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## **EUROPEAN EYE BANK ASSOCIATION**

### **RULES JANUARY 2008**

#### **1. NAME OF THE ASSOCIATION**

The full name of this association shall be the European Eye Bank Association, also referred to as 'The Association' or 'EEBA'.

#### **2. AIMS**

The Association is formed for the advancement of eye banking (tissues and cells for treatment of eye diseases):

- to contribute to the development and maintenance of standards for the practice of eye banking in Europe
- to establish and maintain an agreed set of EEBA Standards
- to promote data collection on graft outcome in order to validate eye bank techniques
- to facilitate the interchange of information between eye banks
- to provide opportunities for the discussion of all aspects of eye banking practice including eye donor selection and procurement
- to encourage relevant research and development
- to provide informed comment to external agencies
- to foster education and training in eye banking
- to maintain national and international links with corneal transplant communities and relevant bodies
- to make knowledge in the field of eye banking available to any person for the general good of society.

#### **3. MEMBERSHIP**

Individuals who wish to become Members of the Association will be expected to share the aims and abide by the EEBA Standards. The Committee may recommend the removal of any Member of the Association if in the opinion of the Committee the interests of the Association require it. Such recommendation must be submitted to a Business Meeting of the Association and will become effective only if at least 21 Members are present and two-thirds of those voting are in favour.

##### **3.1. ORDINARY MEMBERS**

- 3.1.1. Application for Ordinary Membership of the Association will be made to the Secretary on the appropriate form and must be accompanied by the subscription fee. The Committee will accept or reject applications, and will inform the full Membership of the names of successful applicants.



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3.1.2. Each Ordinary Member will pay an annual subscription at a rate which will from time to time be determined at a Business Meeting of the Association. The subscription is payable in advance and becomes due on 1 July of each year.

3.1.3. Ordinary Members may apply to the Secretary for the subscription to be waived in cases of real financial difficulty. The Secretary shall inform the Committee.

3.1.4. Any Ordinary Member whose subscription is paid up to date will be considered to be in good standing.

3.1.5. Any Ordinary Member whose subscription is two years in arrears and has been duly notified of the fact at the address last known to the Association, will cease to be a member of the Association, but may apply for re-election.

### 3.2. CORRESPONDING MEMBERS

3.2.1. One Member of the Association from each Eye Bank will be identified as the Corresponding Member.

3.2.2. It is the responsibility of Corresponding Members to return data annually on request using the forms provided in order to compile a Directory of the Association. Failure to return data by the specified deadline may result in the Eye Bank not being listed in the Directory.

### 3.3. RETIRED MEMBERS

Any Ordinary Member may upon retirement request to become a Retired Member. Retired Members need not pay the annual subscription, but will have all of the privileges of Ordinary Membership.

### 3.4. HONORARY MEMBERS

Any Member may recommend for Honorary Membership any person of distinction who has contributed outstandingly to the Aims of the Association. Proposals for Honorary Members will be discussed and voted on by the Committee. Honorary Members need not pay the annual subscription, but will have all of the privileges of Ordinary Membership.

### 3.5. INVITED MEMBERS

The Committee may invite the President-Chair of non European Eye Banking Organisations to become an Invited Member for the duration of their post. Invited Members need not pay the annual subscription but will have all of the privileges of Ordinary Membership and may at the discretion of the Committee receive financial support in attending the Annual or Committee meeting.



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#### 4. ADMINISTRATION

- 4.1. The Association shall have an Administrative Secretariat to facilitate the interchange of information between Members of the Association and the Committee, and between Committee members, and to act as a focal point for the Association. The site of the Secretariat shall be decided by the Committee.
- 4.2. The Administrative Secretariat shall be hosted by an Institution that has a mission and aims that are in congruence with those of the Association. A member of staff of the host institution shall staff the Secretariat with the title of Administrator. The Director or Medical Director of the host Institution, as the legal representative of that Institution, shall be responsible for supporting and overseeing the work of the Administrator.

#### 5. THE COMMITTEE

- 5.1. The business of the Association shall be conducted by a Committee made up of Members of the Association. The elected members of the Committee shall comprise the President, who will Chair the Committee, Vice President, Secretary and Treasurer, and eight (8) other Members of the Association, at least one of which must be a technician. In addition, the Directory Supervisor, the Website Manager, the organizer of the next Annual Meeting and the organizer of the previous year's Annual Meeting will be members *ex officio* of the Committee. The immediate past President is welcome to remain on the Committee should he/she be willing. Other Members may from time to time be co-opted onto the Committee to fulfil specified duties.
- 5.2. Only the elected members of the Committee (see Section 5.1.) shall have voting rights in Committee business which requires a decision by ballot.
- 5.3. The quorum for conducting business shall be two-thirds of the voting members of the Committee.
- 5.4. The Vice President and elected members of the Committee shall be elected by a written ballot of Members of the Association. Newly elected Members of the Committee, including the Vice President, will take office on February 1 of the year following their year of election.
- 5.5. The ballot shall be organized by the Secretary who shall send out the call for nominations for vacancies on the Committee by October 1 of each year. If there is no more than one nomination for each vacancy, the nominees shall be considered to be elected unopposed. If there are more nominations than vacancies, ballots shall be distributed to all Members entitled to vote (i.e., Ordinary Members in good standing, Honorary Members and Retired Members) by November 1 of each year, allowing one month for the return of votes. The Secretary shall validate and count the votes. If the Secretary has been nominated for re-election to the Committee, the President shall appoint one of the other Committee members who has not been nominated for re-election to



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- oversee the election process (i.e., the acceptance of nominations, the ballot, and the validation and counting of votes).
- 5.6. Nominations for Vice President and to vacancies on the Committee may be proposed and seconded only by Members entitled to vote (see Sections 3.1, 3.3., 3.4., and 3.5.). All nominees must be in good standing. Nominees for the Vice President must have previously served on the Committee.
  - 5.7. Vacancies on the Committee occurring between ballots may be filled by co-option for the remainder of the vacant term of office.
  - 5.8. The President shall be the presiding officer of the Association, whose chief function is to guide and regulate the proceedings of the Committee and to coordinate the Association's key activities. Only the President or someone specifically appointed by the President may make statements on behalf of the Association. The President shall serve a three-year term of office.
  - 5.9. The Vice President is the second officer of the Association and may perform the duties of the President during the President's absence. The Vice President shall serve a three-year term of office and will then automatically assume the Presidency.
  - 5.10. Elected Members of the Committee, other than the President and Vice President, shall serve three-year terms of office. Each year, three members shall complete their terms of office and three new Members shall be elected to the Committee. Members of the Committee who have come to the end of their terms of office may seek nomination and re-election to the Committee for successive terms.
  - 5.11. The Committee shall distribute amongst its elected members the offices of Secretary and Treasurer and shall inform the full membership of the name of the holder of each post.
  - 5.12. The Secretary shall have overall responsibility for the administration of the affairs of the Association. The Secretary will keep the minutes of all Committee and Business Meetings of the Association and present them for approval at the next meeting of the Committee or of the Association as appropriate. The Secretary will also receive applications for membership and have responsibility for bringing them before the Committee and the next Business Meeting of the Association and shall maintain an accurate record of the membership of the Association.
  - 5.13. The Treasurer shall have overall responsibility on behalf of the Association for the management of the income and funds of the Association. The Treasurer shall provide the Annual Meeting with an audited statement of the financial position of the Association.
  - 5.14. The Administrator, Directory Supervisor and the Website manager shall be appointed by the Committee and approved by the Committee every three years. The Committee may at any time vote to remove either post holder if, in the view of the Committee, there has been a failure to adequately carry out the required



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duties. Holders of these posts may serve successive terms of office. The immediate past President may remain on the Committee for the entire term of office of his/her successor as President.

5.15. The Administrator shall work in collaboration with the Secretary and Treasurer in the administration of the affairs of the Association and be responsible for receiving annual subscriptions from Ordinary Members.

5.16. The Committee can expel any Member if in the opinion of the Committee the interests of the Association require it. Such action, which if necessary may be with immediate effect, must be ratified by Members at a Business Meeting at which at least 21 Members are present and two-thirds of those voting are in favour.

## 6. SPECIAL INTEREST GROUPS (also referred to as 'SIG')

### 6.1. Medical SIG

6.1.1. The Medical SIG shall be a standing SIG of the Association with responsibility for maintaining the EEBA "Agreements on Minimum Standards". The Medical SIG shall undertake a formal annual review of these standards which may be reviewed more frequently should the need arise. The review should take into account current professional guidance as well as relevant national and international standards. The Medical SIG shall make recommendations to the Committee for amendments and/or additions in the light of changing standards and practices (see Section 7).

6.1.2. The Chair of the Medical SIG, who should be a Committee member, shall be appointed by the President with the approval of the Committee.

6.1.3. Members of the Medical SIG shall be appointed by the Chair of the SIG with the approval by the President

### 6.2. Technical Guidelines SIG.

6.2.1. The Technical Guidelines SIG shall be responsible for maintaining the EEBA "Technical Guidelines for Ocular Tissue" which should be reviewed as frequently as required, taking into account current technical practice as well as relevant national and international standards. The Technical Guidelines SIG shall make recommendations to the Committee for amendments and/or additions in the light of changing standards and practices (see Section 7).

6.2.2. The Chair of the Technical Guidelines SIG, who should be a Committee member, shall be appointed by the President with the approval of the Committee.

6.2.3. Members of the Technical Guidelines SIG shall be appointed by the Chair of the SIG with the approval by the President.



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## 7. EEBA STANDARDS

- 7.1. The EEBA Standards are composed of the “Agreements on Minimum Standards” and the “Technical Guidelines for Ocular Tissue” and shall be considered the minimum acceptable principles for the practice of eye banking by Members of the Association.
- 7.2. The “Agreements on Minimum Standards” shall be reviewed by the Medical SIG (see 6.1.) and recommendations put to the Committee for approval.
- 7.3. The “Technical Guidelines for Ocular Tissue” shall be reviewed by the Technical Guidelines SIG (see 6.2) and recommendations put to the Committee for approval.
- 7.4. Changes to the EEBA Standards approved by the Committee must be agreed by Members at a Business Meeting of the Association. At least 21 Members must be present and two-thirds of those voting must be in favour before any change is fully implemented.
- 7.5. In cases of extreme urgency, the President, on advice from the Chair of the Medical SIG and/or Technical Guidelines SIG and with the approval of the Committee, may recommend an interim change that is implemented with immediate effect. Interim changes must be agreed by Members at a Business Meeting as specified in Section 7.4. to become fully implemented.

## 8. MEETINGS

- 8.1. The Annual Business Meeting will usually be held in January of each year. This meeting will take place in conjunction with a professional and scientific meeting to which those who are not Members of the Association are welcome. Special Business Meetings, arranged with at least one month’s notice to Members, may be held whenever there is EEBA business to transact that is sufficiently urgent to require a decision outside the Annual Business Meeting.
- 8.2. The Committee shall meet immediately prior to the Annual Business Meeting and at other such times as are deemed necessary for conducting the business of the Association.
- 8.3. The venue for the Annual Business Meeting shall be decided by the Committee after a formal call to host the Annual Meeting has taken place.

## 9. DIRECTORY

- 9.1. The EEBA Directory shall be produced on an annual basis and published in time for the Annual Business Meeting. Data from individual banks will only be published if at least one member of staff from that bank is a registered Ordinary Member.

## 10. RULES OF THE ASSOCIATION



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The Rules of the Association can be altered only at a Business Meeting of the Association and only after adequate opportunity for discussion. No alteration will be made unless a minimum of 21 Members are present, and two-thirds of those voting are in favour.

## 11. AFFILIATION, MERGER, WINDING UP

The Association may affiliate to or merge with other organizations, or be wound up, on recommendation by the Committee and a simple majority vote of Members, either at a Business Meeting of the Association upon giving four weeks notice, or by written ballot.

## 12. INCOME AND PROPERTY

12.1. The income of the Association is to be used at the discretion of the Committee solely in furthering the interests of the Association and in pursuit of its general aims. In particular to provide support to the secretariat of EEBA, the production of the Directory and grants for technical and scientific staff to attend the Annual Meeting, to travel to other banks and for an annual prize for the best presentation.

12.2. In the event of the Association being wound up, any assets remaining after all outstanding accounts are paid will be directed to an object conforming to the aims of the Association as directed by all Members of the Association provided that this does not prevent payment to Members of the Association for: i) reasonable remuneration for goods, labour or power supplied, or services rendered; or ii) reasonable interest for money lent; or iii) reasonable rent for any premises; or iv) reimbursement of expenses incurred with the approval of the Association.