

Byelaw Dutch Society of Toxicology (NVT)

1. The Association

- 1.1 The Association's statutes can be found on the website: www.toxicologie.nl. These are further specified in the byelaw.
- 1.2 The Board is responsible for the functioning of the Association and may be assisted by one or more Committees.
- 1.3 Within the Association, Sections and Working Groups, focused on certain topics within the framework of the objectives of the Association, can be established. Decisions in this regard are taken by the Business Meeting on the recommendation of the Board and at least 20 members of the Association.
- 1.4 The members of the Association are entitled to register for membership of one or more Sections and/or Working Groups.

2. Aims and mission

Toxicology covers a broad field of interacting disciplines working together. Toxicology focuses on studying and evaluating adverse effects of chemicals, physical and biological agents on living organisms and the environment, to assess the risks of exposure to these substances for humans, animals and the environment and to advise on measures to minimize adverse effects.

The aim of the Association is to stimulate and communicate toxicological matters and to promote human, animal and environmental health.

This is achieved by means of:

- serving as the professional Association for toxicology in the Netherlands;
- engaging and uniting professionals working in scientific and applied toxicology.

The mission of the Association is:

- to communicate and promote the exchange of information among professionals working in scientific and applied toxicology;
- to connect with international organizations in the toxicological field;
- to promote innovative toxicological research;
- to enhance understanding of the principles and practice of toxicology;
- to stimulate new insights;
- to promote awareness of the field.

These missions are accomplished via the following activities:

- organizing and supporting regular symposia and workshops;
- organizing an annual wide-ranging scientific meeting;
- providing recognition of the status of toxicologist through registration and accreditation;
- developing and providing extensive training and education (Postgraduate Education in Toxicology Program (PET));
- regular communication on current toxicological matters via the TCCD newsletter and the Journal of the Netherlands Society of Toxicology.

3. The Board

- 3.1 Announcements and documents for the meetings of the Board of the Association must be sent to the Section and Working Group Boards and the Committees with a notice period of at least 7 days.

- 3.2 The Board of the Association undertakes to give the liaisons appointed by the Section Boards and the Committees the opportunity to attend the meetings of the Board of the Association. The Board meets at least 6 times a year. The activities of the sections and the editorial staff of the TCDD/website are placed on the agenda in at least half of the meetings.
- 3.3 The Board of the Association may appoint one or more of its members who may attend the meetings of the Section Boards and the Committees.
- 3.4 Candidates for the Board of the Association are proposed by the current Board of the Association in an announcement, which is sent to all members at least 28 days prior to the Business Meeting. Members of the Association can also submit (opposition) candidates, provided that they are supported by at least 5 members of the Association and are notified in writing to the secretary of the Board at least 14 days before the relevant Business Meeting. All nominated candidates, together with the agenda of the meeting, will be announced to all members 7 days before the relevant Business Meeting.
- 3.5 The tasks of the Board are described in Appendix 1.
- 3.6 Decisions are taken by majority vote, with at least 3 members of the Board present at the meeting.

4. The Committees/Working Groups

- 4.1 The board keeps records of Committees and Working Groups.
- 4.2 The Board of the Association decides on the establishment and dissolution of Committees and Working Groups.
- 4.3 Committees exist for an indefinite period, while Working Groups are established for specific one-off purposes with a maximum term of 2 years.
- 4.4 The Board of the Association decides on the size and duties of the Committees/Working Groups and appoints and dismisses the chairmen and members of the Committees/Working Groups.
- 4.5 The members of a Commission/Working Group divide the tasks among themselves and appoint and dismiss, if necessary, a secretary and a treasurer.
- 4.6 The Committees/Working Groups shall each appoint a representative from among themselves. These representatives are entitled to attend the meetings of the Board of the Association as liaisons.
- 4.7 The Committees/Working Groups shall meet as often as their chairperson deem necessary and furthermore if the chairperson has been requested to do so by at least 2 members of the Committee/Working Group, stating the reason.
- 4.8 Agendas and documents of meetings of Committees/Working Groups must be sent to the members of the Committee/Working Group as well as to the secretary of the Board of the Association with a notice period of at least 7 days.
- 4.9 Budget proposals for the activities intended by Committees/Working Groups must be submitted to the Board of the Association before November 1 each year.

5. The Sections

- 5.1 A Section develops activities within a sub-discipline/working area of Toxicology that is well-defined in the opinion of the Board of the Association.
- 5.2 A Section is managed by a Section Board consisting of at least 3 members of the Section.
- 5.3 Candidates for the Section Board are presented to the members of the Section or elected by the members of the Section in a manner to be determined by the Section Board. If the Section has no members other than the intended members of the Section Board, the current Section Board will appoint the new board members.
- 5.4 Members of the Section Boards resign periodically according to a schedule to be determined by the Section Board, such that each board member has resigned at least once in a period of

- 3 calendar years. A resigned board member is immediately eligible for reappointment. The members of a Section Board divide the functions among themselves.
- 5.5 The Section Boards shall each appoint a member who is entitled to attend the meetings of the Board of the Association as a liaison.
- 5.6 The Section Boards shall meet as often as their chairperson deem necessary and furthermore if the chairperson has been requested to do so by at least 2 members of the Section Board, stating reasons.
- 5.7 Agendas and documents for meetings of the Section Boards must be sent to the members of the Section Board as well as to the secretary of the Board of the Association with a notice period of at least 7 days.
- 5.8 Budget proposals for the activities intended by the Section must be submitted to the Board of the Association before November 1 each year.
- 5.9 Sections may be affiliated with (inter)national umbrella organizations. The members of such Sections then jointly form the Dutch representation of that international organization. They undertake to pay the annual contribution due for membership of that international organization to the treasurer of the Association.
- 5.10 A Section may be restructured or dissolved by decision of the Business Meeting on the proposal of the Board of the Association and the majority of the members of the Section concerned.
- 5.11 A Section submits a short annual report to the secretary of the Association and the editorial staff of the TCDD before March 1.

6. Scientific meetings

- 6.1 The members of the Association are entitled to participate in all scientific meetings organized by the Association and its Sections.
- 6.2 If certain circumstances justify limited participation in certain scientific meetings, this must be stated in the relevant announcements, stating the reasons.
- 6.3 Scientific meetings must be generally announced within the Association within a period of at least one month.

7. Final provision

- 7.1 The Association has the following Committees, Sections and Working Groups:
- Concilium Toxicologicum (Tasks are described in Appendix 2)
 - Registration Committee Toxicology (Tasks are described in Appendix 3)
 - Committee for Appeal Registration Toxicology (Tasks are described in Appendix 4)
 - Section Genetic Toxicology
 - Section Environmental Toxicology
 - Section Toxicological Pathology
 - Section Occupational Toxicology
 - Section Risk assessment
 - Section Pharmaceutical Toxicology
 - Committee “Editorial Board TCDD, website and the Journal of the Netherlands Society of Toxicology”
 - Audit committee
- 7.2 Changes to these Byelaw require a decision by the Business Meeting of the Association. A draft version with changes will be submitted to the members at least 30 days before decision-making.

Established with the following appendices:

Appendix 1 The Board

- Appendix 2 The Concilium Toxicologicum
- Appendix 3 The Registration Committee Toxicology
- Appendix 4 The Committee for Appeal Registration Toxicology

In the Business Meeting of the Dutch Society for Toxicology in Ede, June 19, 2024.

Appendix 1 The Board

The Board consists of a president, vice-president, secretary of the Board, secretary of the Association, treasurer and 2 general members. The members of the Board have an affinity with and experience in toxicology. The Board encourages the promotion of the field of Toxicology and, where possible, seeks sponsorship for the Association's activities. With the exception of the president and the vice-president, board members in principle serve on the Board for a period of 3 years. Membership of the Board can be extended for periods of 3 years.

1. President

The president of the Board of the Association:

- in principle holds a professorial position at a Dutch University;
- is appointed for 2 years, with possible extension to 3 years in special circumstances. The appointment takes place during the Business Meeting/annual meeting;
- chairs the board and membership meetings;
- supervises all activities of the Association and, together with the secretary of the Board, maintains contacts with EUROTOX, IUTOX and sister associations;
- maintains contacts with the Committees and will participate in Committees consultations if necessary. A replacement for this can be agreed within the Board;
- provides a contribution from the Board for each TCDD;
- nominates candidates for his/her successor to the Board, after which the Board nominates one candidate to the members during the Business Meeting/annual meeting;
- mediates in conflicts within the Association that are not handled by the Committee for Appeal Registration Toxicology;
- is also the chairman of the jury for the Joep van den Bercken Prize and as such also composes a jury of 5 members.

2. Vice-President

Before someone becomes president of the Board of the Association, he/she participates on the Board as vice-president for at least one year. After 2 years as president, he/she will again participate in the Board as vice-president for at least one year. The vice-president:

- takes over duties at meetings/meetings in the absence of the president;
- chairs the committee that organizes the scientific part of the annual General Meeting.

3. Secretary of the Board

The secretary of the Board:

- draws up the agenda for board meetings/business meetings;
- takes minutes of the meetings of the Board of the Association and the administrative part of the Business Meeting;
- together with the president of the Board, maintains contacts with EUROTOX, IUTOX and sister associations;
- draws up letters on behalf of the Board;
- maintains an overview of members of Sections and Committees and of professors;
- takes care of the administration of travel grants;
- is the point of contact for the Board, via the website (including e-mail address and telephone number);
- keeps track of communications with Sections;
- arranges the Netherlands Chamber of Commerce (KVK)-related matters;

- in the absence of the secretary of the Association, the secretary of the Board takes over his/her duties.

4. Secretary of the Association

The secretary of the Association:

- writes the annual report;
- keeps track of incoming and outgoing mail for/from the Association via secretaris@toxicologie.nl (this includes answering practical questions from members, sending mailings to members and drawing up letters on behalf of the Association);
- approves applications from new members;
- in the absence of the secretary of the Board, the secretary of the Association takes over his/her duties.

5. Treasurer

The treasurer of the Association:

- prepares the budget annually;
- reports annually on the finances;
- manages the Association's income and expenditure;
- is involved in the financial part of the annual meeting and “PhD and MSc days”.

6. General board member

A general board member:

- is involved on behalf of the Board in organizing the “PhD and MSc days”. This involvement includes appointing and coaching an organizing committee of 2-3 PhD students;
- initiates nominations for IUTOX and EUROTOX;
- is actively involved in organizing the Business Meeting/annual meeting;
- can serve on behalf of the Board of the Association on the (external) supervisory committee of the Postgraduate Education in Toxicology Program (PET Supervisory Board);
- represents the Board at the Registration Committee Toxicology and Concilium Toxicologicum;
- takes care of the awards during the Business Meeting/annual meeting.

These tasks can be divided among more than one general board member.

Appendix 2 The Concilium Toxicologicum

1. The members of the Concilium Toxicologicum (CT)

- 1.1 The Concilium Toxicologicum (CT) is a Commission consisting of 7 members of the Association, partly from the scientific and partly from the applied field of toxicology.
- 1.2 The chair of the CT is professor of toxicology at a Dutch university and former president of the Board of the Association. The chair acts, in principle, as spokesperson for the CT.
- 1.3 The chair and the other members of the CT are appointed by the Board of the Association for a period of 3 years; each member is eligible for reappointment for one period of 3 years. The CT annually determines a retirement schedule and forwards it to the secretary of the Board of the Association.
- 1.4 The members of the CT must be registered as toxicologists in the Register of the Association.
- 1.5 The members of the CT cannot also be members of the Registration Committee Toxicology or the Committee for Appeal Registration Toxicology.
- 1.6 If desired, the members of the CT appoint a secretary and/or a vice-chair from among themselves.
- 1.7 Membership of the CT ends:
 - as soon as the established term of office has expired;
 - at the member's request;
 - upon acceptance of a position pursuant to art. 1.4 or 1.5 is not compatible with membership of the CT;
 - by terminating membership of the Association.

2. The roles of the Concilium Toxicologicum (CT)

- 2.1 The CT establishes the requirements for Trainers (see Appendix 3) by Decree.
- 2.2 The CT establishes the requirements for members of the Training Committee (see Appendix 3) by Decree and makes them public.
- 2.3 The CT sets the requirements for admission to the training necessary for registration by Decree. Note: In special cases, the Toxicology Registration Committee may impose additional requirements before listing someone as toxicologist-in-training.
- 2.4 The CT determines the knowledge and professional competence requirements that a candidate must meet to be registered in the Register of Toxicologists. Additionally, the CT sets the final objectives of the registration-leading training by Decree, after consultation with the Toxicology Registration Committee and, if necessary, with the Trainers and the Board of the Association.
- 2.5 The CT establishes the requirements for re-registration by Decree.

3. Decisions

- 3.1 The CT makes decisions regarding knowledge and professional competence requirements and final objectives of the training, public in the most recent version of the document "Rules and Requirements applicable to the registration of Toxicologists in The Netherlands" of the Concilium Toxicologicum as published in the official body of the Association (TCDD/website).
- 3.2 Decisions as described in article 2.1, as well as changes thereto, require the agreement of at least 5 members of the CT.
- 3.3 Decisions regarding requirements and final objectives will be notified to the Registration Committee Toxicology and the Educators within one month. For toxicologists-in-training

who are already registered on the list of toxicologists-in-training, changes will only apply if approval has been obtained from the Educator, after hearing the candidate.

3.4 All decisions of the CT regarding (re)registration are made public.

4. Reporting

4.1 The CT must submit a report of its activities in the past year to the Board of the Association every year before March 1.

4.2 The Board of the Association publishes the report in the official body of the Association (TCDD/website).

Appendix 3 The Registration Committee Toxicology (RT)

1. The members of the Registration Committee Toxicology (RT)

- 1.1 The Registration Committee Toxicology (RT) consists of at least 5 members of the Association, partly from the public sector and partly from the private sector. In principle, the chair acts as spokesperson.
- 1.2 The chair and the other members of the RT are appointed by the Board of the Association for a period of 3 years; each member is eligible for reappointment for one period of 3 years. The RT annually determines a retirement schedule and passes it on to the secretary of the Board of the Association and presents it annually at the business meeting.
- 1.3 The chair and the other members of the RT must be registered as certified toxicologists in the Register of the Association.
- 1.4 The members of the RT cannot also be members of the Concilium Toxicologicum or the Committee for Appeal Registration Toxicology.
- 1.5 The members of the RT appoint a secretary and a vice-chair from among themselves.
- 1.6 Membership of the RT ends:
 - as soon as the established term of office has expired;
 - at the member's request;
 - upon acceptance of a position pursuant to art. 1.4 is incompatible with membership of the RT;
 - by terminating membership of the Association.

2. The Register

- 2.1 The RT maintains a Register of recognized toxicologists.
- 2.2 At the request of those involved, those who meet the professional competence requirements established by the Concilium Toxicologicum as laid down in the relevant Decrees are entered in this Register (see Appendix 2, Article 3.1).
- 2.3 The Register states for each registered toxicologist on the basis of which a decision has been made to register.
- 2.4 The RT also maintains a list of toxicologists-in-training in which the Educator and the other members of the Education Committee are mentioned by name.
- 2.5 The names of new candidates admitted to the training and their educators are published by the RT in the official organ of the Association (TCDD/website).
- 2.6 The RT informs the candidate admitted to the training of their admission to the list of registered toxicologists-in-training.
- 2.7 The RT publishes changes to the Register in the official body of the Association (TCDD/website).
- 2.8 The RT will only provide information about its own registration status upon personal request.

3. Registration and re-registration in the Register

- 3.1 Applications for (re)registration in the Register of recognized toxicologists are always dealt with in meetings of the RT in which at least 4 members participate.
- 3.2 When dealing with an application for (re)registration in the Register, a member of the RT who has acted as the Educator or as a member of the Education Committee of the applicant will abstain from voting.

- 3.3 If the meeting of the RT deems the application for (re)registration in the Register is well-founded by a majority vote, the applicant will be entered in the Register with immediate effect.
- 3.4 If an application is not approved by a majority vote in the first instance, further consultation will take place with the Educator and/or the applicant will be requested to provide further information within 6 months or to appear in person. If the applicant fails to do so, the RT will make its decision based on the information that is available.
- 3.5 If the RT decides not to register the applicant in the Register or not to re-register, he or she may appeal to the Committee for Appeal Registration Toxicology within 3 months of receiving the notice of refusal.
- 3.6 A registration is valid for 5 years. Thereafter, re-registration in the Register is possible upon request to the RT.
- 3.7 For applications for re-registration, the RT checks whether the candidate meets the requirements set out in the relevant Decision of the Concilium Toxicologicum (see Appendix 2, Article 3.1).

4. Deregistration from the register

- 4.1 A toxicologist registered in the Register can be removed from the Register by the RT:
- at the request of the candidate;
 - as soon as the registration period has expired and no re-registration has been requested;
 - if, upon reaching the date of re-registration, it appears that the candidate no longer meets the requirements for registration;
 - if the candidate has not paid the costs associated with re-registration upon reaching the date of re-registration.
- 4.2 Before making a decision to deregister, the RT will give the person concerned the opportunity to be heard by it. If the applicant does not make use of this option for a period of 6 months, the RT may decide to deregister without any further hearing.
- 4.3 If the RT decides to deregister the person concerned from the Register, it will immediately inform him/her of this decision in writing.
- 4.4 The person concerned may appeal against the RT's decision to deregister from the Register within 3 months of receiving the deregistration notice with the Committee for Appeal Registration Toxicology.
- 4.5 He/she who, pursuant to the provisions of art. 4.3 has been deregistered from the Register, you can submit a new application for registration in the Register.

5. Educators and education committees

- 5.1 The RT will, in consultation, nominate new Educators from the university field and from the application-oriented field, which meet the requirements set by the Concilium Toxicologicum (see Appendix 2, Article 3.1) for appointment by the Board of the Association.. The Educators are appointed for a period of 5 years; they are eligible for reappointment.
- 5.2 The Educators sets up an Education Committee of at least 2 members, which is specifically appointed for the candidate for registration as toxicologist-in-training in question. The Educator is chairman and member of the Education Committee.
- 5.3 The RT processes applications from individuals for appointment as Educator or member of an Education Committee and tests these against the requirements set by the Concilium Toxicologicum (see Appendix 2, Article 3.1).
- 5.4 When considering an application for appointment of one of the members of the RT as an Educator or member of an Education Committee, that member will abstain from voting.

- 5.5 An application to become an Educator must be submitted in writing by the person concerned, accompanied by the necessary information and supporting documents, to the secretary of the RT.
- 5.6 The RT may summon the applicant to appear before it; the applicant must be heard by the RT if he/she so wishes.
- 5.7 The Educators bear final responsibility for the education required for registration as a certified toxicologist; at the request of the candidate, they submit the application for inclusion on the list of toxicologists-in-training (provided with an education plan). The final nomination for inclusion in the Register as a certified toxicologist at the RT is made by the registrant candidate themselves.
- 5.8 The Education Committee informs the RT by means of an education plan pertaining to the intended activities during the training in practice. If relevant, substantive changes take place in the intended activities of the approved education plan during the education, these must be reported in writing by the Education Committee to the RT and approved again. Upon completion of the education the Education Committee reports to the RT on the actual work performed. To this end, the RT has access to the candidate's work.
- 5.9 If the candidate has met the requirements, this will be submitted once more to the co-educators for verification, after which the registration application will follow.
- 5.10 The RT makes its decision for recognition by majority vote within 6 months after the secretary of the RT has received the application for inclusion in the Register as a certified toxicologist. The decision will be communicated to the applicant in writing.
- 5.11 If the RT decides not to recognize an application as an Educator or member of an Education Committee, the applicant can appeal to the Committee for Appeal Registration Toxicology within 3 months of receiving the notice of refusal.
- 5.12 Recognition as an Educator or as a member of an Education Committee will be withdrawn by the RT if the person concerned is deemed to no longer meet the requirements established by the Concilium Toxicologicum (see Appendix 2, Article 3.1).
- 5.13 Before taking a decision to withdraw, the RT may summon the person concerned to appear before it; the person concerned must be heard by the RT if they so wishes.
- 5.14 The RT will immediately inform the person concerned in writing of the decision to withdraw recognition as an Educator or as a member of an Education Committee.
- 5.15 The person concerned may appeal to the Committee for Appeal Registration Toxicology within 3 months of receiving the notice of withdrawal of recognition as an Educator or as a member of an Education Committee.

6. Proposals to the Concilium Toxicologicum

- 6.1 The RT can make proposals to the Concilium Toxicologicum regarding the knowledge and professional competence requirements and the final objectives of the training of toxicologists required for registration.

7. Reporting

- 7.1 The RT must submit a report of its activities in the past year to the Board of the Association before May 1 each year.
- 7.2 The Board of the Association publishes the report in the official body of the Association (TCDD/website).

Appendix 4 The Committee for Appeal Registration Toxicology (Committee for Appeal)

1. The members of the Committee for Appeal Registration Toxicology (Committee for Appeal)

- 1.1 The Committee for Appeal Registration Toxicology (Committee for Appeal) consists of 3 members, all belonging to the experienced part of the membership base (preferably a registered toxicologist for more than 10 years and a member of NVT) and not directly involved in the training of toxicologists. In principle, the chairperson acts as spokesperson.
- 1.2 The chairperson and the other members of the Committee for Appeal are appointed by the Board of the Association for a period of 3 years; they are immediately eligible for reappointment for one period. The Committee for Appeal determines a retirement schedule.
- 1.3 The members of the Committee for Appeal must be registered as toxicologists in the Register of the Association.
- 1.4 The members of the Committee for Appeal cannot also be members of the Concilium Toxicologicum, the Registration Committee Toxicology or the Board of the Association.
- 1.5 The members of the Committee for Appeal appoint a secretary from among themselves.
- 1.6 Membership of the Appeals Committee ends:
 - as soon as the established term of office has expired;
 - at the member's request;
 - upon acceptance of a position pursuant to art. 1.4 is incompatible with membership of the Committee for Appeal;
 - upon termination of membership of the Association.

2 Procedure

- 2.1 The Committee for Appeal can only make decisions if the members are complete; it takes its decisions by majority vote.
- 2.2 In the absence of one of the members of the Committee for Appeal for a period longer than 6 weeks, that member will, if necessary, be replaced by a deputy to be appointed by the Board of the Association; the substitution ends upon the return of the aforementioned member.
- 2.3 The Committee for Appeal handles the appeals filed with it in accordance with the appeal options stated in Articles 3.5, 4.4, 5.8 and 5.12 of Appendix 3 The Registration Committee Toxicology (RT). No appeal is possible against the decisions of the Committee for Appeal.
- 2.4 The appeal must be submitted in writing to the secretary of the Committee for Appeal, accompanied by a copy of the decision against which the appeal is lodged.
- 2.5 As soon as he/she has received the documents, the secretary of the Committee for Appeal will immediately inform the secretary of the Registration Committee Toxicology that an appeal has been lodged with the Committee for Appeal, stating the decision against which the appeal has been lodged.
- 2.6 The Committee for Appeal may hear and settle an appeal in writing, unless one of the parties involved expresses a wish to be heard.
- 2.7 The Committee for Appeal may summon those involved to appear before it; the persons involved must be heard by the Committee for Appeal if one of them expresses a wish to be heard.
- 2.8 The person concerned can be assisted by one advisor in the handling of his/her appeal case. If the person concerned wishes to exercise this right, he/she must notify the secretary of

the Committee for Appeal in writing at least 14 days before the date on which his/her appeal case will be heard.

- 2.9 The Committee for Appeal will make a decision, if possible, within 4 months after the secretary has received the documents. The Committee for Appeal can only deviate from this period if the due care of the procedure requires this.
- 2.10 Decisions of the Committee for Appeal will be immediately communicated to the person concerned in writing, with a copy sent to the Registration Committee Toxicology.

3 Reporting

- 3.1 The Committee for Appeal must submit a report of its activities during the past year to the Board of the Association every year before March 1, without stating the personal details of those who have appealed.
- 3.2 The Board of the Association publishes the report in the official body of the Association (TCDD/website).