



## ***EORTC LYMPHOMA GROUP***

# ***STATUTES OF THE EORTC LYMPHOMA GROUP*** ***March 2006***

### 1. Aims of the group

To develop optimal treatment strategies for malignant lymphomas, to further study their natural history, diagnosis, treatment and sequelae of treatment. To educate and train the professionals in the field and the general public.

### 2. Membership

The group has 2 categories of members:

- a. active members
- b. probationary members

#### *2a. Active members*

These are centers, which include 10 or more eligible patients a year in the group's studies for 2 consecutive years. Active centers should be represented during the business meeting and have the right to vote.

#### *2b. Probationary members*

These are the centers, which include between <10 eligible patients a year in the group's studies for 2 consecutive years. If no patient has been entered in the group's studies for two consecutive years, then the membership status of the institution will be reconsidered by the executive committee of the group. All newly applying centers fall into this category. They are not represented at the business meeting and have no right to vote. They can become active centers after having met the requirements for that category for two consecutive years.

#### *Other*

These are individuals or centers not qualified for active or probationary member but invited to attend our meetings. There is a possibility for only corresponding membership, receiving information on group activities without being involved in the studies. This will be determined on a case-by-case-base by the executive committee.

### 3. Board of the group

The daily board of the group consists of:

#### 3a. *Chairman*

The chairman is elected by active members during the business meeting for a term of 3 years. Re-election is only possible in special circumstances and after consultation with the Board of the EORTC.

The task of the chairman is to coordinate activities of the group.

He/she is responsible for the functionality of the group and the subcommittees. He/she also represents the group in the EORTC General Assembly. He/she will make an annual report of the group activities for the EORTC board.

#### 3b. *Scientific secretary*

The scientific secretary is elected by active members during the business meeting for a term of 3 years. He/she may be re-elected for one or more terms.

The scientific secretary is responsible for the organisation of the biannual meetings and the distribution of the minutes to the members. The responsible physician in the active center will receive one copy of the minutes, to be distributed to the other members of his institution. The scientific secretary is responsible for the co-ordination between all members of the group and will keep himself/herself informed about the functioning of the subcommittees and theme-groups, in concerted action with the chairman.

#### 3c. *Treasurer*

The treasurer is elected by active members during the business meeting for a term of 3 years.

He/she may be re-elected for one or more terms. The function of treasurer will be to control the budget of the group. Yearly declarations of expenditure must be submitted for approval to the business meeting and to the EORTC treasurer.

### 4. Executive committee

The daily board of the group is assisted by the members of the executive committee, i.e. the steering committee of the lymphoma group. The executive committee advises the board. .

#### 4.a Members of the executive committee:

The committee consists of 8 members: 4 permanent members and 4 elected members.

The *ex-officio members* are the present chairman, the present secretary, the present treasurer and the medical advisor of the EORTC Data Center.

The active members elect *the elected members* for a term of 3 years.

One of the members must be a young scientist (i.e. below 40 years) in order to fill in EORTC statutes. Elected members may be re-elected for one or more terms.

Each member has one vote. In case of a tied vote situation the vote of the present chairman is decisive.

#### 4.b Election of executive committee members

Election of members takes place every 3 years at the business meeting during the fall group meeting – starting fall 2006.

The candidates (i.e. present members of the executive committee as well as new candidates) must be announced to the secretary of the group not later than 1 months prior to the date of the fall business meeting where the election takes place. Eligible are only active members. The candidates are announced on the agenda of the fall business meeting and all candidates are allowed to present their idea's at the business meeting prior to the election. The candidates is elected if he/she gets the majority of the votes from the active members present at the meeting.

All members of the executive committee must be active members. If a member becomes probatient he/she is excluded from the executive committee. A new member is then elected for the remaining part of the term.

The past chairman and past secretary are members of the executive committee for one year after the end of the term or time of resignation. The new chairman is a member as soon as he is elected by the business meeting.

### 5. Meetings

There will be at least two group meetings a year consisting of a business and a general meeting.

#### 5a. *Business meeting*

They will be attended by the daily board, members of the executive committee, members from active centers, study coordinators and subcommittee chairmen.

The group data managers and statisticians also attend the business meeting.

In this meeting long- and short-term planning and organisatory issues will be discussed.

Plans are accepted by majority of votes.

When voting is required for decision making each active center has two votes.

#### 5b. *General meeting*

In the general meeting ongoing protocols are discussed based on the information from the Data Center.

Plans generated and decisions taken in the business meeting will be presented to the general meeting, after which they will be worked out.

#### 5c. *Meetings of the executive committee*

The executive committee meets whenever the board or the majority of the committee feels this is necessary, but at least immediately prior to every biannual group meeting.

### 6. Study co-ordinators

Study co-ordinators are appointed by the board based on their initial idea and proposal for the new trial. They hold office for the duration of the protocol. For protocols with combined modalities two study co-ordinators, one representative for the radiotherapy and one for the chemotherapy are appointed. The study-coordinators will visit the Data Centre on a regular basis (in general, at least twice yearly) and in co-operation with the data center-staff, check the eligibility and the evaluability of the patients included in the protocol. They are responsible for the final presentation and publication of the study of which they

will be main author. Problems occurring during the study must be discussed with the study co-ordinators in collaboration with the Data Center Team.

#### 6a. *Protocol writing committee*

Protocols have to be submitted according to EORTC PRC-NTC procedures. For new studies a protocol writing committee will be nominated by the board to assist the study coordinator with the writing of the protocol. The members will be appointed by the business meeting. The Data Centre staff will also assist in the development of the protocol to assure all chapters are written and present according to standards and guidelines.

Membership or participation in a writing committee is in itself not a reason for co-authorship.

### 7. Subcommittees/ theme groups

The board of the group can install subcommittees or theme groups.

These will have a specific task and will have a budget to fulfil this task if possible.

At the general meetings of the group they will report on their activities and plans for the future.

Immediately prior to each biannual group meeting, the subcommittees are invited to organise their subcommittee meetings. The scientific secretary of the group is of help in organising, and announcing these special meetings. The chairmen of the respective subcommittees are committed to inform the scientific secretary at least two months before the meeting on program and time schedule of the proposed special meetings. If necessary, additional meetings can be organised by the individual subcommittees/theme groups.

### 8. Publications and authorship

All group publications will have "EORTC" in their title and must be approved by the chairman of the group.

Data will not be released from the Data Centre without permission of the study coordinator(s) and the chairman of the Group.

Authorship includes:

- The study co-ordinator(s).
- The names of the responsible physicians from centers which have contributed  $\geq 10\%$  of the evaluable cases included in the study. However, certain flexibility should be used for larger publications. A center has to decide upfront who will represent the center as co-author.
- The medical advisor and statistician.
- The pathologist(s).
  - Other involved investigators who have made a special effort in the respective study, to be decided on a case-by-case basis.

For Intergroup studies the protocol has to define authorship.

In the acknowledgements, participating centers with the responsible physicians and numbers of included patients, writing committee members and board of the group must be mentioned.

The review of the manuscript by the data centre will ensure that funding bodies (NCI, EU, private donators etc) are adequately acknowledged of their contribution when this is the case.

Individuals or subcommittees may write articles on specific subjects, but not before the article on the study, as a whole, has been accepted for publication. The name(s) of the study co-ordinator(s) must be included in the authorship. For each study a timetable for publication has to be presented.

The board and the study co-ordinators must approve presentations on national and international meetings by individual members. The author who is going to present the data may write the abstract with the addition “on behalf of the EORTC Lymphoma Group”.

If a full conference book will be published, the general rules for publications must be followed. Publications with other EORTC, national or international groups will follow the same rules and will meet the agreement of the representatives of both groups.

Abstracts must be sent to all authors and the scientific secretary of the group.

The Group remains the “owner” of the data.

### 9. Evaluation of the group by the Scientific Audit Committee

The group activities will be examined once every three years by the Scientific Audit Committee (SAC), which will decide whether representation in the EORTC Council is warranted. The group report for the SAC review will be prepared by the board and medical advisor of the group in close collaboration with the other members of the executive committee.

### 10. Co-operation with other national and international groups

Trials may be run in co-operation with other co-operative or national groups. The EORTC protocol review committee must accept the trials and the trials must have been discussed in the group as normal group trials. The title must include “in co-operation with the EORTC Lymphoma Group”. Trials proposed by outside centers are only acceptable if those centers become probationary members. Those trials must follow the normal procedures, and approval by the Group and the EORTC protocol review committee.

### 11. Financial aspects

The daily board of the group accords the funds for the group organisation. The active members of the group decide financial matters. Financial support is available for the following well-defined groups/persons:

- data managers and data center statistician for group meetings
- special activities of subcommittees (review of data, quality control): budgets will be available upon request and after approval by the business meeting.
- members asked by the board to represent the group on special meetings to give group’s presentations.
- non-members invited for group meetings: on a case-by-case basis.
- study co-ordinators to visit the Data Center, special meetings of the writing committee of the respective protocols.

Expenses will have to be cleared beforehand with the treasurer of the group.

### 12. Relations with pharmaceutical companies

Financial contracts can only be signed between the chairman of the EORTC Lymphoma Group, the Director of the EORTC Data Center on behalf of the Data Center and the “company”.

The amount agreed upon will be transferred to the group account and handled by the treasurer. At least twenty percent of every amount of money paid by the company should be used for general group purposes. The group treasurer will take care for transferring fee per patient to the individual centers, if applicable.

The first publication after closure of the study will be the prerogative of the study co-ordinator.

### 13. Fraud/misconduct

Cases of fraud concerning the data, misconduct concerning ethics, scientific behaviour or financial aspects will lead to exclusion of the individual responsible member or, if applicable the center itself. All these circumstances will be carefully discussed case-by-case with the EORTC Data Center Team and the Quality Assurance Unit.

J.M.M. Raemaekers, Chairman

J.C. Kluin-Nelemans, Scientific Secretary,

on behalf of the EORTC Lymphoma Group Executive Committee.

January 2003

and

Mads Hansen, Chairman

on behalf of the EORTC Lymphoma Group Executive Committee.

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