

Rules (Regulations) of the Società Italian di Virologia – Italian Society for Virology (SIV-ISV)

Art. 1 - Association bodies

- a) The Association Bodies are as follows: The Assembly of Members, the Executive Board (EB) the Advisory Committee (AC), and the President. If necessary, a Board of Arbitrators and a Board of Auditors can be established.

Art. 2 - Members

The types of members of the Società Italiana di Virologia-Italian Society Society for Virology (SIV-ISV) are as follows:

- a) Full members. Candidates allowed to apply for registration at the Association have normally an age of over 35 years, a permanent job position and are known to the virological community for their scientific, professional and cultural activities. Candidates must present their application to the Association in the form of a short *curriculum vitae* reporting the age, held positions, scientific interests in the field of Virology with a list of their three more relevant publications on peer review Journals. The admission takes place simultaneously with the payment of the annual fee established by the Assembly. Full members have the right to vote and are eligible for positions within the Association Bodies if they meet the payment of the membership fees of the previous two years.
- b) Junior full members. Candidates allowed to apply for registration at the Association have normally a maximum age of 35 and a fixed-term employment position. Candidates must present their application to the Association in the form of a short *curriculum vitae* reporting the age, held position (PhD student, graduate student, postdoctoral fellow, etc.), scientific interests in the field of Virology and a list of three publications on peer review Journals. In the absence of publications, Candidates must present to the Association the letter of a mentor illustrating their skills and attitudes. Admission takes place simultaneously with the payment of the annual fee, reduced by 50% compared to the one established by the Assembly for full Members. They have the right to vote if they meet the payment of the membership fees of the previous two years and are not eligible for Association offices.
- c) Honorary members. They are Italian or foreign personalities who have contributed in a substantial way to the progress of Virology in all its aspects and to the realization of the purposes reported in Article 3 of the Statutes. The appointment as honorary member is intended lifelong. The honorary

member is exempted from paying the annual fee and has the same rights of the full members but is not eligible for social offices.

- d) Extraordinary members. They are undergraduate students who apply for association to SIV-ISV. Candidates must submit their request to the Association in the form of a letter reporting age, *curriculum studiorum* and scientific interests in the field of Virology. They will remain members for a maximum of four years from the moment of the approval of their request, without the payment of the associative fee. They have no voting rights and are not eligible.
- e) Supporting members. They are natural or legal persons, public or private bodies, that support the Association's activities with significant contributions. They have no voting rights and are not eligible.
- f) Admission of Members. The admission of Members described in paragraphs a, b, d, e of this Article is decided by the Executive Board, at the first useful meeting, after the President has, in a preliminary way, accepted their application. Admission depends on the satisfaction of the requirements for the admissibility of the application reported above as well as on the payment of the annual fee or of contributions in support of the Association activities, when expected. As far as the honorary members is concerned (paragraph c of the present article), applications may be submitted and motivated by i) a member of the Executive Board, ii) by at least three full members, iii) or during the Assembly of Members. The Executive Board accepts the applications or in a restricted meeting, or during the Assembly of Members. (The Executive Board deliberates by open scrutiny).

Art. 3 - Assembly of Members

- a) Convening of the Assembly of Members. The Assembly is convened by the President in accordance with the procedures set out in Article 9 of the Statutes, also by telematics means, in an ordinary way, at least once a year, or in an extraordinary way.
- b) Holding, attributions and functions of the Assembly of Members. The Assembly can be questioned and invited to express itself also with the most appropriate telecommunication means, which guarantee the reliable identification of each member and the expression of her/his vote, even by secret scrutiny (i.e. monkey system), if requested. During a public assembly, all Members have the right to speak. If several Members have asked to intervene, it is faculty of the President of the Assembly to set a time limit for each intervention, equal for all the speakers. A brief but complete report of each Assembly of Members is drafted and signed by the President and by the verbalizing secretary.
- c) Voting by the Assembly of Members. All the entitled Members, honorary and full, in good standing with the payment of the Association fees can express their vote during public or internet Assembly. The Assembly is valid, in the first convocation, with the presence in own or by proxy of at least half plus one of the members entitled to vote or, in second call, regardless of the number of those present and delegates, without prejudice to those decisions for which a qualified majority is required (Article 10 of the Statutes: modifications of the Statutes, dissolution of the

Association). The deliberations of the Assembly are adopted, on first call, by the majority of the Members with voting rights present or represented or, in second call, by the majority of the Members present on their own or by proxy. Each Member can be the bearer of a single proxy (according to Article 9 of the Statutes). If an absolute majority is not reached, as in the case of more than one motion put into discussion, the two motions that have reported the highest number of votes are called for ballot. Members usually express open votes for most of the deliberations. Voting is carried out by secret ballot: a) when a person is elected people or judgments towards her/him are expressed; b) during the election of the Association Bodies (EB, AC, Board of Arbitrators and Board of Auditors); c) whenever this is requested by the Executive Board, by the President or by at least 1/3 of the members present or represented.

- d) Voting for the election of Association Bodies (Executive Board, Advisory Committee and, when requested, Board of Arbitrators and Board of Auditors) can take place both in ordinary and extraordinary meetings, in public as well as in internet assemblies. Usually, the voting date is established three months before the deadline of the governing bodies established by the Statutes. In public assembly, for the election of the Association Bodies, the President appoints one Electoral Commission of three full members, one of whom serves as president. The Electoral Commission provides for the registration of the members present, at the validation of the proxies, sign and count the ballot papers. In the case of electronic voting, the President and the Secretary will be responsible for ascertaining the validity of the vote and its expression. Voting for the election of the Association Bodies take place by secret ballot. In the case of telecommunication voting a ballot paper with the indications on how to vote must be sent to members entitled to vote, at least 10 days before that established for voting.
- e) In the event that two or more members obtain the same number of votes, is elected, or gains a priority position in the ranking, the Member with a higher associative seniority and, in case of further equality, the Member with a higher seniority. In case of the election of the Executive Board and of the Advisory Committee a ranking will be established until the maximum number of requested members is reached.

Art. 4 – Executive Board

- a) Functions and composition of the Executive Board. The Executive Board is the Body that guides and administers the Association within which the social offices are distributed. As foreseen by articles 12, 13 and 14 of the Statutes, it performs the functions of a real Executive body responsible for implementing the SIV-ISV resolutions and for the achievement of the statutory purposes. To be able to exercise its mandate in a democratic form, to deliberate without making the President's vote prevail, to meet whenever necessary without risking the lack of the statutory representation (the Executive Board is validly constituted when half plus one of its members is present, art. 13 Statute), the Executive Board should be composed of an odd number of counselors, numerically restricted and not more than 5, as follows: President, Vice-President, Secretary, Treasurer and added Councilor. The deliberations of the Executive Board are taken by

majority. On urgent matters or when quick decisions are requested the Board can be convened by the President, work and express its deliberations also by telecommunication means. The components absent for three consecutive times without justification lapse from the Executive Board. If during the three years, one or more components of the Executive Board lapse for any reason, new members will be appointed by the Assembly of Members respecting the ranking of the non-elected, concerning the voting for the EB. Alternatively, the Assembly of Members may provide for their replacement, in the shortest allowed time, by elective appointment of one or more of the members already candidates and elected in the Advisory Committee (see art. 5). The new members remain in charge up to the end of the three years in progress. In the event that an increase of the number of members of the EB is necessary, in compliance with the limits set by the Statutes, the Assembly of Member will decide as to whether proceed directly with an elective integration or to hold instead new elections concerning all the members of the Executive Board.

Art. 5 - Advisory Committee

- a) *Functions and composition*. To better fulfill the tasks that the Statute attributes to the Executive Board and to represent all the aims and purposes that characterize the different fields of Virology, which are recognized and found in the constitutive act of the SIV-ISV (Article 1 paragraph 2 of the Statutes), the present Rules provides that the Association adopts an Advisory Committee elected by the Assembly of Members. It represents an advisory body to which the Executive Board recalls for strategic choices that involve the Association. Initially, the Advisory Committee is consisting of all 12 members who have directly participated in the foundation of the Association, or have acted as subscribers/proponents of the Association constitution. The Advisory Committee is chaired by the President. In the implementation phase and upon proposal of the Executive Board, the Advisory Committee could be a body also totally unrelated to the Executive Board and which therefore does not include its members. On the other hand, the Advisory Committee may benefit from additional members, in particular qualified members, such as experts of different scientific fields, areas and topics of Virology or subjects acting as Coordinators of specific Committees (Article 17 of the Statutes). The members of the AC are proposed by the EB and by the Assembly of Members among full members in compliance with the payment of the Association fees and are elected by the Assembly of Members following the same procedures as for the election of the EB. The Advisory Committee cannot be constituted from more than 15 members.
- b) *Activities of the Advisory Committee*. The Advisory Committee is convened by the President based on a preordained agenda. The procedures for convening and holding the meeting are those already described for the Executive Board. For the validity of the session a minimum number of members of the AC is not required. The AC expresses a motivated opinion on all the problems concerning strategic choices for the Association such as cultural initiatives, establishment of Committees, appointment of referents, organization of the annual Congress and other scientific events, as well as relationships with other Associations and with the Institutions.

Art. 6 - Applications to the Executive Board, to the Advisory Committee, to the Board of Arbitrators and to the Board of Auditors and related elections.

- a) Executive Board and Advisory Committee. In the period between 90 and 20 days preceding the elective assembly (issued at least 3 months before the triennial deadline of the Bodies) candidates for the EB and the AC are proposed. The applications may be submitted by outgoing members of the EB and the AC or by at least twenty members who are in compliance with the payment of the membership fees for the previous two years. The EB checks the requirements and compiles the list of the candidates that will compose the passive electorate, a list that will be sent to the Members at least 15 days before the date of the elective assembly. With the aim of giving concrete and functional implementation to the aforementioned articles 4 and 5 of the present Rules, each Member has the right to express a maximum of three preferences for the EB and eleven preferences for the AC. The appointments of the members of the EB and AC are decided by a simple majority of the members taking part in the vote, present on their own or by proxy.
- b) Board of Arbitrators. The Board of Arbitrators is established upon proposal of the EB with the favorable opinion of the AC, and it is notified to the Assembly of Members with an advance notice of at least thirty days. Candidates, who are normally already members of the Association, are presented to the Assembly. Each member can add and vote for a name at his discretion. Each member can express only two preferences. The three candidates who have received the highest number of votes are elected as Effective Arbitrators, while those who immediately follow them in the ranking of preferences are designated as Substitute Arbitrators. The substitutes take over, upon call of the President of the EB, only in case of resignation of an effective member. The Board of Arbitrators is chaired by the member with greater seniority of association and meets upon request of the Executive Board or, *motu proprio*, when necessary. The Board deliberates without formalities and transmits its decisions to the Executive Board with a synthetic motivation.
- c) Board of Auditors. The institution and the election of the Board of Auditors takes place with the same procedures established for the Board of Arbitrators involving also subjects who do not belong to the Association. The Board must meet at least once per year, drawing up and signing a report of the performed obligations on an appropriate register with numbered pages. The Board must also present to the Assembly one written report to comment on the financial statement. The Board can delegate one of its components for the control of specific acts, collegially ratifying her/his work. The general rules concerning the Board of Arbitrators are applying for anything not expressly provided by this Article.

Art. 7 - Association offices and vacancy from them.

- a) The Association offices are distributed within the Executive Board on proposal of the members elected to this body. The elections to the specific position take place by secret ballot and appointments require a simple majority of votes.

- b) In the case of the President vacancy, due to her/his resignation or to other reasons, the Vice President takes over her/his offices *at interim*. The Executive Board must elect the new President within 90 days from the vacancy, after the integration of the EB as reported in Article 4 of this Rules.
- c) If the office of Vice President, Secretary or Treasurer becomes vacant, the Executive Board must elect the new person in charge within 90 days from the vacancy, after the integration of the EB as reported in Article 4 of this Rules.

Art. 8 - *Ad hoc* Commissions and Scientific Committees

- a) *Appointment and establishment of ad hoc Commissions and Scientific Committees*. The EB, upon reasoned opinion of the AC, can appoint *ad hoc* Commissions that deal with specific problems of the Association, among all the Members in good standing with the payment of the membership fees. The EB, on the reasoned opinion of the CC, can appoint Scientific Committees that deal with specific topics of Virology in order to promote scientific initiatives and cultural aspects of the SIV-ISV, by co-opting particularly expert members. Each Scientific Committee is made up of no less than three Members; among them the Executive Board appoints a Coordinator. The duration of each Committee is established at the moment of the constitution and, depending on the purpose to be reached, may range from one to three years, renewable. The Coordinators of the Scientific Committees remain in charge for one to three years and can be renewed for more than one mandate. Upon proposal of the EB and after approval by the Assembly of Members, the Coordinator can join the Advisory Committee. The Executive Board can decide that a Committee has fulfilled its mandate and disbande it. The Committees are required to work in connection and in agreement with the President of the SIV-ISV, who reports periodically to the Executive Board and to the Advisory Committee. The Executive Board can also delegate one or more of its members to participate to the work of the Committees. The Scientific Committees must present an annual report to the Assembly of Members on the work done and planned.

Art. 9 - Regional Sections

- a) *The Regional Sections* are led by a Regional Delegate, flanked by two Directors chosen by the Delegate her/himself. The Regional Delegate is appointed by the Executive Board. The Regional Delegate lasts in charge three years and can be renamed. The operating rules and procedures established for the National Assembly in relation to convocation/voting, apply also to the Regional Assembly, as much as it is compatible. The regional financial year coincides with the calendar year. The official seat of the Regional Section is the Laboratory or Institute where the Regional Delegate works. The activities of the Regional Sections and their relations with the SIV-ISV governing bodies will be established by the Assembly of Members at the time of their establishment.
- b) *Establishment of new Sections*. A section can be established in Regions without it, upon written request of at least five members, sent to the Executive Board. The EB is required to take a decision

within 120 days from the submission of the application. Two or more Regions can pool in a single Section, upon the approval by the majority of the Executive Board.

Art. 10 - Drafting and amendments to the Rules

- a) The Rules are prepared by the Executive Board in collaboration with the Advisory Committee and approved by the Assembly of Members at the first useful session. The Rules can be modified in their entirety by the Executive Board, after having acquired the opinion of the Advisory Committee. Every member with voting rights can propose to the Executive Board amendments to the Rules.

Art. 11 - Referral

- a) For anything not expressly provided for in this Rules, the national Legislation on Associations is applied.

Art. 12 - Transitional rules

- a) The provisions of art. 2, paragraphs a and b, relative to the right to vote, will be fully operative at the end of the Association's third year of life. For the first and second year of life of SIV-ISV, the full and junior full members with the right to vote are the ones in good standing with the annual membership fee. For members who have registered over the years subsequent to that of foundation (2016), the provision of art. 2, paragraphs a and b, are operative starting from the third year of registration.