

T21RS Code of governance

The Trisomy 21 Research Society (T21RS) is an international non-profit organization for the stimulation of scientific research on Down syndrome, operating under Dutch law. T21RS was founded on 17th April 2014 in Groningen, The Netherlands, under the auspices of Mr. Kraster, civil-law notary and member of The Royal Dutch Association of Civil-law Notaries. This T21RS code of governance (*in Dutch: huishoudelijk reglement*) follows the rules and regulations provided in the articles of association (statute) and is in accordance with Dutch law. The English translation of the official articles of association written in Dutch can be downloaded through our website: www.t21rs.org/about-us/statute

1. Composition of the Executive Board (according to Article 10)

1.1. The Society shall be governed by an Executive Board comprising members of T21RS, including the President, the Past-President, the President-Elect, the Treasurer, the Secretary and the chairmen of the six Standing Committees (Article 5).

1.2. The Past-President is appointed automatically for two years on expiry of his/her term; the newly elected President is appointed as President-Elect upon his/her election until assuming the presidency. They participate in the Executive Board meetings but do not have the right to vote.

1.3. Except for the Treasurer who will serve for a maximum of six years, each Executive Board member shall serve for a period of two years, but may be re-elected for additional terms of two years. The only exception is the Program Committee Chair who will not be eligible for re-election after his/her two years term.

1.4. Other people may be invited to attend specific Executive Board meetings as needed, but do not have voting rights

2. Election of Executive Board members (according to Article 11)

2.1. Executive Board members shall be elected by the members of T21RS.

2.2. A call for nominations shall be sent to the members of T21RS at least two months before the date of the election, specifying the format of nominations (usually biosketch and a short description of the qualifications of the nominee, their goals for the office and the acceptance of the responsibilities as Executive Board member). The deadline for receipt of nominations to the Society's Secretary shall be at least four weeks before the election takes place.

2.3. Candidates may also be nominated directly by a minimum of 1/10 of T21RS members, the number of T21RS being the one at the date of the call for nomination.

2.4. Nominations will be analyzed by the Executive Board who will approve a list of candidates. Every nominee must have been a member of T21RS for at least one year at the time of his/her appointment as Executive Board member.

2.5. Members shall be advised of the list of nominees and their applications at least two weeks before the election takes place.

2.6. If more than one person is nominated for a given position, elections shall be held by electronic ballot (e-vote). Nominees with the largest number of votes for each position in the Executive Board will be elected.

3. Meetings of the Executive Board (according to Article 13)

3.1. Meetings shall be chaired by the President or, in his/her absence, a designee. If neither is present, the other Executive Board members shall decide amongst themselves who shall chair the meeting.

3.2. Meetings may (and usually will) be held electronically.

4. Responsibilities (according to Article 14)

4.1. The President represents T21RS externally and chairs the Executive Board.

4.2. The Secretary is responsible for giving notice of meetings, preparing and circulating agendas in advance, preparing and circulating minutes and for maintaining the documents of the Society, for the mechanics of elections and such other responsibilities as the Executive Board shall decide.

4.3. The Treasurer is responsible for T21RS's funds and book-keeping, accounting and auditing services.

5. Committees (according to Article 16)

5.1. The Society consists of the following six Standing Committees:

- Program Committee
- Committee for Science & Society
- Committee for Sponsoring
- Committee for Education and Training
- Committee for Preclinical Research
- Committee for Clinical Research

5.2. The Executive Board may form committees consisting of members of T21RS and may delegate specific aspects of the Society's work to such committees.

5.3. The Executive Board may create Temporary Committees for specific reasons. A Chairman of a Temporary Committee is not part of the Executive Board but can participate in the Executive Board meetings if invited.

5.4 Appointment of Committee members: members may volunteer for a Committee by contacting the Chairman. The Chairman will propose Committee members to the Executive Board for approval.

6. Voting rights (according to Article 4)

Every Full member shall have one vote, subject to payment of any fees being up to date. Associate members and Honorary members are entitled to attend the General Assembly, but do not have voting rights.

7. Organization of the T21RS International Conference

7.1. The place, the date and the program will be decided by the Executive Board.

7.2. The scientific program will be elaborated by the Program Committee whose chair will be elected 18 months in advance of the meeting and will be part of the Executive Board. Calls for symposia and abstracts and selection of the scientific abstracts for poster or oral presentations will be done by the Program Committee. If there are travel funds based on merit, the Program Committee will determine which applicants receive Travel Awards. In the event that travel is supported by grants with specific requirements, the Program Committee will consult with the Principal Investigator of the grant to assure that requirements are met.

7.3. The organization will be shared with the Local Meeting Organizer appointed by the Executive Board.

7.4. T21RS meetings will usually include a Science and Society symposium organized by the Committee for Science & Society in coordination with the Program Committee.