

April 22, 2018

AIRR Community, a Committee of TAbS, and its Governance Structure.

Background: The Adaptive Immune Receptor Repertoire (AIRR) Community (**AIRR-C**) has existed as an informal group of researchers since a 2015 AIRR-C meeting in Vancouver, followed by meetings in Rockville, MD in 2016 and 2017. AIRR-C membership is extended to any person who has registered for and attended the AIRR-C meetings of 2015, 2016 and/or 2017.

The AIRR-C Mission is to advance and promote the generation, processing, analysis, interpretation and application of AIRR data. Its vision is to create a community of use of AIRR data based on open access principles and minimal data sharing standards. Its core values include collaboration, inclusiveness, transparency, and data and materials sharing.

At the December 2017 AIRR-C meeting held at the National Institute of Allergy and Infectious Diseases in Rockville, MD, attendees unanimously voted to join The Antibody Society (TAbS) as its AIRR-C Committee. This document describes terms and a governance structure for the AIRR-C Committee of TAbS.

The advantages of joining TAbS for the AIRR-C include:

- A simplified path to formal organization (*i.e.*, legal status)
- Organizational support (checking accounts, fundraising logistics, *etc.*)
- Financial support (TAbS provided support for the 2016 and 2017 AIRR-C meetings)
- Connections to industrial partners for funding and other opportunities

The advantages to TAbS incorporating AIRR-C as a Committee include:

- Support for TAbS initiatives in immunotherapy and immune repertoire profiling
- Expanded membership

Relationship between TAbS and AIRR-C:

- The AIRR-C respectfully requested that the TAbS leadership modify the TAbS bylaws, membership and administrative structures as necessary to create an AIRR-C Committee of TAbS.
- Further, the AIRR-C respectfully requested that TAbS develop and maintain a roster of members of the AIRR-C Committee.
- The organizational structure for the AIRR-C Committee within TAbS is presented in the accompanying Organizational Chart.

Membership of the AIRR-C Committee of TAbS:

- AIRR-C membership comprises any person who has registered and attended the AIRR-C meetings of 2015, 2016 and/or 2017.
- AIRR-C members will automatically be admitted as members of the AIRR-C Committee of TAbS, without registration fees until the next AIRR-C meeting or 18 months, whichever is sooner.

- Registration fees for attendees of future annual AIRR-C meetings will include annual membership dues for the AIRR-C Committee of TAbS.
- Non-attendees of the annual AIRR-C meeting may pay annual membership dues to join the AIRR-C Committee of TAbS.
- The AIRR-C and TAbS executives will negotiate the percentage of AIRR-C membership dues that will support administrative and management functions of TAbS. It is expected that the majority of AIRR-C membership dues will support activities of the AIRR-C Committee.

Voting Procedure

- Members of the AIRR-C Committee of TAbS will be voting members.
- Votes will normally be held at annual AIRR-C Meetings
 - Voting is by simple majority;
 - Quorum is 25% of meeting registrants.
- In special circumstances, votes of the AIRR-C Committee Membership may be held online
 - Voting is by simple majority;
 - Quorum is 25% of AIRR-C Committee membership.

Governance Structure of the AIRR-C Committee of TAbS:

The AIRR-C Committee of TAbS will comprise:

- An Executive Sub-committee;
- Standing Sub-committees; and
- Working Groups (WG).

Executive Sub-committee:

- The Executive Sub-committee will provide leadership for the AIRR-C Committee within TAbS.
- The Executive Sub-committee will comprise a Chair, a Chair-elect and up to three members of the AIRR-C.
- Prior to the annual AIRR-C meeting, members may nominate candidates for the Executive Sub-committee. Nominations may be made to the Chair of the Executive Sub-Committee.
- At annual AIRR-C meetings, AIRR-C members will elect the Executive Sub-Committee from among the nominees (see voting procedure).
 - Normally, the Chair-elect will stand for election as Chair in the following year.

Duties of the Executive Sub-Committee

- The Executive Sub-Committee will meet at least quarterly.
- The Executive Sub-Committee will develop a leadership plan, including goals, timelines and deliverables for the following year, which will be presented to and ratified by the attendees (including virtual attendees) at the annual AIRR-C Meeting (see voting procedure).

- At least one member of the AIRR-C Executive Sub-Committee will serve as a member of the TAbS Board of Directors.
- The Chair of the Executive Sub-committee will be a member of the TAbS Budget/Fundraising Committee.
- The Executive Sub-Committee may provide at least one representative to the TAbS Membership Committee, TAbS Meeting Committee, and TAbS Communication Committee.
- The Chair of the Executive Sub-committee Chair will report to the TAbS Executive Team (Executive Director, President and Vice-President of TAbS) every 6 months.
- The Executive Sub-Committee will interact with external committees and organizations, such as International Union of Immunological Societies, American Association of Immunology, etc.

Standing Sub-committees and Working Groups:

Definitions

Standing Sub-committees are established to accomplish goals or perform functions that are expected to continue long-term.

Working Groups (WG) are focused on specific questions and are expected to be disbanded when their stated goals are accomplished.

Establishment of Standing Sub-committees/WGs

- New Standing Sub-committees or WGs may be proposed by at least two AIRR-C members at an annual AIRR-C meeting, to be ratified by the AIRR-C members (see voting procedure).
- Proposal of new WGs or Standing Sub-committees requires a written proposal defining mission, goals, deliverables, timeline and initial leadership of the Standing Sub-committees/WG.
- In the period between annual meetings, the Executive Sub-Committee may provisionally establish Standing Sub-committees and WGs, which will continue only if ratified at the next AIRR-C meeting (see voting procedure).

Ratified Standing Sub-committees

The AIRR-C Meeting Sub-Committee is responsible for the annual AIRR-C meeting.

- The Executive Sub-Committee will appoint the members of the AIRR-C Meeting Sub-Committee.
- The AIRR-C Meeting Sub-Committee will comprise 2 co-Leaders and up to 3 other members of the AIRR-C.
- The AIRR-C Meeting Sub-Committee is responsible for planning scientific sessions and demonstrations, and reporting their progress and plans at annual AIRR-C meetings.
- One member of the AIRR-C Meeting Sub-Committee will represent the AIRR-C Meeting Sub-Committee on the TAbS Meeting Committee, and contribute to planning of the Antibody Engineering and Therapeutics Annual Meeting. This annual TAbS meeting will have a session planned by the AIRR-C.

The AIRR-C Communications Sub-Committee is responsible for communicating activities of the AIRR-C to both the AIRR community and the general research community.

- The AIRR-C Meeting Sub-Committee will comprise 2 co-Leaders and up to 3 other members of the AIRR-C.
- The AIRR-C Communications Sub-Committee will maintain the AIRR-C website and all other social media efforts.

Working Groups

- WG comprise one or more leaders (two co-leaders are recommended) and members who are expected to meet regularly during the year to work on their specific mandate.
- Members of WGs do not have to be members of the AIRR-C; however, at least one of the co-leaders must be an AIRR-C member.
- The terms for Working Group (Co-)Leaders is at least 1 year.
- At least one Leader of each Working Group will report to the Executive Sub-Committee quarterly to report on progress, challenges and plans.

Authorization of AIRR-C Communications

All communications presented to the public on behalf of the AIRR-C, including protocols and scientific publications developed by the AIRR WGs, will be subject to review and approval by the Executive Sub-Committee and then circulated to members of the AIRR-C for comments.

Authorization requires:

- (1) votes from at least 25% of the AIRR-C membership, and
- (2) two thirds ($\frac{2}{3}$) or more of those votes must be in favor of authorization.

If any policies are created that extend to TAbS, these will be subject not only to AIRR-C Executive Sub-committee and AIRR-C authorization, but also to TAbS Board of Directors or TAbS Executive Team authorization, per TAbS organization rules.

Termination

This merger between the AIRR-C and TAbS is voluntary and can be dissolved by either party via 1) two thirds vote of the AIRR-C membership, either at the AIRR-C annual meeting or by an online vote, or 2) by two thirds vote of the TAbS Board of Directors.