



CONSTITUTION OF THE INFLAMMATORY NEUROPATHY CONSORTIUM - *A Special Interest Group of the Peripheral Nerve Society*

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Article I. MISSION

The Inflammatory Neuropathy Consortium (INC) was founded as a Special Interest Group (SIG) of the Peripheral Nerve Society (PNS). Its inaugural meeting took place in April 2007 as the 151st Workshop of the European Neuromuscular Centre. The founding members were neurologists and other professionals committed to improving and advancing the investigation and treatment of inflammatory neuropathies.

The mission of the INC is to improve the care and treatment of patients with inflammatory and immune-mediated neuropathies. These include Guillain-Barré syndrome (GBS), chronic inflammatory demyelinating polyradiculoneuropathy (CIDP), multifocal motor neuropathy (MMN), paraproteinemic demyelinating neuropathies (PDN), vasculitic neuropathies and many other conditions.

ARTICLE II. BOARD OF DIRECTORS

Section 1: Number and Composition of the Board: The INC Board shall be composed of no more than sixteen (16) board members, including up to twelve (12) board members at large, and up to four (4) Officers of the INC (see Article III). The Board may appoint additional non-voting ex-officio Board members as it desires.

Section 2: Term (excluding Officers): INC Board members at large shall serve a term of four (4) years. Board members at large are eligible to serve for a maximum of two (2) terms.

Section 3: Resignation: Any Board Member may resign upon presenting to the Board his/her resignation in writing or by email.

Section 4: Removal from office: Any Board Member may be removed from the Board by the affirmative vote of two-thirds (2/3) of the Board at any meeting thereof, upon written notice setting forth the reasons and grounds thereof, at least thirty (30) days prior to the date of such meeting. The individual will be notified via e-mail.

Section 5: Vacancies (excluding Officers): Any vacant Board position may be filled on an interim basis by an INC member in good standing appointed by the INC Officers. At the next election, the vacancy shall be filled for the remaining tenure of the vacated position by the

candidate receiving the next highest votes for that position in the election.

Section 6: *Quorum*. A majority of the voting members of the Board of Directors shall constitute a quorum for the transaction of business.

ARTICLE III. OFFICERS

Section 1: *Officers*: The Officers of the INC Board shall be the Chair, Vice-Chair, Immediate Past-Chair, and Secretary.

Section 2: *Term*: The Chair, Immediate Past-Chair, and Vice-Chair shall each serve one term of two (2) years. After serving two years, the Vice-Chair will usually become the Chair. After two years, the Chair will usually then serve on the Board as Immediate Past-Chair for two years. The Secretary shall serve one term of four (4) years. Officers may not serve more than one term in the same office.

Section 3: *Chair*: The Chair of the INC Board will serve as a non-voting ex-officio member of the PNS Board of Directors.

Section 4: *Election*: Officers of the INC are selected by a majority vote of the INC Board. Candidates for Officer positions should normally have already served as a board member.

Section 5: *Succession*: In case of the temporary or permanent absence of the Chair, the Vice-Chair shall assume the duties, prerogatives and privileges of the Chair. If both the Chair and Vice-Chair are absent, the Secretary (or if not available then the Immediate Past-Chair) shall carry out the duties of the Chair. A vacancy in the position of Vice-Chair, Chair or Secretary shall be filled for the remaining term of office by election by the Board at the next Board meeting.

ARTICLE IV. ELECTION OF NEW BOARD MEMBERS AT LARGE

Every two years, sufficient Board members at large will be appointed to bring the total number of Board members at large up to a maximum of twelve (12). Those wishing to serve a second term are subject to re-election by the INC membership, in competition with new candidates. All elected board members must be clinicians, academicians, basic and/or clinical scientists. Members of industry and representatives from neuropathy patient organizations shall not be eligible for board service, but may be appointed as non-voting members by the Board.

The process for election of Board members at large is:

1. The Executive Office will invite INC members to submit nominations for the positions of Board members at large. The invitation will include the PNS diversity statement and an electronic application form, including a statement of purpose, leadership experience, INC participation, qualities and strengths, and CV.
2. Nominees must be nominated by 3 INC members in good standing. Nominees may be provisionally nominated by one INC member or by themselves. The Executive Office will contact the nominees

- a. to inform them that they have been provisionally nominated
 - b. to verify if they agree to stand as candidates for election
 - c. to ask them to seek support for their nominations from a total of 3 INC members for definitive nomination
3. The nominee must be a member of the PNS in good standing. Nominations will be administratively reviewed for eligibility.
4. The Nominations Committee is charged to identify a list of qualified candidates for to appear on the ballot.
 - a. Each election year, the INC chair shall appoint a Nominations Committee, consisting of two (2) INC officers and three (3) INC Board members who are not standing for reelection. At least four (4) of these five (5) shall not have served on the Nominations Committee during the previous election year, but one (1) officer, who shall serve as chairperson, shall have served on the Nominations Committee before.
 - b. The nominations committee may actively encourage the nomination of additional suitable candidates for election.
 - c. Ranking process: committee members will receive all completed applications for interested candidates from the Executive Office. Each member will independently rank the candidates' qualifications to run for a board position. Attention will be paid to relevant skills and experience, country of residence, and diversity (including gender, color, ethnic origin, religion, sexual orientation, age and disability), in order to maximise the Board's quality, effectiveness and representation of the wider INC membership.
 - d. Each committee member will send their ranking to the Executive Office, which will produce a grid to be used during a conference call of the committee members. The Committee will discuss the rankings and collectively decide the final list of suitable candidates to appear on the ballot.
5. INC members will vote from the final list on the ballot.
6. The new Board members will be announced to the membership via e-mail.

ARTICLE V. MEMBERSHIP

Membership of the INC is open to any member of the PNS who is interested in the cause or treatment of inflammatory or immune-mediated diseases of the peripheral nervous system. Interested individuals should indicate their wish to join the INC when paying their PNS membership dues.

ARTICLE VI. MEETINGS

The INC will meet at the annual PNS meeting as a minimum and may meet at other times as members desire. Notices of the INC meetings will be posted on the PNS website.

ARTICLE VII. MISCELLANEOUS

Section 1: Patient registries. The INC will encourage the development of registries of patients with specific inflammatory neuropathies.

Section 2: *Prioritization of trials.* The INC will facilitate organization of clinical research trials which it considers a priority. This may include liaison with interested pharmaceutical companies.

Section 3: *Communication.* The INC will maintain its status as a special interest group of the PNS, hold meetings open to members of the PNS, maintain a page on the PNS website, seek publication of its recommendations in the Journal of the Peripheral Nervous System, and provide updates of its activities to its members and to patients through the GBS-CIDP Foundation International and other related groups.

Section 4: *Liaison.* The INC will work closely with the GBS-CIDP Foundation International and other relevant patient organizations to ensure the relevance of its work to the needs of people with inflammatory and immune-mediated neuropathy.

Section 5: *Funding.* The INC may apply to the PNS and other organizations for funds to support its activities.