

# Swiss Young Immunologist Society (SYIS) - Bylaws

## **I. Name and Registered Office**

### Art. 1: Name and Registered Office

The “**Swiss Young Immunologist Society**” (**SYIS**) is a non-profit association associated with the Young European Federation of Immunological Societies (yEFIS) and the Swiss Society for Allergology and Immunology (SSAI), with a registered office in Zürich, according to the art. 60 ff. of the Swiss civil law. The following bylaws aim to establish the organization and governing rules of SYIS.

## **II. Objectives and Tasks**

### Art. 2: Objectives and Tasks

SYIS aims to represent the interests of all Swiss “early career” scientists with research experience related to immunology. SYIS defines “early career researcher” (ECR) as any scientist within 10 years after their PhD or MD degree, or within 10 years after obtaining a BSc or MSc degree, whichever is the highest degree of education that is obtained, excluding parental and sick leaves. The primary goals of SYIS are:

- a. To provide a platform for young immunologists from Switzerland or affiliated with Switzerland for networking.
- b. To promote scientific exchange and collaborations between ECRs in Switzerland and in all European countries.
- c. To promote the education and career development of the next generation of immunologists in or affiliated with Switzerland.

The SYIS can organize and support activities of all kinds, which are appropriate to foster the aims of the association.

The SYIS is associated with the umbrella organization yEFIS and has a close collaboration with the SSAI. This collaboration with the SSAI includes:

- a. The SYIS supports the SSAI with their Social Media representation (e.g., Twitter, LinkedIn, etc.).
- b. The SSAI grants the SYIS a dedicated session at the annual SSAI congress to increase the visibility of the SYIS. Members of the SYIS actively participate at the annual SSAI congress in different functions, e.g., as co-chairs or in the scientific organizing committee.
- c. One SYIS Board member acts as an assessor to the SSAI Board and vice versa.

## **III. Memberships**

### Art. 3: Members

Membership is open to any person who supports the objectives of the association and is eligible to join without regard to sex, race, religion, nationality, age, sexual orientation, disability, or marital

status.

The SYIS knows the following categories of members:

III.1. Regular members

- a. Individuals, who fulfill the following conditions, can become regular members of the SYIS:
  - a. Researchers before or within the first 10 years after their PhD or MD degree, excluding parental and sick leaves (ECRs)
  - b. ECRs who work in an immunology-related field
  - c. ECRs who are associated with Switzerland (i.e., either are currently working in Switzerland, have been in the past, or are a Swiss citizen)
  - d. ECRs who are members of the SSAI

III.2. Active members

- a. Regular members, who are involved in the Board, as Auditors, or in the different working groups (WG) of the SYIS automatically become active members

III.3. Honorary members

- a. Individuals who made a special contribution to the SYIS
- b. Honorary members remain life-long members of the SYIS

Art. 4: Transmission of private data from members

Data from individual members will be transferred solely within and between the SSAI and the SYIS.

Art. 5: Becoming a member

A written application is necessary to become a member of the SYIS:

- a. To become a regular member, the application must be addressed to the Board of the SYIS and SSAI
- b. SSAI members who fulfill the conditions listed in III.1.a., a.-c. automatically become regular members of the SYIS
- c. To become an honorary member, the Board must make an official request in favor of the candidate at the General Assembly of the SYIS. The General Assembly passes the request with a simple majority.
- d. 10 years after their PhD or MD degree, SYIS members will remain regular members of the SSAI

A written application to become a regular member is defined as an application sent by regular postal services, electronically by E-Mail, or by the member registration form for the attention of the Board. In addition to the application, the interested person must prove that she/he is a member of the SSAI or applied for the SSAI membership. SYIS members automatically become members of the SSAI. The Board can reject the acceptance without giving further reasons.

Rejected individuals can declare recourse for the attention of the General Assembly. The recourse must be submitted within 2 months post notice of the rejected application to the president. The

recourse must be discussed at the following General Assembly and a final decision must take place by simple majority.

New members must be informed about the accepted application by post or E-Mail. The bylaws must be attached.

#### Art. 6: Membership fee

- a. Regular and active members must not pay an additional membership fee to the SYIS in addition to SSAI membership fees. They pay their membership fee to the SSAI, and the SSAI will transfer 50% of the received membership fees for students and basic researchers from SYIS members to the SYIS.
- b. Honorary members do not have to pay a membership fee.
- c. Every member can pay more than the official membership fee. The additional amount will be considered as a donation.
- d. The association calendar corresponds to the calendar year, from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December.

#### Art. 7: Accountability of members in financial liabilities of the SYIS

Only the assets of the association are liable to meet any commitments of the SYIS. Members cannot be held accountable under any condition.

#### Art. 8: Termination of the membership

- a. Withdrawal

Any member has the right to revoke the membership from SYIS. The withdrawal of membership occurs upon written notice (by regular postal service or electronically) of resignation to the attention of the SYIS Board. No refund of any membership fee paid, nor any fractions thereof can be expected or demanded. Withdrawal is possible at any time without specifying any further reasons.

- b. Exclusion

SYIS keeps the right to revoke membership of any member who shows misconduct against any other person or institution, inside or outside the organization. Such conduct or action shall include, but is not limited to, sexual assault or harassment, abuse, or disrespect. SYIS is also committed to fight against scientific misconduct. Therefore, it shall revoke membership for members who undoubtedly operated against scientific standards. Such conduct shall include, but is not limited, to data fabrication, plagiarism, or falsification. Furthermore, the membership is revoked when the member misses to pay their annual membership fee for the SSAI despite repeated requests.

Regular and active members who no longer meet the conditions to be a member of the SYIS according to article 3.1a will be automatically excluded from the association. Board must inform the excluded members. They remain members of the SSAI. The

Members who were excluded even though they still fulfill the conditions according to article 3.1a, can declare recourse within 30 days after exclusion. Recourse must be filed by written notice to the

president of the SYIS. The recourse must be discussed at the following General Assembly and a final decision must be taken.

#### Art. 9: Supporters

The following institutions can become official supporters of the SYIS:

- a. Universities and Institutes with a background in immunology
- b. Companies and associations with a background in immunology

Supporters pay an annual supporter fee of minimum 1000.- Swiss Francs (for supporters from the industry), or of minimum 200.- Swiss Francs (for supporters from academia). Alternatively, the Board can decide if supporters from academia are released from paying a supporter fee when they support the SYIS in another way (e.g., providing infrastructure for meetings).

Supporters can profit from the network the SYIS provides, e.g., by being mentioned on the homepage and social media accounts from the SYIS, sharing job offers on the SYIS homepage, or participating at SYIS meetings.

Potential supporters are probed and contacted by the Board of the SYIS. If the Board and the potential supporters agree on the conditions, a written statement is signed by both sides and the partnership officially starts. Without further notice, the partnership is automatically renewed. The partnership can be terminated by both sides at any time point through written communication by post or email.

#### Art. 10: Collaborators

Collaborators help out the SYIS as an active team member or Auditor on a specifically defined task and coordinate directly with the respective Board member. Collaborators are not paying SYIS/SSAI members, and are therefore not eligible for benefits for paying SYIS/SSAI members (such as the SSAI travel grant, application for ACTERIA grant, reduced registration fees for immunological conferences, eligibility for dedicated presentation slots at immunological conferences).

## **IV. Organization**

#### Art. 11: Organs of the association

The organs of the association are:

- a. The General Assembly
- b. The Board
- c. The working groups
- d. The Auditors

### **A. The General Assembly**

#### Art. 12: The General Assembly

The General Assembly (GA) is the association's supreme authority. The GA is responsible for all concerns that are not explicitly in the responsibility of the Board. The GA is composed of the present members and its composition is independent of the number of present members quorate. The GA is presided over by the president of the association.

Minutes must be recorded during the GA. The minutes must be signed by the President and the minutes' scribe. The GA meets a minimum of once a year. The GA must be called-up by the Board at least 20 days prior to the assembly in the form of a personal invitation, containing place, date, time, and agenda of the meeting. The invitation can be sent by E-Mail or by postal service. Motions from the members must be sent to the President at least one week prior to the GA. The final agenda is sent to the members at least one week prior to the date of the GA.

#### Art. 13: Resolution

All members are entitled to vote. Votes are by a raise of hand. If requested by at least one-fourth of the present members, they take place by secret ballot. The GA passes the resolutions with a simple majority of the present members. In case of a deadlock, the President has the casting vote.

Elections and votes can also be held by circular resolution. In this case, a window of two weeks must be granted to the members to give their vote by E-Mail or other online channels for the attention of the Board. After the granted time window for voting, the GA takes place to verify the results of the circular resolution. The Board or one-fifth of all members can request for circular resolution.

#### Art. 14: Short-term motions

If a motion was not put forward to the agenda according to Art. 9, the GA still discusses the motion, except if two-thirds of the present members request to postpone the decision for the next GA.

#### Art. 15: Responsibilities of the GA

The GA has the following mandatory tasks:

- a. Supervision of the actions of the association and the Board
- b. Approval of the minutes from the last General Assembly
- c. Changes of the bylaws
- d. Decisions about the recourses of excluded members
- e. Election and recall of Board members and Auditors
- f. Approval of the annual report, the annual financial statement, and the budget
- g. Nomination of honorary members

#### Art. 16: Extraordinary GA

One-fifth of all members, the Board, or the Auditors can request an extraordinary GA. The request must be addressed to the President. The call-up of the extraordinary GA is the task of the President, whereby she/he sets the agenda of the extraordinary general assembly together with the requesters. The extraordinary GA has the same modalities and competences as the ordinary GA.

## **B. The Board**

### Art. 17: Composition of the Board

The Board represents the association. The Board members act voluntarily and can only be compensated for their effective and travel costs. The Board is composed of at least four members, namely the President, the Treasurer, the Vice-President, and the coordinator of each WG.

### Art. 18: Term of office

The term of office for members of the Board is one year. The election of Board members takes place at the annual GA. Re-elections are possible. The President and Treasurer are directly elected by the GA. The remaining Board organizes itself. The maximum term of office is 6 years for the President. The other members of the Board can be elected without restrictions. Only regular and active members can be elected to be part of the Board. If a Board member leaves the association, the Board can provisionally appoint a regular or active member to the Board until the next GA.

### Art. 19: Competence of the Board

The Board fulfills the tasks that are not assigned to the GA or to the Auditors. Particularly, the Board organizes events, represents the association to the public, and maintains contact with the yEFIS and the SSAI.

To organize the tasks, the Board can pass target specifications for the different functions within the Board.

#### **a. President**

The President is responsible for the SYIS and represents the association. The President's main task is to maintain the continuity of the association. She/he coordinates the Board and the WGs and maintains the contact with the yEFIS and the SSAI. The President must ensure that at least one member of the Board represents the SYIS as an assessor at the SSAI Board meetings and at the yEFIS task force meetings.

#### **b. Vice-President**

The SYIS Vice-President supports the president in all tasks, including coordination of WGs and correct documentation of the SYIS Board.

#### **c. Treasurer**

The Treasurer oversees the management of SYIS budget, including correct documentation of all SYIS expenses and incomes. She/he should keep the SYIS Board members constantly informed about any expense or income regarding the SYIS budget.

#### **d. WG coordinators**

The WG coordinators shall be in charge of organizing their specific WGs.

### Art. 20: Board meetings

Upon requirement or motion by a member of the Board, the President officially calls a Board meeting. The Board has a quorum if at least half of the Board members are present in the Board

meeting. A simple majority is necessary to pass a motion. In case of a tie, the President has the casting vote. Decisions by circular are possible if no verbal discussion is necessary. Minutes are taken by one Board member on rotation during every Board meeting. Minutes from Board meetings are made available to read to all members upon request.

One member from the SSAI Board will participate as assessor at the SYIS Board meetings. The SSAI assessor has the right to vote.

#### Art. 21: Authorization to sign

A joint signature of two Board members is required to sign official documents.

### **C. The working groups**

#### Art. 22: Working groups

The WGs support the Board in organizing the SYIS. WGs are established or dissolved according to the SYIS needs. Each WG is responsible for a specific scope of duties within the SYIS. The WGs organize themselves according to their needs.

Regular members can become members of WGs. Each WG member automatically becomes an active member of the SYIS.

#### Art. 23: Working group coordinators

Each WG is presided over by a WG coordinator. WG coordinators are members of the Board and report regularly to the Board about the progress of their WG. In cooperation with the Board, WG coordinators are responsible to recruit sufficient members for their WGs.

WG coordinators must prepare a specification sheet including all their tasks.

### **D. The Auditors**

#### Art. 24: Auditors

The General Assembly elects two Auditors for one year, whereby re-elections are possible. Only SYIS members and Collaborators can be elected as Auditors. Board members cannot be elected as Auditors. The Auditors annually examine the association's accountancy and hand in a written report to the Board for the attention of the GA.

## **V. Finances**

#### Art. 25: Finances

The sources of income of the association are:

- a. Membership fees
- b. Sponsoring, particularly from members
- c. Requested grants
- d. Interests from the association's assets

- e. Donations
- f. Receipts from events and collections

The association's assets serve to cover the expenses that originate from activities or through the exploitation of the association's objectives in Art. 2. If the expenses are higher than 2'500.- Swiss Francs or ¼ of the association's assets, the General Assembly must confirm these expenses.

General administrative expenses done for the SYIS, which are paid by members of the SYIS, must be reimbursed by the association's assets upon confirmation by a receipt.

Upon motion by the Board, the General Assembly can decide to use the association's assets for other assignments as long as they are conform with Art 60ff of the Swiss civil code.

#### Art. 26: Treasurer

The treasurer manages the association's assets and makes sure that the annual membership fee is transferred from the SSAI to the SYIS. The Treasurer prepares an annual financial statement for the GA, which will be examined by the Auditors before the GA. The GA must pass the annual financial statement and must grant discharge of the treasurer and the Board.

## **VI. Final provisions**

#### Art. 27: Dissolution of the association

The dissolution of the association can be resolved at any time by the GA with a qualified majority of more than three quarters of all present members.

#### Art. 28: Liquidation

In case of dissolution of the association, the association's assets go to the yEFIS, which must use the association's assets as defined by the objectives of the SYIS. The goods cannot be returned to the founders or members, nor be used to their own profit.

#### Art. 29: Revisions of the bylaws

A simple majority of the General Assembly is necessary to revise the bylaws.

The bylaws were revised by the 2nd General Assembly of the SYIS on the 6th of March 2023 and are effective in its revised form from this day forward.



**Zürich, the 6th of March 2023**

**In name of the SYIS**

The President

The Treasurer

The Coordinator Events

Annika Hausmann

Anna Estrada Brull

Sinduya Krishnarajah