

TISSUE ENGINEERING AND REGENERATIVE MEDICINE INTERNATIONAL SOCIETY, STUDENT AND YOUNG INVESTIGATOR SECTION, INC. (TERMIS-SYIS)

Purpose: TERMIS-SYIS shall provide a platform for the "next generation" of scientists and engineers in the field of tissue engineering and regenerative medicine to interact. The Society shall aim to further the professional and scientific development of its members. **All TERMIS-SYIS activities will be in compliance of the TERMIS By-laws and all activities must be approved by the TERMIS Governing Board and/or the respective SYIS Chapter Council.**

Classes of Members. Only individuals may be members of TERMIS-SYIS. There shall be two classes of members:

(i). Student. Any individual who is engaged as a full-time graduate or undergraduate in a university or college program and is actively involved in research in the field of tissue engineering.

(ii). Young Investigator. Young Investigators are defined as persons who are employed by an academic institution in the field of tissue engineering and regenerative medicine, who have been awarded their doctoral degree within the past 3 years and who are not holding an appointment as a faculty or academic staff in a university/research institute. Young investigators are required to have their advisor/supervisor send a letter as proof of the bona fide status of the young investigator.

Annual Business Meeting. There shall be an annual meeting of TERMIS-SYIS Members to be held as designated by the SYIS Governing Board. The annual meeting shall be held during the Annual Meetings of the Continental Chapters of TERMIS. Notice of the time and place of the annual business meeting shall be given to all Members not less than sixty (60) days prior to such meeting.

OFFICERS

Section 1. Offices. TERMIS-SYIS shall have the following elected Offices in each of the chapters: one (1) Regional Chair, one (1) Vice-Chair, one (1) Secretary and one (1) Treasurer for each Regional Chapter. There shall also be one elected Office of the Emerging Countries' Chair. The Society shall have the following appointed Offices: World Congress Chair, Chairs and members of the Meeting and Fundraising Committee and the Scientific & Professional Development Committee. All Officers shall be Regular Members of the Society.

Section 2. Terms of Office.

(a). The Immediate Past Regional Chairs, Regional Chairs, Vice-Chair, Secretary, Treasurer, the Emerging Countries' Chair and the Immediate Past Emerging Countries' Chair shall each hold office for three (3) years and until their successors have been duly elected and qualified as provided by these By-Laws. The newly elected Officers would automatically assume their respective Offices upon the conclusion of the term of office of the existing Officer. During this interim period of being elected and assuming the Office, the elected member shall be referred to as the Officer-Elect.

(b). The Secretary and the Treasurer shall serve at the pleasure of the SYIS Governing Board.

Section 3. Regional Chairs. The duties of a Regional Chair are as follows:

(a). to preside over the meetings of the Regional Chapter Council and SYIS Governing Board;

(b). to represent the Regional Chapter at all meetings of the Society, the SYIS Governing Board and the Executive Committee;

(c). to present, at each annual meeting of the Society, a report on the condition of the business of the Regional Chapter;

(d). acting with the approval of the Executive Committee, to appoint and remove, employ and discharge, and establish the compensation of all agents, employees and clerks of the Society other than the duly elected or appointed Officers;

(e). to nominate persons to fill the unexpired terms of any vacant Offices or Committees, except to the extent such vacancy is automatically filled by some other provision of these By-Laws;

(f). to ensure that all other Society positions understand their responsibilities and carry them out;

(g). to ensure that the TERMIS-SYIS Mission and Aims are being accomplished, which includes that at each Annual Meeting and World Congress, programs and activities facilitate the professional and scientific development and advancement of SYIS members;

(h). Call for committee reports.

Section 4. Emerging Countries' Chair. The duties of the Emerging Countries Chair are as follows:

(a). to ensure that the TERMIS-SYIS Mission and Aims are being accomplished in the Emerging Countries, which includes that at each Annual Meeting and World Congress, programs and activities facilitate the professional and scientific development and advancement of SYIS members;

(b). to represent the Emerging Countries at all meetings of the Society, the SYIS Governing Board and the Executive Committee;

(c). to present, at each annual meeting of the Society, a report on the condition of the business of the Emerging Countries.

Section 5. Immediate Past Regional Chair. The duties of an Immediate Past Regional Chair are as follows:

(a). to serve as a member of the Regional Chapter;

(b). to serve as a member of the SYIS Governing Board; and

(c). to serve as advisor to the Regional Chair.

Section 6. Immediate Past Emerging Countries' Chair. The duties of the Immediate Past Emerging Countries Chair are as follows:

(a). to serve as a member of the SYIS Governing Board; and

- (b). to serve as advisor to the Emerging Countries' Chair.

Section 7. Vice-Chair. The duties of a Regional Vice-Chair are as follows:

- (a). to assist the Chair in all duties;
- (b). to preside in his/her absence, performing the functions of the Regional Chair when so acting;
- (c). to assume the Office of the Regional Chair, on the occasion of its getting vacant, when there is no Regional Chair-Elect to assume that Office.

Section 8. Secretary. The duties of the Secretary, if one shall be appointed by the SYIS Governing Board and therefore will be a member of the SYIS Governing Board, are as follows:

- (a). to keep the minutes of the meetings of the SYIS Governing Board and of the Regional Chapter in which he/she is included;
- (b). to give and serve all notices of their respective SYIS Chapter;
- (c). to be the custodian of all records of their respective SYIS Chapter, and to ensure that the books, reports, statements and certificates required by the statutes of the place of incorporation of the Society are properly kept, made and filed according to law;
- (d). to maintain the membership roll and keep such records open, subject to inspection as required by law; and
- (e). to do and perform such duties pertaining to the office of Secretary as may be designated from time to time by the TERMIS-SYIS Governing Board.

Section 9. Treasurer. The duties of the Treasurer, if one shall be appointed by the TERMIS-SYIS Governing Board and will therefore be a member of the SYIS Governing Board, are as follows:

- (a). Present a financial report at each meeting;
- (b). To maintain the financial records of the respective TERMIS-SYIS Chapter and submit financial updates to the respective Regional Chair/Treasurer on a regular basis;
- (c). Submit an Annual Financial Report to TERMIS;
- (d). to do and perform such duties pertaining to the office of Treasurer as may be designated from time to time by the SYIS Governing Board.

SYIS GOVERNING BOARD

Section 1. Composition. The TERMIS-SYIS SYIS Governing Board shall consist of all of the following Officers and Members: the Regional Chairs; the Regional Vice-Chairs; the Regional Secretaries; the Regional Treasurers; the Emerging Countries' Chair, the World Congress Chair, the Immediate Past Regional Chairs and the Immediate Past Emerging Countries' Chair. Each member of the SYIS Governing Board shall serve on the Board for so long as he/she continues to serve as an Officer of TERMIS-SYIS. The Immediate Past World Congress Chair shall serve as an *ex officio* member of the SYIS Governing Board until the close of the next World Congress.

COMMITTEES OF THE SYIS GOVERNING BOARD

Section 1. Committees of the SYIS Governing Board.

(a). There shall exist the following Standing Committees to assist the SYIS Governing Board in managing the affairs of the Society: Executive Committee; Meeting and Fundraising Committee and the Scientific & Professional Development Committee. Both the Meeting and Fundraising Committee and the Scientific & Professional Development Committee shall comprise of a Chair position and an Immediate Past Chair.

(b). By resolution adopted by a majority of the whole TERMIS-SYIS SYIS Governing Board, other Standing or Temporary Committees may be appointed by the SYIS Governing Board from time to time. Each such Committee shall have and exercise such authority of the SYIS Governing Board in the management of the business and affairs of the Society as the SYIS Governing Board may specify from time to time.

(c). The selection of members of any Standing Committee by the SYIS Governing Board shall be made to provide the greatest possible international participation in the management of the affairs of the Society; however, members of the Standing Committees need not be members of the SYIS Governing Board but shall be Members of the Society.

Section 2. Executive Committee.

(a). Composition. The Executive Committee shall consist of all of the following Officers from each Regional Chapter: Chairs; Vice-Chairs; the Secretary; the Treasurer and the Immediate Past Chairs, as well as the Emerging Countries' Chair.

(b). Duties. The Executive Committee shall be responsible for the management of the affairs and business of the SYIS and may adopt such rules and regulations as they pertain to the conduct of its meetings and the management of TERMIS-SYIS as it deems proper, provided such rules and regulations are not inconsistent with these By-Laws and the laws of the place of incorporation of TERMIS. The Executive Committee may appoint Members to serve as Coordinators with authority to oversee certain activities as its delegate or temporary committees to otherwise assist it in discharging these duties.

(c). Meetings. Any or all of the members of the Executive Committee may participate in a meeting by means of conference telephone or by any means of electronic communication by which all persons participating in the meeting are able to communicate contemporaneously with one another, and such participation shall constitute presence in person at the meeting. Regular meetings of the Executive Committee shall be held not less than quarterly, at the time of the annual meeting of the Society and at such other times and places as the Regional Chair may determine. Special meetings of the Executive Committee may be called by the Regional Chair at any time, or by the Secretary upon the written request of a majority of the Executive Committee members.

Section 3. Meeting and Fundraising Committee.

(a). Composition. Each Regional Chapter shall have a Meeting and Fundraising Committee. The members would be appointed by the Regional Chair, in consultation with the Organizers of the Annual Meeting or World Congress, with which the TERMIS-SYIS Annual Meeting is scheduled to coincide. The term of office for the members of the Meeting and Fundraising Committee shall be for one (1) year, except for the Committee Chair who shall serve for two (2) years. The Committee Chair, in consultation with the other members of the Committee and the Regional Chair and subject to the approval of the SYIS Governing Board, can appoint other members into the Committee, when deemed necessary.

(b). Duties. This Committee shall be responsible for organizing and coordinating all meetings of the Society and for overseeing the Annual Meetings of the Regional Chapters. The Meeting and Fundraising Committee shall be responsible for obtaining funds and dealing with sponsorship requests. The Meeting and Fundraising Committee shall be chaired by the Committee Chair or in the case of a World Congress, the World Congress Chair. If TERMIS will be solicited for financial support for the Annual Meeting/World Congress student activities, all requests must be submitted to the TERMIS treasurer, with the TERMIS Administrator carbon-copied, at least six months prior to the meeting date. The TERMIS-SYIS Meeting and Fundraising Committee should collaborate with the Regional Chair to incorporate TERMIS-SYIS events into the meeting program.

(c) Meeting and Fundraising Committee Chair. The Meeting and Fundraising Committee Chair shall serve as the chair of this Committee, and shall discharge such other duties, which the Regional Chairs may reasonably request from time to time.

(d) Immediate Past Meeting and Fundraising Committee Chair. The duties of an Immediate Past Meeting and Fundraising Committee Chair are as follows:

- (i). to serve as a member of the Regional Chapter; and
- (ii). to serve as advisor to the Meeting and Fundraising Committee Chair

Section 4. Scientific & Professional Development Committee.

(a). Composition. Each Regional Chapter shall have a Scientific & Professional Development Committee. The members would be appointed by the Regional Chair, in consultation with the Organizers of the Annual Meeting or World Congress, with which the TERMIS-SYIS Annual Meeting is scheduled to coincide. The term of office for the members and Chair of the Scientific & Professional Development Committee shall be for two (2) years. The Committee Chair, in consultation with the other members of the Committee and the Regional Chair and subject to the approval of the SYIS Governing Board, can appoint other members into the Committee, when deemed necessary.

(b). Duties. This committee shall be responsible to further the scientific and professional development of TERMIS-SYIS members, bridging the gap between researchers and clinicians in the academic setting through various activities:

1. Planning and organization of events, and programs at Annual Meetings
2. Organization and publication of the biannual TERMIS-SYIS e-newsletter and
3. Ensuring the successful operation of the Online Discussion Forum.

(c) Scientific & Professional Development Committee Chair. The Scientific & Professional Development Committee Chair shall serve as the chair of this Committee, and shall discharge such other duties, which the Regional Chairs may reasonably request from time to time.

(d) Immediate Past Scientific & Professional Development Committee Chair. The duties of an Immediate Past Meeting and Fundraising Committee Chair are as follows:

- (i). to serve as a member of the Regional Chapter; and
- (ii). to serve as advisor to the Scientific & Professional Development Committee Chair

ELECTIONS

All election procedures are outlined in the TERMIS by-laws. The TERMIS-SYIS is to follow all of the guidelines for preparation of the election.

LOCAL TERMIS-SYIS CHAPTERS

Section 1. The purpose of a Local TERMIS-SYIS Chapter shall be to increase the benefits of TERMIS-SYIS membership through organization of special activities at an institutional, university or city level. The following steps shall be involved in formalizing a Local TERMIS-SYIS Chapter:

- (a). Identify a faculty member who is interested in being the Faculty Advisor for the Local Chapter. The faculty member should be a TERMIS member. A Faculty Advisor contributes greatly to the success and continuity of a local chapter. The Faculty Advisor should formalize his or her role with TERMIS by agreeing to their responsibilities (which are listed on the faculty advisor form) and completing the faculty advisor form and sending it to the TERMIS administrator.
- (b). Contact the Regional Chair of TERMIS-SYIS with an intention letter to formalize the interest in forming a Local TERMIS-SYIS Chapter. The letter should include the following:
 1. A plan to sustain the motivation and group interest;
 2. A list of major activities: feasibility, networking and scientific interest;
 3. A list of strategies to be employed to secure the funding required for chapter activities;
 4. CV of the Faculty Advisor.
- (c). The Regional TERMIS-SYIS Chapter shall be responsible for the decision making.
- (d). Each Local TERMIS-SYIS chapter shall submit an annual report summarizing its activities and budget to the Executive Committee.