CONSTITUTION OF THE INTERNATIONAL COUNCIL FOR
STANDARDIZATION IN HAEMATOLOGY (REVISED 2007)

Reviewed and Approved: 7 May, 2007

Preamble: A standardizing Committee associated with the European Society of
Haematology was founded in Lisbon on 31st August 1963 at a session attended by
members of the European Society of Haematology, of national haematological societies,
of clinical pathology societies and corporations. At the subsequent Assembly in
Stockholm on 29th August 1964 it was agreed to enlarge the representation of the
Committee and to amend the rules of procedure, globally. The Secretariat was registered
legally as an independent foundation in the Netherlands on 29th April 1968. The
constitution as further amended was confirmed by the General Assembly of Members in
New York on 4th September 1968. In December 1990 the Committee was registered as a
Council. In April 2007 the Council was reregistered as an independent foundation in The
Netherlands and as a not for profit corporation in the United States.

1. The Council will be known as “International Council for Standardization in
Haematology”. Its shortened title will be ICSH. Its aim is to achieve reliable and
reproducible results in laboratory analysis, primarily in diagnostic haematology.

2. The Standardization Council is directed by a Managing Board, of whom a
Chairperson, Vice-Chairperson(s), Secretaries and a Treasurer are the officers. The
Managing Board is composed of no less than five and no more than 10 members,
each elected for three years by the Assembly of the Council. Board members may
be re-elected for an additional three years. The Assembly of the Council is
composed of individuals with expertise in the field of laboratory haematology,
representatives from affiliate societies and representatives from industry in active
employment.
The duties and responsibilities of the Managing Board are as follows:
Chairperson – Will preside over the Managing Board and Assembly of members,
represent ICSH in official matters, and appoint representatives of ICSH to
affiliate societies or scientific proceedings.
Vice Chairperson(s) – Will assume the duties of the President in the absence of
the President
Treasurer - Will present the accounts annually, invoice the commercial members
and organize funding for meetings and approved projects of standardization.
Secretary, Meetings – Will keep all records for the society; will ensure all
members are notified of meetings and will type and send all meeting notes to
the members.
Secretary, Scientific - will ensure the various Working Panels are properly
constituted, perform ethically and meet carefully defined time lines and
publication schedules are met.

3. Representative membership of the Assembly of the Council is open to all national
and regional committees or test boards and to international or national
haematological, and clinical pathology societies. National committees should be registered in their countries, in accordance with local law, or be a constituent part of a registered organization. Any international, national or regional body wishing to have representation on the Assembly of the Council will make application to the Managing Board, who will have the right to reject or to recommend for election. Such election will be by an open vote at the Assembly. There will be no limitation of number of such affiliate societies. Each of the affiliate societies is invited to send representatives to the Assembly. The number of representatives sent is based primarily on the scope of their organization. For example, international societies may send three representatives to the Assembly, representing each of the Americas, Europe/Africa and Australasia, while a national organization may send one representative. The exact number of representatives will be determined by the Chairperson and the corresponding contact for the affiliate society. Each organization is asked for a yearly financial grant to support the activities of the society, which is invoiced by the Treasurer.

4. The Assembly of the Council is also composed of industry representatives made up of the Corporate Sponsors of ICSH. Each corporate sponsor is asked for a yearly financial grant to support the activities of the society, which is invoiced by the Treasurer. Each of the corporate sponsors in good standing is invited to send one representative from their organization to the Assembly meeting. This person may or may not be a member of an expert panel or the Managing Board. The corporate representative should be someone who can discuss various aspects of current and future expert panels with the rest of the Assembly.

5. The Assembly will be convened at regular intervals, and if possible, on the occasion of haematological conferences of international scope. The format of the meeting will consist of the activity report of the Managing Board; elections of new members of the Board and of the Council when necessary and discussion and decisions regarding the work done by the standardizing expert panels. Decisions will be made by simple majority and through open voting. Each approved representative delegate and each member of the Assembly has one vote. Voting of the assembly can occur either at annual meetings or by electronic means at the request of the Managing Board. All voting members and Working Panel members will be required to annually submit a Conflict of Interest statement lodged with the Secretary, which will remain confidential to the Managing Board. A memorandum of the proceedings of the Assembly will be circulated by the meetings secretary by electronic means to all representative members as soon as possible after the meeting. Comments regarding the meeting minutes must be sent to the meetings secretary within two weeks of the minutes being distributed. The Managing Board will meet at additional intervals as necessary, and correspond regularly by electronic means when not in person.

6. The Managing Board will make enquiries into methods and apparatus of haematological analysis, will deliberate on standardizing possibilities, will elaborate
standardizing proposals and will stimulate and co-ordinate scientific work in this connection. A prime activity of ICSH will be the coordination of expert panels focused on standardization in haematology. The Managing Board will authorize all working expert panels on an annual basis to ensure that progress is made and that each expert panel is held accountable to the Council for timely delivery and report of its findings. All proposals for expert panels in the standardization of haematology must be sent to the meeting’s secretary prior to an Assembly meeting. The secretary will coordinate all proposals for the Managing Board. All proposals will be discussed at the Assembly Meeting of the Council and voted on. All Expert Panels will have a chairperson(s) who will put together a team of scientific leaders with wide geographical representation in the designated field of study. The chairperson will be responsible for all follow up reports to the Managing Board as well as responsible to be in regular contact with the Managing Board to provide status report on the panel activities. The chairperson (or approved alternate) for each expert panel will give a report to the Managing Board and the Assembly allowing for discussion. The Board will take note of comments by the Assembly of the Council and will prepare specifications for standards. These will be presented to the Assembly. Ample time will be given for their consideration. When they are approved they will be circulated by the meetings secretary to the members of the Council, to international bodies, to national standards organizations, to national haematology and allied societies and as widely as possible to individual haematologists. The Board will take responsibility for the production and distribution of standard materials for international reference

7. The International Council for Standardization in Haematology works in cooperation with any international organization with allied interests in order to promote the goals of the Council.

8. Bodies represented on the Council are requested to translate the decisions of the Council into the language of their respective countries, to have them published in their professional journals and to ensure that the decisions are put into operation in their countries. National or regional standardizing committees or test boards are requested to remain in contact with the Secretariat and to support the work of ICSH.

9. All documents issued or published by, or on behalf of the ICSH will remain the copyright property of ICSH, unless this right is waived by action of the Managing Board.

10. Financial accounts will be produced annually by the Treasurer and shall be audited by an independent auditor appointed by the Board at or about the time of any change in the Treasurer.

11. Should the foundation be dissolved, all assets will be distributed to the International Society for Laboratory Hematology (ISLH).
12. A meeting of the Assembly requires 50% of the membership to be present or participate for a quorum or to be binding. And all decision will be decided by a majority or if the decision is split, the chairperson will have the deciding vote.