

Pediatric Heart Transplant Society

Initiated January 1, 1993
(Updated September 20, 2011)
(Updated February 22, 2018)
Updated July 13, 2021)

Bylaws

- I. **Name:** The organization shall be called the “Pediatric Heart Transplant Society” (PHTS).
- II. **Purpose:** The PHTS is a not-for-profit organization dedicated to the advancement of the science and treatment of children following heart transplantation. The purposes of this group are:
 - a. To establish and maintain an international prospective, event driven database for heart transplantation.
 - b. To use the database to encourage and stimulate basic and clinical research in the fields of pediatric heart transplantation and to promote new therapeutic strategies.
- III. **Membership:** There shall be three classes of membership: institutional member, member, and guest.
 - a. Institutional member is designated by an agreement to participate in the database including:
 - 1) Payment of dues for data collection and analysis
 - 2) Timely submission of data
 - b. Member: physicians, nurses, and physician’s assistants practicing within an institutional member.
 - c. Guests: physicians, nurses and physicians assistants from non-participating institution or physicians, nurses and physician’s assistants training in the field of pediatric heart transplantation.
- IV. **Dues:** Dues are to be payable on the 1st of March to the PHTS Foundation.
- V. **Meetings:** Meetings of the PHTS shall occur twice a year, at the annual American Heart Association Scientific Sessions and at the annual meeting of the International Society of Heart and Lung Transplantation.
- VI. **Quorum:** A quorum will consist of representation from 3/5 of the institutional members.
- VII. **Organization:** The PHTS database is wholly owned by the organization known as PHTS. It is managed and overseen by the University of Alabama at Birmingham,

Department of Surgery, Division of KIRSO (James and John Kirklin Institute for Research in Surgical Outcomes).

The PHTS shall be administered by a Steering Committee consisting of:

1. President
2. Vice-President/Secretary
3. Members at large (3)
4. Immediate past president
5. Non-physician member
6. Voting representative designated by the University of Alabama.

Election of Steering Committee Members:

1. Officers (President, Vice-President/secretary) shall serve a two-year term
2. The president automatically stands down after two years and is succeeded by the vice president and becomes immediate past president
3. Nominations for vice-president/secretary will be solicited from the general membership and submitted to the president or designee by the end of September
4. Candidates shall submit a paragraph to the president stating their intent to run for office and outlining their background, experience and goals
5. The election will occur in October, with election results available at the Annual meeting every November at AHA.
6. Voting will be by institutional members, with one vote per institution.
7. In the event of a tie, a run-off election will take place.
8. The members at large will be appointed from institutions participating in the PHTS on a rotating basis
9. The Allied Health and Nursing Representative will be elected by a majority of the Allied Health and Nursing Representatives and shall serve a term of two years.

Responsibilities of the Steering Committee include:

- a. Supervision of research efforts and use of the database
- b. Organization of biannual meetings
- c. Quarterly conference call meetings of the Steering Committee members
- d. Lobby for increased awareness of pediatric heart transplantation

VIII. Responsibilities of Officers:

- a. Officers shall be elected from among the physician-members of the PHTS.
- b. The President shall preside at all the meetings, have general supervisory powers over the organization, see that officers perform duties, and enforce the Bylaws. He/she will appoint the chairman of all the sub-committees, with the advice of the Steering Committee.
- c. The Vice-President/secretary shall preside in the absence of the President and in case of death, sickness, resignation, disqualification, refusal, or neglect of the

President, to discharge the duties of his/ her office. The Vice-President shall then perform all duties incumbent upon the President for the remainder of the term of office. She/he shall keep a record of the proceedings of the organization and prepare a roll of members. He/she shall be in charge of informing the membership regarding PHTS activities on a quarterly basis. The Vice-President/Secretary shall also serve as chair of the standing Database Committee.

- d. In case of death, sickness, or resignation of the Vice-President/Secretary the Steering Committee will present a list of candidates to the membership for election.

IX. Standing Committees

- a. Three standing committees will be formed to supervise the activities of the PHTS: the Steering Committee, Scientific Committee and the Database Committee.

X. Membership:

- a. The President will serve as chair of the Scientific Committee, with fellow members to include the past-president, one member at large and other members of the PHTS to be appointed by the chair.
- b. The Vice-President/Secretary shall serve as chair of the Database Committee, with fellow members to include the representative from UAB, one member at large, Allied Health and Nursing Representative steering committee member and other members of the PHTS to be appointed by the chair.

XI. Responsibilities

Scientific Committee is responsible for:

- a. Reviewing research proposals
- b. Determining suitability of studies to be performed
- c. Interfacing with UAB regarding timing and support available for studies
- d. Providing advice and guidance to the investigator
- e. Ensuring that the roles of investigator and co-investigators are clarified prior to initiation of study
- f. Providing oversight regarding data analysis and presentation
- g. Ensuring timely publication of the data

Database Committee is responsible for:

- a. Facilitating data collection and analysis
- b. Ensuring the quality of the data
- c. Modifying the forms and the database as data evolves

- XII. Changes to Bylaws:** Any changes to the Bylaws must be approved by a 75% majority of voting institutions

XIII. **Proposed Studies**

a. PHTS sponsored studies:

Proposals may be submitted by:

1. University of Alabama at Birmingham
2. Members
3. Non members with a sponsoring member

Proposals should include

1. Description of study
2. Expected involvement of investigator, proposed co-investigators
3. Time-line of study completion

b. Non-PHTS sponsored studies: e.g. Studies involving selected centers participating in PHTS who desire use of the PHTS data or studies wishing to gather additional non-database data from PHTS center.

The Scientific Committee would review the proposal to determine

1. Appropriateness and scientific merit of proposal
2. Level of commitment requested by PHTS as a group
3. Level of commitment requested by individual investigators

If studies are deemed appropriate by the scientific committee, the investigators could approach the membership requesting individual institutional participation.

The scientific committee would also be responsible for determining with UAB the additional funding necessary for these studies and for preparing letters of support regarding proposals submitted to funding institutions.