

## Bylaws

### International Association for the Advancement of High Performance Thin Layer Chromatography (HPTLC Association)

#### **Bylaws**

These Bylaws have been established by the Board of Directors (Board) of the HPTLC Association based on §5/5 of its Articles of Incorporation, and have been voted into effect at the Board meeting of 27. January 2012.

#### **HPTLC**

HPTLC is the High Performance version of Thin Layer Chromatography. Based on the consequent use of instruments (preferably computer controlled) and adherence to a standardized methodology for chromatography on plates with fine particles (2-10 µm), HPTLC achieves reproducible results that are fully traceable.

#### **I. Membership**

##### **I.1. Application and Admission Procedure**

Application for membership must be submitted to the Executive Office (paragraph 5) in writing. Corresponding forms (Application form, Check list) will be available for download on the HPTLC Association's website. These must be submitted together with the following documents:

- 1) *CV / company profile*
- 2) *HPTLC relevant publications*
- 3) *Statement of interest & intended contribution*
- 4) *TLC / HPTLC SOP if available*

##### **I.2. Admission Criteria**

According to §3/2 of the Articles of Incorporation, the Board of Directors will evaluate all submitted applications at its next scheduled meeting and decide at its own discretion on the admission. In addition to supporting the goals of the HPTLC Association and taking an interest in actively contributing to the worldwide HPTLC community, a potential member is required to adhere to the Articles of Incorporation as well as these Bylaws.

An application for membership to the HPTLC Association will be evaluated against the following criteria:

- 1) Demonstrated expertise in HPTLC
- 2) Proof of serious interest in HPTLC as defined by the HPTLC Association
- 3) Capability to contribute to the mission of the HPTLC Association

The decision by the Board is communicated in writing to the applicant and is final.

##### **I.3. Membership Fee (§3/3 of the Articles of Incorporation)**

The membership fee is determined by the Board of Directors and will be invoiced on an annual basis.

#### **1.4. Member Contribution to HPTLC Association Activities**

Members of the HPTLC Association participate actively in the discussion amongst experts of HPTLC. They contribute to the development of valid and accepted standards and methods in HPTLC by:

- Development/validation of methods in their own laboratory
- Peer review and substantiation of methods from other members
- Participation in the activities of the Advisory Board or the Method Review Committee

Members of the HPTLC Association agree to consequently promote HPTLC in public. Scientific publications of members should only present HPTLC data that are compliant with the SOPs and quality standards of the HPTLC Association.

*Note concerning intellectual properties:*

*By providing data and/or written statements for publication/electronic publication to the HPTLC Association, the member agrees that all contributions become the intellectual property of the HPTLC Association. The HPTLC Association will acknowledge actual authors of and contributors to published documents*

#### **1.5. End of Membership (§3/4 + 5)**

Members can declare their resignation from the HPTLC Association at any time. The resignation will come into effect only after a notice period of 6 months. For the remaining period, the membership fee can be invoiced on a pro-rata basis.

Exclusion of a member by the Board comes in effect immediately. Membership fees will be reimbursed on a pro-rata basis.

## **2. Board of Directors (§5)**

### **2.1. Nomination and Election Procedure**

Members, who would like to stand for election as a member of the Board of Directors must be supported by at least 10 signatures from fellow members. The application to stand for elections must be submitted to the Executive Office and will be presented by the Board of Directors to the Annual Assembly of Members in an uncommented format.

The Board may nominate any candidate to be suggested for election by the Assembly of Members.

Members of the Board are elected by a simple majority of the members present.

### **2.2. Officers**

The Officers of the Board are elected by the Board of Directors from amongst its elected members. They may represent the HPTLC Association to the public.

#### **2.2.1. President**

The President represents the HPTLC Association in legal matters. The president will call and chair all the meetings of the Board of Directors as well as the Assembly of Members. In indecisive elections and votes, the President has the casting vote.

#### **2.2.2. Chairperson Advisory Board**

The Chairperson of the Advisory Board proposes members of the Advisory Board for election by the Board of Directors, coordinates the Advisory Board's activities and quarterly reports to the Board of Directors.

#### **2.2.3. Chairperson Method Review Committee**

The Chairperson of the Method Review Committee nominates members to the Method Review Committee for election by the Board of Directors, coordinates the Committee's activities and quarterly reports to the Board of Directors and is the person responsible for quality assurance within the HPTLC Association.

#### **2.2.4. Treasurer**

The Treasurer represents the HPTLC Association in financial matters and has the responsibility for the HPTLC Association's funds. The Treasurer will submit to the Board annually a detailed budget for the forthcoming fiscal year and will update the Board on current financial accounts. The Treasurer will present to the Board the detailed

Annual Statements of income and expenditure for approval and will present an overview to the Assembly of Members. The expenditure competencies are defined by the Board of Directors.

### **2.2.5. Co-opted Members**

Ad-hoc non-voting members can be appointed by the Board and will participate at its meetings according to the agenda and upon invitation by the President.

### **2.3. Compensation**

The members of the Board of Directors will receive no compensation. Reimbursement of documented expenses (such as travel cost) is subject to approval by the Board.

## **3. Advisory Board (\$6)**

### **3.1. Nomination Procedure**

Nominations as member of the Advisory Board are accepted from the membership at large and the public. The corresponding form is available from the HPTLC Association's website. Nominations are evaluated by the Chairperson of the Advisory Board and voted on by the Board of Directors.

### **3.2. Chairperson**

The Chairperson of the Advisory Board solicits comments from the members of the Advisory Board, liaises with the Chairperson of the Method Review Committee, and prepares summaries for the Board of directors as basis for decisions concerning the direction of work of the HPTLC Association.

### **3.3. Members, Tasks and Responsibilities**

Members of the Advisory Board ensure that the published methods and educational / guidance documents are scientifically sound and represent the state of the art in HPTLC. They make recommendations to the HPTLC Association concerning analytical targets that are of broad public interest. They evaluate methods proposed by the membership and prioritize the work of the Method Review Committee.

## **4. Method Review Committee**

### **4.1. Nomination Procedure**

Nominations as member of the Method Review Committee are accepted from the membership at large and the public. The corresponding form is available from the HPTLC Association's website. Nominations are evaluated by the Chairperson of the Method Review Committee and voted on by the Board of Directors.

### **4.2. Chairperson**

The Chairperson of the Method Review Committee coordinates the work of the Method Review Committee, liaises with the Chairperson of the Advisory Board and formally releases methods for publication. The Chairperson prepares summaries for the board of directors concerning the status of methods and other documents to be published by the HPTLC Association.

### **4.3. Members, Tasks and Responsibilities**

Members of the Method Review Committee ensure the quality of data that are the basis of the published methods and educational / guidance documents. They review data and documents submitted by members of the HPTLC Association for compliance with the SOPs and quality standards and make recommendations for publication to the Committee's Chairperson.

## **5. Executive Office (Secretary)**

The Board of Directors will delegate the administrative tasks of the HPTLC Association to an Executive Office. The responsibilities and tasks will be defined by the Board and can include among others:

- a) Management of the member administration
- b) Financial management of the accounts / invoicing
- c) Administrative support for the Advisory Board
- d) Administrative support for the Method Review Committee

## **6. Amendments to the Bylaws**

A proposal to amend the Bylaws may be submitted by (1) a written proposition submitted by a member of the Board of Directors at a meeting of the Board of Directors, or (2) a written petition signed by at least 50 members of the HPTLC Association submitted to the President at least 30 days prior to a meeting of the Board of Directors, where the petition will be considered.

The proposed amendments become effective when it is declared adopted by the Board of Directors.

The membership must be informed, whenever the Bylaws are amended either through personal message, publication on the website, or at the Assembly of Members.