

Constitution and Bylaws of the Tremor Research Group

As modified by the TRG Executive Committee (William Ondo, Claudia Testa, Ludy Shih,) June 2018 and adopted by the members of the Tremor Research Group on July 10, 2018.

ARTICLE I - NAME AND OBJECTIVES

This organization shall be known as the Tremor Research Group (TRG) representing a consortium of scientific investigators from centers who are committed to cooperative planning, implementation, analysis and reporting of controlled clinical trials and of other research for tremor disorders. To this end, the TRG aims to advance knowledge about the cause, pathogenesis and clinical impact of tremor disorders and to develop and implement scientific strategies to examine promising therapeutic interventions.

ARTICLE II - ORGANIZATION

TRG, founded in 2001 is organized as an independent, nonprofit organization of scientific investigators who conduct research at the institutions with which they are affiliated. The views of the TRG do not necessarily represent the views of the institutions with which the investigators are affiliated.

ARTICLE III - INCOME AND EXPENSES

Any income or property of the TRG shall be applied solely towards the promotion of the objectives of the TRG as set forth in Article I. Payments to TRG members in work related TRG studies and activities, whether internally or externally funded, must be proposed by the Executive committee and approved by a majority vote of the membership. Repayment for out of pocket expenses related to TRG, such as expenses to attend TRG meeting, will be made according to good accounting practices. True accounting shall be kept of the sums of money received and expended by the TRG and presented to the TRG membership at least once annually by the TRG Secretary/Treasurer.

ARTICLE IV – TRG OFFICES

The offices of the TRG are located at the office of the President of the TRG.

ARTICLE V - MEMBERSHIP

Voting Members will include all Active Members. An active membership is maintained by members who have been active members in the past by attending a TRG meeting within the past three years, and /or

participating in any ongoing TRG project, and/or becoming active members within the past three years. Each voting member will have one vote.

Associate members include consultants, study coordinators and officers of other professional organizations that share the interests of the TRG. This may include former active members who volunteer to withdraw from active membership but remain involved. Associate members have no voting rights.

Appointment of new members will take place every 1-2 years. New members must be nominated by an active TRG member. The credentials of the applicant will be reviewed by a credentialing committee comprised of 3 active members. The credentialing committee will be appointed by the executive committee for a term of three years. There are no definitive criteria for new membership, however, it is expected that members have already meaningfully contributed to the field of tremor research. If forwarded by the credentialing committee, the Secretary/Treasurer will distribute a ballot by mail or email requesting the vote of each TRG member regarding addition of the proposed member. A vote of 2/3 of the received votes is necessary to invite the proposed member. A vote is only valid if 2/3 of current members cast a ballot. A negative vote will require a statement of reason for the negative vote. The Secretary/Treasurer will compile the votes and notify the TRG members of the outcome. If approved, the President, Vice-President or Secretary/Treasurer will send a letter of invitation to the approved nominee. The new member will be required to pay the TRG membership dues.

ARTICLE VI - OFFICERS

The TRG shall be governed primarily by a three member Executive Committee consisting of a President, Vice President, and Secretary/Treasurer who are elected by the voting members. The Executive Committee members will hold terms of three years and may be elected to succeed themselves for up to two consecutive terms.

ARTICLE VII - EXECUTIVE COMMITTEE

The TRG Executive Committee shall be responsible for:

1. Developing and supporting the scientific projects of the TRG including but not limited to the review and approval of research protocols, principal investigators, co-principal investigators and steering committees for these research projects.
2. Reviewing and approving the appointments of any administrative persons and TRG committees.
3. Formulating and maintaining standards for the TRG regarding the conduct of trials, publication policies. All research will be conducted according to the Declaration of Helsinki and according to Good Clinical Practice Guidelines.
4. Overseeing the program and activities of the TRG including the annual meetings, symposia, and other administrative and scientific activities.

5. Formulating and maintaining current and accurate listings of voting and members and of other qualified investigators who request participation in TRG trials.
6. Proposing and overseeing the assessment and collection of dues, fees or surcharges for the TRG.

The Executive Committee shall meet at least twice each calendar year and report through the President to the membership at the general TRG meeting.

ARTICLE VIII - BUSINESS MEETINGS OF THE TRG

The TRG shall hold a business meeting of its membership at every 1-2 years at the time of its general meeting. At least a majority of voting members shall constitute a quorum for the transaction of business of the TRG. Membership in the TRG will be discontinued if a member fails to attend three consecutive business meetings. In the event of extenuating circumstances, the member may present these circumstances in writing to the Executive Committee which will take the circumstances into consideration and vote on the member's dismissal.

ARTICLE IX - NOMINATIONS AND ELECTIONS

Elections for the President, the Vice President, and Secretary/Treasurer will be held every three years by email ballot, with the majority of total votes received from voting members required for election.

Within 6 months prior to each election, nominations for a slate of officers and members of the executive committee shall be solicited from among voting members. The slate of candidates will be emailed by the Executive Committee to all members. All voting members of the TRG shall have the opportunity to nominate other candidates from the membership by emailing their preference to the Executive Committee. The Executive Committee shall close the nominations one month after sending out the solicitation of nominations. Voting members need to receive nominations from at least three voting members in order to be declared an official candidate.

In the event of the death, resignation or vacancy of an officer or member of the Executive Committee, the following provisions shall apply. In the event of the death, resignation or vacancy of the President, the Vice-President shall succeed the chair for the balance of his or her elected term. In the event of the death, resignation or vacancy of either the Vice President or Secretary/Treasurer, the President shall appoint a replacement from the current members of the TRG. Such replacement shall be voted upon by the voting membership of the TRG at the next regularly scheduled election.

ARTICLE X - TRG TRIALS

Any active or associate member of the TRG may make an application to the Executive Committee for authorization of a TRG trial by submitting a sufficiently detailed summary or outline of the proposed protocol. In its decision as to whether or not to authorize a trial, the Executive Committee shall comment on the aims, objectives, scientific and clinical adequacy of the protocol, qualifications and capabilities of the investigators, mechanism for funding, and sponsorship for the proposed trial.

For each authorized TRG trial, a Principal Investigator (PI) and Co-Principal Investigator (Co-PI) will be appointed by the President and approved by the Executive Committee. The PI and Co-PI, who may be members of the Executive Committee, should represent different institutions.

The PI and Co-PI for each authorized TRG trial shall appoint a steering committee consisting of two investigators who preferably are not directly involved in the evaluation of subjects for that trial and not participating as investigators in competing, commercially sponsored trials.

All research will be conducted according to the Declaration of Helsinki and according to Good Clinical Practice Guidelines. All research will receive IRB approval and participants will be required to sign an IRB approved Informed Consent Form.

ARTICLE XI - TRG PUBLICATION POLICIES

The reason for a publication policy is both to encourage publications and to avoid potential conflicts about publication priorities and details before they arise. The authorship and acknowledgements of various types of articles should be formulated according to the following guidelines:

1. All articles utilizing data on patients recruited as part of a study must acknowledge support from the study sponsor(s), unless advised by the sponsor that an acknowledgment is not necessary.
2. Peer-reviewed articles on the major objectives and general demographic descriptions of the study populations should have as authors either the TRG with membership listed in a footnote, or the members of the TRG in the following order: the primary author, TRG investigators in order of the number of their patients enrolled in the study, TRG site coordinators in order of their investigators, TRG members without responsibility for subjects, and the Principal Investigator and Co-Principal Investigator if not the primary authors.
3. Authorship of the reports of ancillary studies should be decided by those who originally proposed such study.
4. Members of the TRG should fully disclose their research support and any significant financial interest with manufacturer(s) of commercial products related to the research project being presented/published.

ARTICLE XII – CONFLICT OF INTEREST

Members of the TRG should maintain the highest personal and professional standards in conducting clinical studies and research. Real and perceived conflict-of-interest must be avoided.

To these ends, we agree that:

1. TRG members shall not in any way or manner benefit financially from the information obtained as a result of their participation in and knowledge of TRG studies. In particular, TRG members agree to fully disclose any equity in a company whose drugs or products are being investigated by the TRG.

2. TRG members directly involved with a TRG affiliated study sponsored by an “involved company” agree not to serve as paid consultants to an “involved company” in relation to the study drug during the period of an active clinical study (this does not include open-label extensions to studies). Scientific consultation to the “involved company” on issues not related to an ongoing clinical study by the TRG is permitted. Such consulting services must be disclosed to the Executive Committee on an annual basis.
3. Certain activities with “involved companies” are not considered to be a conflict-of-interest. These activities include: (a) serving as an educator, e.g. giving a lecture or speaking in a panel discussion at a forum sponsored by an “involved company”; (b) participating in research activities unrelated to the study drug or product, and supported by the “involved company”. Honoraria for speaking in an educational program may be kept by the TRG member.
4. These CONFLICT-OF INTEREST GUIDELINES will apply from the time of recruitment of subjects into a study until the later of one-month following public disclosure of the results of the study or one month after the study has been completed. This will be binding for all members including those who might leave the study, for any reason, prior to its completion.
5. Members of the TRG should insist on full and meaningful disclosure of financial support for educational events to which they are invited to participate. Members of the TRG should fully disclose their research support, consultation fees, honoraria, and any significant financial interest with manufacturers(s) of commercial products related to the topic of their presentation for education events in which they participate.
6. A TRG member may be paid as a consultant to develop a research protocol that will be sponsored by a company so long as the study has not yet begun and there are no other conflicts-of-interest as noted above.

ARTICLE XIII - ANNUAL TRG MEETING

The Executive Committee will organize a meeting of the TRG every 1-2 years to conduct its business and provide an opportunity for scientific review and meetings of TRG committees and investigators.

ARTICLE XIV - DATE OF ACTIVATION OF CONSTITUTION AND INTERIM OFFICERS

When approved by at least two-thirds of the votes cast by voting members, the Constitution and Bylaws will become active.

ARTICLE XV - AMENDMENTS

Amendments to the Constitution and Bylaws may be proposed by any voting member, must be made in writing, must be signed by 3 other voting members, and must be submitted to the TRG Executive Committee at least 1 month prior to a meeting of the TRG Executive Committee, at which time the proposed amendment will be considered and voted upon. If the proposed amendment is approved by a majority of the Executive Committee, it will be circulated to all voting TRG members for an email ballot.

Affirmation by at least two thirds of votes received by the TRG Secretary/Treasurer, within 2 months after the proposed amendment was circulated, shall be required for the amendment to be adopted.

At the request of the proposer, amendments not approved by the Executive Committee may be placed on the agenda at least two months prior to an annual TRG meeting where the proposal may be enacted by an affirmative vote by at least three-quarters of votes cast by voting members at the meeting.

ARTICLE XVI - DISSOLUTION OF THE TRG

The dissolution of the TRG shall be decided by an affirmative vote by written ballot of three-fourths of votes of voting members of the TRG who respond. The procedure on dissolution shall follow that outlined for proposing amendments in Article XV.