

Bylaws of the Scandiatransplant Tissue Typers Group

ARTICLE 1 – Name and main objective

Section 1: The name of the group is the Scandiatransplant Tissue Typers' Group (STTG),

Section 2: Objective

- Create a forum for discussion on questions relevant to cooperation and exchange of information between the histocompatibility laboratories and the Scandiatransplant organization.
- Discuss and evaluate "Rules of Exchange of kidney from deceased donors within the Scandiatransplant cooperation".
- Discuss and evaluate H&I matters for all solid organs.
- Discuss and evaluate on the specialized programs STAMP and STEP. Any new programs introduced will also be subject to discussion.
- Have a forum to discuss transplantation immunology methods and ensure that the methodologies applied among the Nordic laboratories are relevant and up-to-date.
- Plan and agree on studies using the Scandiatransplant database.
- Prepare issues and matters relevant to tissue typing and transplant immunology coming up for discussion at the Scandiatransplant Representatives' meeting.
- Prepare issues that is relevant to present to the NKG meeting

Provide histocompatibility consultation services to all specialist groups within Scandiatransplant upon request.

ARTICLE 2 Organization

Section 1: Members of the group are appointed by each of the histocompatibility tissue typing laboratories within Scandiatransplant (one official representative and one substitute).

The updated and current list of members can be found on the website of Scandiatransplant

(<https://www.scandiatransplant.org/members/sttg/members-1>)

At the annual meeting, the current members will participate; however, each laboratory may choose to send additional staff to the meeting.

Section 2:

One person is appointed as chairperson by the members for a time period of 3 years. The chairperson can be re-appointed one time (total 2 x 3 years). Candidates for the chairperson position should be announced in the agenda prior to the annual meeting.

If more than one candidate is nominated for the position of chairperson, the decision will be determined by a simple vote, with each laboratory having one vote (designed representative or substitute).

A quorum shall consist of at least 50 percent of the voting members being present when a vote is to be conducted within the group.

ARTICLE 3 Tasks and responsibilities

The chairperson is the primary contact for the Scandiatransplant office and is responsible for communication between the Scandiatransplant office and the members of the group as well as between the STTG and other Scandiatransplant groups.

ARTICLE 4 Meetings

- The group holds an annual meeting, generally scheduled in September. Aim is to have meeting before the NKG meeting. The meeting can be either physical or virtual, and if needed other meetings could take place during the year.
- The meeting is hosted on a rotational basis by each of the Scandiatransplant laboratories.
- The designated representative of the hosting laboratory is responsible for arrangements for meeting
- The designated representative of the hosting laboratory is responsible for preparing the agenda for annual meeting in coordination with the chairperson.
- The agenda must be circulated to all participants no later than one month prior to the meeting.