - honorary member
 - member with reduced membership dues
- (2) Full members are individuals or organizations who are 1) actively involved in the research and practice of the application of aerosols in medicine or 2) who are interested in the application of aerosols in medicine, and agree with the purposes of the society.
 - (3) Honorary members are individuals generally recognized for their achievements in science, education, practice and other vocational areas in the special-interest fields of the society.
 - (4) Reduced membership dues can be granted upon request (e.g. for retired members, students or for reasons of financial hardship).
 - (5) Membership for those with reduced membership dues requires the approval of the President and General Secretary, after membership dues (as specified by the ISAM Executive Board) have been paid. Members do not require formal approvals to become members; membership occurs upon the payment of the membership dues for that fiscal year.
 - (6) All members are entitled to participate in the meetings of the society and to receive all necessary scientific, vocational and organizational information from the society.
 - (7) Full members, honorary members, and members with reduced membership dues who have fulfilled all obligations of the society have the right to vote
 - (8) Termination of membership occurs upon non-payment of membership dues. A full member shall also have the right to resign his or her membership.

§ 4: APPLICATIONS and DUES

- (1) Membership applications (for full members, promoting members, and members with reduced membership dues) must be submitted, together with membership dues, to the General Secretary.
- (2) Membership payments are due by the 1st day of February of the new calendar year. Membership payments made during a given year will only be in effect until the 31 January of the following year. Payments are not pro-rated and do not run for a 12 month period from the date of payment.
- (3) To encourage new membership applications throughout the calendar year, the ISAM Executive Board may decide to offer a reduced price membership after the 1st day of July of a given year. The reduced price membership will only be in effect until January 31st of the following year. Previous ISAM members who have held a full membership at any point in time within the 12 months prior to an application for a reduced price membership will not be eligible for a reduced price membership.
- (4) Membership dues are specified by the ISAM Executive Board and must be confirmed by the General Assembly. Honorary members are exempt from paying membership dues.

§ 5: GOVERNING BODIES of the SOCIETY

The society has the following governing bodies:

- a) the General Assembly (§ 6) and
- b) the Executive Board (§ 7).

§ 6: GENERAL ASSEMBLY

- (1) The General Assembly of Society members is called by the President, usually in conjunction with the ISAM Congress. Date and time, as well as the agenda, are communicated to each member by the President and the General Secretary at least three months prior to the General Assembly. The General Assembly constitutes a quorum, regardless of the number of members present.
- (2) The General Assembly receives reports from the Executive Board and decides on the following items:
 - election of new Executive Board;
 - discharge of old Executive Board;
 - changes to the content of the statutes;
 - dissolution of the society; and
 - changes to membership dues.
- (3) Full members, honorary members, as well as members with reduced membership dues are eligible to vote. Decisions are made by a simple majority of votes except for those listed in in §6.4. In the event of a tie, the President shall cast the deciding vote.
- (4) Decisions regarding changes to the statutes and dissolution of the Society require a two-thirds majority vote of Society members present at the General Assembly.
- (5) A confidential ballot is allowed after the decision of the Executive Board. The votes cast have to arrive four (4) weeks before the beginning of the General Assembly.
- (6) Between General Assemblies, proposed changes to items listed in §6.2 by the Executive Board must be ratified by a confidential ballot of Society members, requiring a simple majority of votes received from Society members, except for those changes listed in in §6.4 that require a two-thirds majority of votes received from Society members.

§ 7: EXECUTIVE BOARD

- (1) Under guidance of the President, the Executive Board represents ISAM in all affairs of the society. The Executive Board meets during each ISAM congress, as well as by suggestion of the President, at a minimum of once per fiscal year with a face-to-face meeting or remotely by teleconference, Webex, etc.
- (2) Composition of the Executive Board:
 - President
 - President-elect
 - Past President

- General Secretary
 - Treasurer
 - Editor of the "Journal of Aerosol Medicine and Pulmonary Drug Delivery" (ex officio, if not already a member of the Executive Board)
 - President of the next ISAM congress (Congress president, ex officio, if not already member of the Executive Board)
 - Chair of the Early Career networking group (ex officio, if not already member of the Executive Board), and
 - Five additional members of the society.
- (3) President, President-elect, Past President, General Secretary, Treasurer and Editor of "Journal of Aerosol Medicine and Pulmonary Drug Delivery" form the steering committee of the Executive Board. The steering committee makes suggestions concerning the guidance of the society and sets up the agenda for the Executive Board meeting.
- (4) The President cannot be elected for two consecutive terms of office. A term of office is defined as the period between consecutive ISAM congresses. The President-elect takes over the office of the President. All other Executive Board members can be elected for a maximum of two consecutive terms of office for the same position, with the exception of the Treasurer, who can be elected for more than two consecutive terms of office.
- (5) The Executive Board shall include a balanced representation of the individual scientific areas of the society.
- (6) The President and the General Secretary are entitled to act as representatives of the ISAM Executive Board. They have the right to sign on behalf of the society and solely represent the society elsewhere.
- (7) The General Secretary manages the secretariat on behalf of the Board and conducts all internal business dealings of the society. The General Secretary is also responsible for taking minutes during Executive Board meetings and the General Assembly.
- (8) The Treasurer is responsible for, and authorized to, execute all necessary financial affairs of the society.
- (9) The General Secretary and the Treasurer are required to report to the Executive Board on their activities.
- (10) A vacancy in the Executive Board may be filled for the balance of the term by a board-appointed ISAM member. In case of vacancy or resignation of the President, the Past President assumes this position until the end of the term of office.
- (11) The Executive Board decides by simple majority of votes. The President has the decisive vote in the event of a tie. In case of extraordinary occurrences between Executive Board meetings a written vote can be requested. Executive Board members must receive the agenda prior to the meeting.
- (12) The Executive Board can appoint committees for special tasks. These committees will report to the Executive Board at each ISAM congress.

- (13) The Executive Board is working voluntarily, and only has the right to get financial re-imbursement of reasonable expenditures incurred when participating in Board meetings, including travel arrangements booked at a low rate and accommodation (for 2 days), provided no other financing possibilities for travel and hotel costs exists.

§ 8: NOMINATION and ELECTION of the EXECUTIVE BOARD

- (1) The ISAM Office can call for and receive nominations for the Executive Board under direction from the General Secretary. Each voting member can nominate candidates, including him/herself, for the Executive Board, and must send written notification to the ISAM Office and General Secretary. To be considered by the Executive Board, the written nomination must be received by the ISAM Office and General Secretary at least six months prior to the convening of the General Assembly. A short resume (no more than 350 words) must be attached to each nomination, outlining the suitability of the proposed candidate as well as how they intend to support the work of the Executive Board. To ensure continuity, nominations for the President-elect should normally come from members of the Executive Board, although the nomination of alternative candidates by ISAM members is possible on the voting card.
- (2) Based on the nomination process outlined in § 8, No. 1, the Executive Board prepares a list of candidates and the ISAM Office sends a confidential voting ballot, together with the invitation for the General Assembly to each ISAM member, at least three months prior to the convening of the General Assembly. The ballots must be returned to the Past President, who counts all ballots and publicizes the results at the General Assembly.

§ 9: AUDITORS

- (1) The General Assembly selects two Society members who do not belong to the Executive Board as financial auditors. They are required to report at the next General Assembly.

§ 10: CONGRESS

- (1) The organization of the ISAM congress is the responsibility of the congress president.
- (2) The congress president is elected by the Executive Board.
- (3) From the time of nomination, the congress president reports to the Executive Board at each Board meeting on the current progress of the congress organization. This report is to contain budget details as well as the congress program, both of which must be approved by the Board.
- (4) The congress president is responsible for the organization and the financial support of the Executive Board meeting, which occurs in conjunction with the ISAM congress, which in turn takes place before the General Assembly. A detailed list of expenses incurred by Executive Board members must be contained in the congress budget. These expenses include travel arrangements booked at a low rate and accommodation for 2 days (compensation for expenses), provided no other financing possibilities exist.

- (5) The congress president must submit a complete account of the congress budget to the Treasurer within six months of the congress's conclusion. Upon approval of the account by the Treasurer, any profit becomes property of the society. The society is liable to the extent of its entire assets for any losses sustained from the congress.
- (6) Other scientific meetings in which the society acts as co-organizer must first be approved by the Executive Board.

§ 11: MISCELLANEOUS

- (1) Proposed amendments or additions to regulations in the statutes must be submitted to the Executive Board, for approval by the General Assembly.
- (2) In the case of the society's dissolution or the removal of the charitable tax status, the society's assets are to be used for charitable purposes. In the case of the dissolution of the society upon resolution of the last General Assembly or the last Executive Board member, the society's assets should be given to a legally recognized public institution or another tax-exempt entity to be used for the promotion of science, research and dissemination of knowledge.
- (3) In case the purposes of the society as aforementioned in § 2 can no longer be met, all assets should be used in accordance with § 11 No. 2.
- (4) Based on the agreement between ISAM, Mary Ann Liebert, Inc. publishers, and the Editor of the "Journal of Aerosol Medicine and Pulmonary Drug Delivery" the following points are specified:
 - The "Journal of Aerosol Medicine and Pulmonary Drug Delivery" is the official magazine of the society.
 - The President of the society is ex officio member of the publisher's board of the "Journal of Aerosol Medicine and Pulmonary Drug Delivery". If need be, the President can transfer this responsibility to an Executive Board member.

§ 12: ARBITRAL TRIBUNAL

- (1) The arbitral tribunal decides in all controversies which concern the affairs of the society.
- (2) The arbitral tribunal consists of three members who are nominated by the Executive Board. Each party to the dispute has the right to suggest an arbitrator of their choice for the arbitral tribunal within 28 days. The arbitral tribunal elects a chairperson by simple majority. Ties will be decided by drawn lots.
- (3) After thorough consultation, the arbitral tribunal decides by virtue of simple majority; all tribunal members must be present for the arbitration. The arbitral tribunal's decisions are final.

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