

ESCMID Bylaws

The Bylaws are the written rules of conduct of the Society. Based on the Articles of Association they set out the form, manner or procedure in which the organization is run.

The Bylaws are periodically updated by the Executive Committee and give reference to the standard operating procedures (named EOPs = ESCMID Operating Procedures).

§1 Name and Registered Office

No additions to what is stated in the Articles of Association.

§2 Purpose of the Society

No additions to what is stated in the Articles of Association.

§3 Membership

The Society consists of members in the following categories:

1. Regular members
2. Honorary members
3. Affiliated members

1 Regular members

Paid membership is open to anyone actively engaged in the fields of clinical microbiology and/or infectious diseases and related disciplines. Annual membership fees shall be proposed by the Executive Committee and approved by the Assembly of Members.

Paid membership can be of four different categories:

1. Basic Membership
2. Full Membership
3. Young Scientist Membership
4. Retired Membership

1.1 Basic Membership

This membership includes the following benefits:

- Assembly of Members (attendance to)
- Candidacy in elections
- CMI online or CMI online + print
- ESCMID Global reduced registration fee
- Eligibility for additional journal subscriptions
- ESCMID Guidelines (access to)
- Online Lecture Library (access to)
- Opinion Poll participation
- Voting rights (elections)
- ESCMID Study Groups (application for membership)

1.2 Full Membership

This membership includes the following benefits in addition to those in the basic category:

- Attendance and travel grants (priority for)
- Attendance and travel grants for conferences and educational activities
- ESCMID Observership and Mentorship Programmes (eligibility for)
- Excellence and Young Investigator Award (eligibility for)
- Membership directory (access online)
- Postgraduate courses and Summer School (reduced fee)
- Research Grant (eligibility for)
- TAE Excellence Award (eligibility for, age restrictions apply)
- Training and Career Platform (access to)

1.3 Young Scientist Membership

This membership is open to all individuals still in training or completing their training (PhD with no longer than eight years post-graduation / MD or MD/PhD with no longer than five years from completion of clinical training/specialty). Individuals must submit proof of training status to obtain a Young Scientist Membership. The Young Scientist Membership includes all benefits in the full category according to §3-1.2 plus access to TAE related activities as well as access to ESCMID funded Observerships.

1.4 Retired membership

This membership is open to all individuals 60 years of age or older, who were actively engaged in the fields of clinical microbiology and/or infectious diseases and related disciplines, and includes all benefits in the basic category according to §3-1.1. It is valid for five years.

1.5 Special fees

a Partner societies

The ESCMID Executive committee may allow discounts to members of partner societies, which should be stated in the Memorandum of Understanding agreed with the partner society.

b Low-income and middle lower income countries

ESCMID offers a special rate which allows to become a member for a reduced rate, if such member lives in a low income or middle lower income country (definition of low-income country and middle lower income country by the World Bank can be found on the ESCMID website).

2 Honorary members

Honorary members shall be appointed by the Executive Committee. They will enjoy all the rights as regular members but shall be exempt from paying membership fees. Executive Committee members are offered honorary membership on expiry of their term.

3 Affiliated members

Affiliated members are the members of those scientific societies that have applied for and been accepted by the Executive Committee as Affiliated Societies. They do not pay individual membership fees. They have no voting right at the Assembly of Members.

§4 ESCMID Council / Affiliated Societies

1 Principle

a Affiliation is a process whereby ESCMID and other scientific societies establish or strengthen their relationship in the field of infection. This is to promote and widen their common interests and achievements in the scientific, educational and professional areas relevant to their respective memberships.

b Affiliated societies constitute the ESCMID Council. It discusses issues relevant to the objectives of affiliation and serves as an advisory board for the ESCMID Executive Committee.

c Affiliation to ESCMID and membership to the ESCMID Council do not entail, for an affiliated society, any external control on organization, activities and internal electoral procedures of ESCMID.

2 Eligibility for Affiliation

a Eligible for affiliation are regional, national and international specialist societies active in the fields of clinical microbiology, infectious diseases and related disciplines.

b Any application for affiliation must be approved by the ESCMID Executive Committee. Essential requisites are continuing activity, democratic governance (proved by Articles of Association submitted to ESCMID in English) and periodical renewal of their management. All affiliated societies then sign an affiliation agreement with ESCMID.

3 The ESCMID Council

a The affiliated societies are represented in the ESCMID Council by their presidents or by an *ad hoc* appointed nominee. It is an affiliated society's task to inform ESCMID about the election of a new president or the appointment of a new nominee.

b The ESCMID Council meets at least once a year, preferably during the annual congress of the Society. The inherent travel and accommodation expenses are not borne by ESCMID.

c The agenda of the ESCMID Council meeting is developed under the responsibility of the Secretary General with the active participation of the affiliated societies, and sent out at least 4 weeks prior to the meeting. The ESCMID President acts as chairperson. The Secretary General acts as the Council's secretary and gives a progress report of the activities and achievements related to the ESCMID Council during the past year.

d The ESCMID Council passes resolutions with a simple majority.

e Recommendations prompted by the ESCMID Council and the complete minutes of the Council meetings, signed by the ESCMID President and Secretary General, are published on the ESCMID website and in the abridged version dispatched to all affiliated societies for distribution among their members.

4 Benefits to Affiliated Societies

a Membership to the ESCMID Council.

b The affiliated societies are entitled to receive the ESCMID *Weekly News* as well as electronic mailings about professional issues of general interest. The administrative offices of the affiliated societies are responsible for their distribution among the individual members.

c The ESCMID website may be used to announce and report on activities of affiliated societies.

d Co-organization of ESCMID educational events.

e Affiliated Societies have the opportunity to propose symposia, keynote lectures or Meet-the-Expert sessions for ESCMID Global as well as to make proposals for post-graduate educational courses for the following year.

f Participation to ESCMID supported educational events and research projects.

5 Fees and conditions for Affiliated Societies

a The mailing process is decentralized through affiliated societies, which are responsible for distributing the information provided by ESCMID among their individual members.

b Affiliated societies provide ESCMID annually with the name of the formal representative to the ESCMID Council.

c Annual affiliation fee per society: EUR 100 (< 100 members) EUR 250 (100 - 1,000 members) EUR 500 (1,000 members or more).

d Annual affiliation fee per society must be paid within the deadline set by the Executive Committee. In case of late payment, the respective society loses its status as an affiliated society.

§5 Finances

No additional comments

§6 Organization

1 Assembly of Members

The Assembly of Members is the supreme body of the Society and shall hold plenary meetings.

All members of the Society shall be entitled to attend the Assembly of Members, which is usually held during the annual congress of the Society. The President, upon a resolution of the Executive Committee, shall convene the Assembly of Members by sending a letter stating the Agenda to all paying members and honorary members. The convocation may be sent electronically to individual email addresses or as a letter to affiliated societies and members without a personal email address. The notice period shall be at least six weeks from the day following the dispatch of the letter of convocation. The date of the postal stamp or of the email shall apply. The convocation is deemed to have been received by the member if it has been sent to the member's last known email or postal address.

The Assembly of Members shall discuss the proposals of the Executive Committee and pass resolutions by a simple majority of the members present. Any duly convened Assembly of Members shall be recognized as a quorum, irrespective of the number of Society members in attendance. Any paying or honorary member shall be entitled to vote; affiliated members shall not be entitled to vote.

An Assembly of Members may be replaced by an electronic circular and resolution by ballot, with the same notice periods, quorum and voting procedures as above.

Members who wish to raise matters during an assembly may do so, but a vote on the matter requires written notification received by the Secretary General at least 60 days prior to the assembly.

2 Executive Committee

Members

The executive power of the Society is vested in the **Executive Committee**, which consists of at least seven voting members.

The Executive Committee may appoint **ad hoc** and **ex officio non-voting members** to deal with particular matters.

Members of the Executive Committee, either elected or *ad hoc*, must be professionally active in the fields of Clinical Microbiology and/or Infectious Diseases. *Ex officio* members do not need to be professionally active in the above-mentioned fields.

Executive Committee meetings

Regular meetings are held at least quarterly. Special meetings may be called by the President or on the written request of a majority of the Executive Committee voting members. For special meetings, a minimum of 14 days' written notice must be given to all committee members; the purpose of the meeting must be specified in the notice of the meeting. Elected members who do not attend at least 75% of Executive Committee meetings within a two-year time period may be relieved of their duties. *Ad hoc* members may be invited upon request to Executive Committee meetings and attend the meeting in relation to their respective agenda items. They are only entitled to receive the respective meeting agenda and minutes for the agenda items assigned to them.

Important issues shall be decided, whenever possible, by the entire Executive Committee during regular meetings, which permit informed discussion. In special/urgent cases, decisions can be made through an email request (ER) launched by the Chief Operating Officer. The decision becomes definitive if no objection is raised by a simple majority of the Executive Committee members within the given period.

Functions

The functions of the Executive Committee will be as follow:

- a** To direct and represent the Society as empowered by the Society's Articles of Association and Bylaws.
- b** To receive and carefully consider reporting from the ESCMID Council and the Society's paying and honorary members and constituent bodies.
- c** To appoint subcommittees as it deems necessary or beneficial for the proper transaction of the Society's business.
- d** To report the activities of the Executive Committee at the Assembly of Members.
- e** To terminate, after due consideration, the membership of any person guilty of misdemeanour.

Order of business

At meetings of the Executive Committee, business shall be transacted in such order as determined by the agenda, decided by the President after consulting all voting Executive Committee members and circulated at least five days before the meeting. Any agenda modification shall be approved by the majority of those attending the meeting.

Resolutions and quorum

The Executive Committee shall pass resolutions with the simple majority of its members present at the Executive Committee meeting. In event of tie, the Executive Committee shall retake the vote on the agenda item concerned at the next meeting; only at such second meeting; the President has the casting vote. The quorum shall consist of four voting members.

A secret voting procedure may be decided by the President or requested by the majority of the voting members.

Vacancies

A member of the Executive Committee may vacate the position by resignation or termination of Society membership. Any vacancy occurring in the Committee will normally be filled at the next scheduled election following the procedure outlined in §11-1a-f. If the vacancy cannot be filled with the *interim* appointment of

either another voting member or an *ad hoc* member, the Executive Committee may initiate new elections for a new voting member, to cover the remaining period of the term.

Compensation

The Executive Committee members receive no compensation. Executive Committee members are reimbursed for documented expenses while conducting Society business.

3 Ad hoc members of the Executive Committee

The *ad hoc* non-voting members are appointed by the Executive Committee to deal with particular matters. The President of ESCMID cannot chair any ad-hoc subcommittees, current *ad hoc* non-voting members of the Executive committee are:

- The ESCMID Global Programme Director
- The Editor-in-Chief of *Clinical Microbiology and Infection*
- The EUCAST Chairperson
- The ESCMID Guidelines Director
- The ESCMID International Affairs Director
- The EUCIC Chairperson
- The ESCMID Membership Counsellor
- The ESCMID Education Director
- The ESCMID Antimicrobial Resistance Director
- The ESCMID Emerging Infectious Diseases Director

3.1 ESCMID Global Programme Director

The ESCMID Global Programme Director chairs the ESCMID Global Programme Committee. He or she is responsible for all aspects of the scientific programme of ESCMID Global, in cooperation with the Scientific Affairs Officer, the Guidelines Officer, and the Education Officer. All logistical and organizational matters are decided by the Programme Director in cooperation with the Chief Operating Officer. Decisions regarding the strategic and visionary future of ESCMID Global are taken by the Executive Committee and actively involve the Programme Director. The term of office is two years, extendable by a maximum duration of eight years.

3.2 Editor-in-Chief of Clinical Microbiology and Infection (CMI)

The Editor-in-Chief of *CMI* is member of the Publication Subcommittee, chairs the Associate Editors *CMI* meeting. He or she is independently responsible for the content of the Society's journal *CMI*. Decisions regarding the strategic and visionary future of *CMI* are taken by the Executive Committee and actively involve the Editor-in-Chief. The term of office is two years, extendable by a maximum duration of ten years.

The *CMI* editorial board members are nominated by the Editor-in-Chief. The editors, assistant editors and associate editors are appointed by the Editor-in-Chief with the approval of the Executive Committee. The term of office of editors and editorial board members is two years, which can be extended by a maximum duration of eight years.

3.3 EUCAST Chairperson

The EUCAST Chairperson chairs all EUCAST related meetings and represents EUCAST to external stakeholders. He or she is independently responsible for the guidance of EUCAST as appointed by the Executive Committee of ESCMID. The term of office is two years with a maximum duration of eight years.

3.4 ESCMID Guidelines Director

The ESCMID Guidelines Director coordinates all matters relating to medical guidelines and represents ESCMID's interests in relation to medical guidelines to external stakeholders. He or she is responsible for

medical guidelines in collaboration with the Guidelines Officer as appointed by the Executive Committee. The term of office is two years with a maximum duration of eight years.

3.5 ESCMID International Affairs Director

The ESCMID International Affairs Director chairs the International Affairs Subcommittee and represents ESCMID to external stakeholders worldwide as appointed by the Executive Committee. This includes the establishment, tightening and maintenance of relationships and the fostering of collaboration between ESCMID and external stakeholders and organizations. The term of office is two years with a maximum duration of eight years.

3.6 EUCIC Chairperson

The EUCIC Chairperson chairs all EUCIC related meetings and represents EUCIC to external stakeholders. He or she is independently responsible for the guidance of EUCIC as appointed by the Executive Committee of ESCMID. The term of office is two years with a maximum duration of eight years.

3.7 ESCMID Membership Counsellor (EMeC)

The ESCMID Membership Counsellor (EMeC) is a contact person for all ESCMID members. The Counsellor represents an additional conduit by which the ESCMID community may discuss ideas, problems and issues within the Society. He or she offers i) fair and informal assistance in case of concerns and complaints raised by members and partners of the Society; ii) mediation in case of conflict circumstances between affiliates of the Society; iii) neutral and constructive feedback to resolve ESCMID internal disputes. The term of office is two years, extendable by a maximum duration of eight years.

3.8 ESCMID Education Director

The Education Director is responsible together with the Education Officer for the Society's programme of postgraduate and continuing medical education in Clinical Microbiology and Infectious Diseases. He or she is also responsible for the ESCMID eAcademy. He or she cooperates together with the Education Officer and the ESCMID Global Programme Director in developing the educational programme of ESCMID Global. He or she co-chairs the Education Subcommittee together with the Education Officer. The term of office is two years with a maximum duration of eight years.

3.9 ESCMID Antimicrobial Resistance (AMR) Director

The ESCMID AMR Director is responsible for the AMR portfolio of the Society. He or she coordinates all initiatives, actions and publications related to AMR in close collaboration with the EC Officer in charge of this portfolio. He or she chairs the AMR subcommittee and coordinates the Society's strategy regarding AMR in agreement with the Executive Committee. The term of office is two years with a maximum duration of eight years.

3.10 ESCMID Emerging Infections Diseases Director

The ESCMID Emerging Infections Diseases Director is responsible for all matters related to emerging infections in the Society. He or she coordinates all initiatives, actions and publications related to emerging infections in close collaboration with the EC Officer in charge of this portfolio. Her or she chairs the Emerging Infections Subcommittee and coordinates the Society's strategy regarding emerging infections in agreement with the Executive Committee. The term of office is two years with a maximum duration of eight years.

4 Officers of the Society

The Executive Committee shall elect

- a **President**,
- a **President-Elect** (also acting as the Secretary General),
- and a **Treasurer**

from among its elected members, and assign other portfolios to either elected or *ad hoc* members.

The term of office shall be two years each for the President, the President-Elect and the Immediate Past-President. The President-Elect shall be elected at an Executive Committee meeting taking place prior to the Assembly of Members at which he/she takes up his/her new office, and may not be elected in the last year of his/her term of office. The position of President shall be held in turn by a specialist in Clinical Microbiology and a specialist in Infectious Diseases.

The President, the Secretary General and the Treasurer shall represent the Society externally each with collective signatory powers by two.

The Executive Committee appoints a **Chief Operating Officer** who manages the administrative office of the Society according to the decisions and directives of the Executive Committee.

4.1 President

The President is the head of the Society and chairs all meetings of the Executive Committee. He or she ensures that the Articles of Association and Bylaws are enforced and that all resolutions and dispositions of the Executive Committee are carried out. The President chairs the Assembly of Members and the ESCMID Council.

In case of absence or disability of the President during his/her first year of term, the Immediate Past-President will have *ad interim* all the powers and perform all the duties of the President until the next Assembly of Members, after which the President-Elect will take over and complete *ad interim* the current term before starting his/her own two-years term.

In the case of absence or disability of the President during his/her second year of term, the President-Elect will take over and complete *ad interim* the current term before starting his/her own two-year term.

4.2 President-Elect and Secretary General

The President-Elect acts as the Secretary General; he or she is responsible for the general conduct of the affairs of the Society and represents the Society in all contacts with other societies if not decided otherwise by the Executive Committee.

He or she is the Secretary of the ESCMID Council, develops the agenda of the Council's meetings and gives a progress report on the activities and achievements related to the ESCMID Council over the past year (see also §4-3c).

He or she is responsible for all Society's electoral procedures, membership issues and Executive Office arrangements.

4.3 Treasurer

The Treasurer is empowered to represent the Society in all financial matters. He or she has custody of the Society's funds and securities. He or she annually submits a detailed budget of proposed and anticipated Society expenditures and income for the forthcoming fiscal year to the Executive Committee, as well as detailed financial accounts for the current fiscal year. He or she disburses funds only upon itemized demands and according to the instructions of the Executive Committee. Exceptionally, and with the President's approval, the Treasurer may commit sums up to a total agreed by the Executive Committee, and obtain subsequent approval. An annual professional audit of the financial accounts of the Society is conducted by an auditor at the close of each fiscal year and is presented at the next Executive Committee meeting. The Treasurer submits detailed statements of income and expenditure to each annual Assembly of Members, after approval by the Executive Committee.

4.4 Immediate Past-President and Communications Officer

The Immediate Past-President chairs the Publication Subcommittee and oversees the Society's journals and other publications as well as the Society's communication strategy. In addition, he or she will chair the Awards Subcommittee as well as the Nomination Subcommittee for the nomination of candidates to the Executive Committee.

4.5 Professional Affairs Officer

The Professional Affairs Officer is responsible for liaising with other organizations in Clinical Microbiology and Infectious Diseases including the relevant sections of the UEMS for professional policy issues in the infection field. This comprises matters relating to professional training, mobility, and recruitment. He or she chairs the Professional Affairs Subcommittee.

4.6 Education Officer

The Education Officer is responsible for the Society's programme of postgraduate and continuing medical education in Clinical Microbiology and Infectious Diseases. He or she is also responsible for the ESCMID Summer School. He or she cooperates with the ESCMID Global Programme Director in developing the educational programme of ESCMID Global. He or she chairs the Education Subcommittee.

4.7 Scientific Affairs Officer

The Scientific Affairs Officer is responsible for the formation and coordination of the study groups, co-ordinates their activities, supports to ensure that they have adequate resources, and reviews their requests for ESCMID support of scientific meetings and start-up of research projects. He or she is also responsible for the Young Investigator Awards and Research Grants. He or she cooperates with the ESCMID Global Programme Director in developing ESCMID Global's scientific programme. He or she chairs the Scientific Affairs Subcommittee.

4.8 Guidelines Officer

The Guidelines Officer is responsible for the coordination of the guidelines development according to the Society strategy and for the support of the Guidelines Director in terms of ensuring adequate resources and continuous connection with other portfolios. She or he will cooperate with the ESCMID Global Programme Director in implementing guideline-dedicated sections during the ESCMID Global's scientific programme. He or she chairs the Guidelines Subcommittee.

4.9 ESCMID Chief Operating Officer

The ESCMID Executive Committee appoints the ESCMID Chief Operating Officer. He or she is employed by the Society on a permanent contractual basis. His or her main task is to manage the Executive Office including personnel responsibilities as well as to ensure an adequate structure of the Society to execute the Executive Committee's vision and strategy. He or she is fully responsible for the organizational and operational structure and culture. He or she supports the Executive Committee in its strategic decisions and executes the resolution on operational level.

The position of the ESCMID Chief Operating Officer includes among others:

- a** cooperation with the President in preparing the agenda and minutes of the Executive Committee meetings.
- b** maintenance of a written record of its proceedings and to submit the report of each meeting at the next successive Executive Committee meeting for approval.
- c** adoption, amendment, repeal and enforcement rules and regulations for the conduct of Society meetings and activities, in compliance with the law, the Articles of Association, and the Bylaws.

5 Other Functions

5.1 Associate ESCMID Global Programme Director

The Associate ESCMID Global Programme Director supports the ESCMID Global Programme Director in terms of all aspects of the scientific programme of ESCMID Global, in cooperation with the Executive Committee. He or she prepares with the involvement of the ESCMID Global Programme Director all proposals for decision-making regarding the strategic and visionary future of ESCMID Global, which are taken by the Executive

Committee. The term of office for the Associate ESCMID Global Programme Director is two years, extendable by a maximum duration of eight years.

§7 Amendments to the Articles of Association

No additional comments

§8 Language

No additional comments

§9 Bylaws / SOP

No additional comments

§10 Dissolution

No additional comments

§11 Subcommittees

The Society may have standing subcommittees. All subcommittees are accountable to the Executive Committee and can take no unilateral action. All Subcommittee members must be ESCMID regular or honorary members and represent ESCMID in their geographic region with the aim to tighten relationships and to foster collaboration. They represent ESCMID upon request by the Executive Committee at conferences and in collaboration meetings with international partners and stakeholders.

These subcommittees include:

1 Nomination Subcommittee (NS)

a The Nomination Subcommittee will consist of the Immediate Past-President, who will serve as chairperson and two members of the Executive Committee. The two members of the Executive Committee will be nominated by the Immediate Past-President and approved by the Executive Committee to represent a balanced mix of candidates by speciality, region and gender. In the absence of an Immediate Past-President, the Nomination Committee will be chaired by the President.

b The Nomination Subcommittee will select candidates to be proposed for election to the Executive Committee, having ensured that the candidates are prepared to take office.

c In accordance with the name and objectives of the Society, the Nomination Subcommittee will, when selecting nominees, keep in mind an equitable professional, gender and geographic distribution among the European countries.

d Members of the Nomination Subcommittee will be disbanded after conclusion of the election.

e The Nomination Subcommittee's tasks are:

- To monitor the entire nomination and election process.
- To check that all candidates meet the criteria set forth by the Bylaws.
- To assure that there is a balanced set of candidates and therefore to propose additional candidates to be included on the ballot, after approval by the Executive Committee (with no need to supply the signatures from supporting members).

f The electoral procedure:

The members shall be invited to submit candidates electronically according to the criteria set forth by means of an ad-hoc form (to be made available online) to be completed/signed and to be sent by email to the Executive Office by August 31 or any other date set by the Executive Office. All candidates must be ESCMID members of good standing for at least three years at the time of nomination. Additionally, the candidate should ideally provide evidence of a solid research track record, of previous election to a (sub-)committee of ESCMID, with experience of at least one electoral term, and of significant and relevant involvement in management and leadership roles.

Valid candidates approved by the Nomination Subcommittee and supported by at least 50 members in good standing from at least five countries (a minimum of five from each country) will go straight onto the ballot. Nominees who fail to be elected may be nominated again for the term immediately following the unsuccessful candidacy. However, if the nominees fail again to be elected, they will be excluded from candidacy for the following two terms (i.e. 4 years) and may not be elected during that period. The selection of further candidates to be considered for election to the Executive Committee shall be made by the Nominating Subcommittee.

One page per candidate will be made available on the website with the text to be delivered by the candidates according to a standard format to be decided by the Nomination Subcommittee.

The full list of candidates will be communicated to the members after approval by the Executive Committee.

The election will usually take place in November/December. Each valid ESCMID member at the time of the election will be entitled to cast up to as many votes as open positions are available. The voting will take place by electronic means only.

All votes will be counted and candidates ranked. Since only one elected member may come from any one country (the country of the candidate's current employment), only the candidate with the highest numbers of votes from each country will be accepted, and all other candidates from that country will be eliminated.

2 Education Subcommittee (ES)

The Education Subcommittee supports the Education Officer in shaping and running the Society's educational programme. The Education Subcommittee is chaired by the Education Officer and has up to 20 members including two *ad hoc* members of the Trainee Association of ESCMID. Members can be proposed by any member of the Executive Committee or recruited through an open call and approved by the Executive Committee. The term of office is four years and is not renewable (ESCMID Global to ESCMID Global; starting last day of). The Education Subcommittee convenes once per year during ESCMID Global.

3 Scientific Affairs Subcommittee (SAS)

The Scientific Affairs Subcommittee provides multidisciplinary advice on all aspects of the scientific ventures of ESCMID and supports the Scientific Affairs Officer with external review of ESCMID study group activity reports, requests for financial support and proposals for new study groups. The Scientific Affairs Subcommittee is chaired by the Scientific Affairs Officer and has up to twelve members each covering one field of action defined by ESCMID (ESCMID Sections & Themes) and one additional member from the Trainee Association of ESCMID. Members can be proposed by any member of the Executive Committee or recruited through an open call and approved by the Executive Committee. The term of office is four years and is not renewable (ESCMID Global to ESCMID Global; starting last day of). The Scientific Affairs Subcommittee convenes once per year during ESCMID Global.

4 Professional Affairs Subcommittee (PAS)

The Professional Affairs Subcommittee supports the Professional Affairs Officer in shaping and running the Professional Affairs Programme. The Professional Affairs Subcommittee is chaired by the Professional Affairs

Officer and has up to 15 members (up to 4 from Clinical Microbiology and up to 4 from Infectious Diseases, three from the Parity Commission and two from the Trainee Association of ESCMID, one from UEMS ID and one from UEMS MM). Members can be proposed by any member of the Executive Committee or recruited through an open call and approved by the Executive Committee. The term of office is four years and is not renewable (ESCMID Global to ESCMID Global; starting last day of). The Professional Affairs Subcommittee convenes once per year during ESCMID Global.

5 Publication Subcommittee (PS)

The Communications Officer convenes and chairs the Publication Subcommittee meetings. The Publication Subcommittee consists of the Editor-in-Chief of *CMI* and the publisher's representative. The duties of the chairperson of the Publication Subcommittee are as follow:

- a To provide the Executive Committee with an annual financial report on *CMI*.
- b To obtain from the Editors-in-Chief and from the Publisher an annual report of the journals' operations.

The PS convenes at least once per year in addition to the meeting during ESCMID Global.

6 Guidelines Subcommittee (GS)

The Guidelines Subcommittee (GS) supports the Guidelines Officer and Director in shaping and running the Society's guidelines programme. The GS is chaired by the Guidelines Officer and has up to 10 members including one representative of the *CMI* editorial board. The inclusion of a guidelines methodologist is highly recommended.

Members can be proposed by any member of the Executive Committee or recruited through an open call and approved by the Executive Committee. The term of office is four years with the option to extend for a further two years with approval from the Executive Committee (ESCMID Global to ESCMID Global; starting last day of). The GS convenes once per year during ESCMID Global. GS members must declare their conflicts of interest and these are assessed under the same conditions as guideline drafting group members (see ESCMID Operating Procedures for Medical Guidelines, §4.3). They have to get the approval of the Guidelines Director, if they would like to participate in a specific guideline drafting group.

7 Parity Commission (PC)

The Parity Commission is chaired by the Professional Affairs Officer and has up to four members that are recruited through an open call and approved by the Executive Committee. The term of office is four years and is not renewable (ESCMID Global to ESCMID Global; starting last day of). The Parity Commission convenes at least once per year during ESCMID Global.

8 ESCMID International Affairs Subcommittee (EIAS)

The ESCMID International Affairs Subcommittee is chaired by the International Affairs Director and has one member per geographic region defined by the ESCMID Executive Committee. Members are proposed by the International Affairs Director and approved by the Executive Committee. The term of office is four years and is not renewable (ESCMID Global to ESCMID Global; starting last day of). The ESCMID International Affairs Subcommittee convenes once per year during ESCMID Global.

9 AMR Action Subcommittee

The AMR Action Subcommittee coordinates and promotes ESCMID's activities relating to antimicrobial resistance (AMR) and increasing visibility to relevant stakeholders. The AMR Action Subcommittee works to consolidate all AMR-related activities including web-series, publications, events and joint initiatives with other organizations. The AMR Action Subcommittee is chaired by the AMR Action Director and has up to 10 members, including one ad hoc young scientist representative selected in collaboration with the Trainee Association of ESCMID. Members can be proposed by any member of the Executive Committee or recruited by an open call and approved by the Executive Committee. The term of office is four years and is not renewable

(ESCMID Global to ESCMID Global; starting last day of). The AMR Action Subcommittee convenes once per year during ESCMID Global.

10 Emerging Infections Subcommittee

The Emerging Infections Subcommittee provides strategic perspective to ESCMID, advising on matters related to the surveillance, monitoring, preparedness of, and response to emerging infections. The subcommittee aims to recognize emerging infections and continuously monitor global infections. This includes supporting the networking of emerging infections experts and publishing regular reports on the current state of emerging infections around the world. The Emerging Infections Subcommittee is chaired by the Emerging Infections Director and has up to 10 members. Members can be proposed by any member of the Executive Committee or recruited by an open call and approved by the Executive Committee. The term of office is four years and is not renewable (ESCMID Global to ESCMID Global; starting last day of). The Emerging Infections Subcommittee convenes once per year during ESCMID Global.

11 Trainee Association of ESCMID (TAE) Steering Committee (SC)

The Trainee Association of ESCMID Steering Committee is elected by the ESCMID young scientist members. The term of office is three years and not renewable (ESCMID Global to ESCMID Global; starting last day of). The Trainee Association of ESCMID is chaired by the Trainee Association of ESCMID President who is elected by the Trainee Association of ESCMID Steering Committee. The President and President-elect of the Trainee Association of ESCMID are *ad hoc* members of the Professional Affairs Subcommittee. Two members of the Trainee Association of ESCMID are appointed to be *ad hoc* members of the Education Subcommittee and one member to be *ad hoc* member of the Scientific Affairs Subcommittee. The Trainee Association of ESCMID Subcommittee convenes at least once per year during ESCMID Global.

12 EUCAST Steering Committee (EUCAST SC)

The EUCAST Steering Committee is chaired by the EUCAST chairperson, an *ad hoc* member of the ESCMID Executive Committee. The ESCMID Executive Committee appoints the Chairperson, Scientific Secretary and Clinical Data Coordinator. The term of office for these positions is two years with a maximum duration of eight years. Other Steering Committee positions are reappointed every two years. EUCAST General Committee members are appointed for two years and may not be reappointed. The EUCAST Steering Committee convenes at least five times a year.

13 EUCIC Steering Committee (EUCIC SC)

The EUCIC Steering Committee is chaired by the EUCIC chairperson, an *ad hoc* member of the ESCMID Executive Committee. ESCMID Executive Committee appoints the Chairperson, Scientific Coordinator and Clinical Coordinator. The other two members are elected by the EUCIC Advisory Board during ESCMID Global. The term of office is two years and renewable up to 8 years for the Chair, the Scientific and Clinical Coordinator and two years not renewable for the elected members ensuring continuous rotation of countries' representatives. Four meetings each year should be scheduled for January/February, in conjunction with ESCMID Global in March/April, July and September/November.

14 Ethics Advisory Committee (EEAC)

The ESCMID Ethical Advisory Committee (EEAC) is an independent body that shall advise the ESCMID Executive Committee (EC) on specific ethical, regulatory, social and philosophical issues related to ESCMID funded-research projects and scientific behaviour of members or appointed persons in matters related to ESCMID activities. The Chair position will be appointed by the ESCMID Executive Committee among members of the EEAC, and the term has a duration of 2 years, renewable for 2 more years (ESCMID Global to ESCMID Global; starting last day of). There are at least 4 set members on the Committee: Chair and 3 members. In addition, the ESCMID Membership Counsellor (EMeC) is a native member of the Committee. A diversity of backgrounds such as law, philosophy, and social sciences of the members allows for judgements not dominated by a single perspective. However due to the scientific nature of the ethical issues, at least 3 members

need to have a scientific or medical background. Members (except the EMeC) are recruited through an open call and approved by the Executive Committee.

§12 Publications

1 Areas

The planning, organization and administration of Society publications will cover six areas:

a Journals

- *Clinical Microbiology and Infection (CMI)*

b ESCMID Weekly News

c ESCMID website

d Books and guidelines

e ESCMID Online Lecture Library (incl. audio-visual and electronic communications)

f Publications related to other activities (e.g. proceedings of symposia and conferences)

2 The Society's official publications

The official publications of the Society are journals devoted to the fields of Clinical Microbiology and Infectious Diseases.

§13 European Congress of Clinical Microbiology and Infectious Diseases (ESCMID Global)

The European Congress of Clinical Microbiology and Infectious Diseases (ESCMID Global) is held annually. Organization of the congress and development of the scientific programme are subject to the ESCMID Operating Procedures for ESCMID Global.

§14 Conferences and meetings other than ESCMID Global

The Society intends to stimulate and participate in conferences, symposia, workshops, summer school and other meetings of regional, national and international importance. For meetings held under the auspices and/or supported by ESCMID, the ESCMID Operating Procedures for Conferences and Scientific Events apply.

§15 Study groups

For the purpose of advancing scientific knowledge, networking and disseminating professional guidelines in the fields of clinical microbiology and infectious diseases, the Society encourages and co-ordinates study groups, co-ordinated by the Scientific Affairs Officer. The ESCMID Operating Procedures for Study Groups and Study Group Projects apply.

§16 Organization of educational activities

The promotion of knowledge in clinical microbiology and infectious diseases is ESCMID's central role. The Society supports Postgraduate Educational Courses and Technical Workshops, and organizes an annual Summer School. These matters are regulated by the ESCMID Operating Procedures for Educational Activities.

§17 Partnership with other associations

ESCMID may enter partnerships with national, European and international societies or organizations that have conforming or complementary objectives, activities and memberships. For these partnerships the ESCMID Operating Procedures for Partnership apply. These relationships can be based upon a written memorandum of understanding.

§18 Amendments to the Bylaws

- a** A proposal to amend the Bylaws may be initiated by a written proposition submitted by an Executive Committee member at an Executive Committee meeting.
- b** The proposed amendment becomes effective when it is declared adopted by the Executive Committee.
- c** The members must be informed through the ESCMID website whenever the Bylaws are amended, with reference to the relevant section of the Society's website.

Basel, 1 July 2025