

BYLAWS AND ARTICLES OF THE ASSOCIATION

(Revision 10_11-30-2020)

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Article 1: Name and Terminology

1.1 Name: The name of the Association is “**World Association for photobiomodulation Therapy**” (**WALT**).

The use of the acronym WALT is preferred to ensure continuity and maintaining identity and branding of the association. This may be updated in a future revision as per the majority decision.

1.2 Terminology: The term **Photobiomodulation** (PBM) therapy encompass all forms of low dose biophotonics treatments used in a non-thermal manner with non-ionizing light sources such as Lasers, LEDs and broad-band light. These treatments provide an overall therapeutic clinical outcome involving stimulation or inhibition (but not destruction) of various biological targets. These therapeutic biological responses include, but not restricted to, alleviation of pain and / or inflammation, modulating the immune system, promoting wound healing and tissue regeneration.

This therapy explicitly excludes phototherapy (uses ultraviolet light, < 380 nm*), photodynamic therapy (uses low dose light with an exogenous dye that destroys the biological target), optogenetics (requires exogenously engineered light receptors) and optical imaging (diagnostic procedures). These exceptions are based on our current knowledge of light-tissue interactions and may evolve as there is further understanding of light-tissue interactions.

* National institute of Standards Technology

The clinical delivery or routine application of this technique can be appended as Photobiomodulation Therapy or PBM therapy.

Article 2: Aims of the Association

The aims of the Association are as follows:

1. To promote the evidence-based clinical application of PBM therapy in the fields of medical practice, dentistry, veterinary medicine, acupuncture, chiropractor, physical therapy and allied health professions;
2. To encourage research into the clinical application of PBM therapy in accordance with internationally accepted standards of best clinical practice;
3. To encourage laboratory-based research into mechanisms of PBM;
4. To promote education, encourage international co-operation and provide a forum for information exchange on PBM;
5. To establish WALT as the international reference body for accreditation of PBM standards in clinical practice, research and education across all disciplines.

Article 3: Membership

Membership subscription is to be paid annually with the level of fees reviewed from time to time as necessary by the Executive Council and approved at the General Assembly. It is the responsibility of members to inform the Membership Director of any change in circumstances or change of address. All members, are expected to support the aims and objectives of the Association and to promote WALT within their sphere of activity.

Membership of the Association will be granted under the following categories:

3.1. Regular Member – membership open to professionals with a minimum of 3 years of academic training at the bachelor, master or PhD levels in medicine, dentistry, veterinary medicine, allied health professions, biology or physics, or to other scientists involved in research or education. Full subscription includes receipt WALT e-newsletter and journal (online only). There is also the option on non-journal membership within this category. Members enjoy voting rights and are eligible for election to the Executive Council and the Advisory Committees.

3.2. Student Member – membership is open to undergraduate and postgraduate students with at least 2 years of academic training and undertaking a course of study leading to a higher qualification (bachelor or higher). Photo-ID proof of status may be required. Student members do not have get access to the online journal, have no voting rights nor are they eligible for election to the Executive Council except on designated committees.

3.3. Institutional Member – membership of an academic institute of higher learning will be provided following verification of its status. Up to 10 members will be allowed in this membership category. The full name of the members in this category will need to be communicated to WALT and they will be allowed to vote and hold office as regular members. A single institutional log in for online journal access will be provided.

3.4 Corporate Member – membership open to business organizations or individuals involved in laser industries or their allied science. Corporate members have voting rights in the Industrial committee. Corporate members are not eligible to hold office but can vote in the General Assembly. They are able to serve on the Advisory and Special Committees. This includes online journal access.

3.5 Life Membership – at the 2000 General Assembly in Athens a number of members made substantial donations to the Association to establish a fund to refinance the Association and the Journal. In return for their generosity the Executive Council supported

by the General Assembly made the donors Life Members of the Association. A Life Member enjoys the status of a full member with the annual subscription paid by the Association. A list of Life Members is kept in the annals of the association. To become a life member, a formal application to the Executive Council should be made and on approval, the one-time dues must be paid. A roster lifetime members must be updated at every congress by the General Secretary. This includes online journal access.

3.6 Honorary Life Membership – This is reserved for exception candidates who have served exemplarily for promoting PBM mission and have made significant contributions to WALT. Nominations will be received by the General Secretary before the congress and approved by the WALT Executive council. This category of members do not have voting rights and do not receive online journal access.

3.6 Membership Dues (Annual)

No.	Type Membership	Dues
1	Regular member	\$120* / \$270
2.	Student member*	\$0*
3.	Institutional Members [#]	\$340
4.	Corporate member	\$1000
5.	Lifetime member	\$2000 (one time)
6.	Honorary Lifetime member	\$0*

* without journal subscription

One institutional member log in provided

Article 4: Affiliation to WALT

The Executive Council will receive any formal requests to grant affiliation status to a regional or national association and will be presented to the members electronically or in the General Assembly at the congress for acceptance. These status does not carry any financial obligation, to or by, WALT unless explicitly stated otherwise.

WALT will seek to collaborate with other organizations with PBM interests such as the NAALT, ASLMS, SPIE, OSA, WFLD and ALD among others. These will be no-financial obligations where a formal memorandum of understanding (MoUs) will be signed that includes advertising the congress to respective memberships, offering members registration rates and suggesting speakers. Should there be a strategic reason for direct WALT participation, a request for funds to support the congress (eg; speaker attendance, student scholarships) can be made formally to the Executive Council that will be decided on a case-to-case basis, pending availability of funds.

Article 5: Administration and Governance

5.1 Administrative Organization and Governance

There will be two levels of routine administration, first by the **Executive Council** that will have 10 officers. This will include two officers from the **Council of Delegates** (CoD) led by the executive director and assisted by an executive secretary. All routine activities of the association will be dealt with by the executive council with inputs from executive director. A elected official may not serve more than one term in their specific position.

5.2 Executive Council members - Officers and Terms (beginning 2020)

- | | | |
|-------------------------------|------------|--|
| 1. President | (2 years) | |
| 2. President-Elect | (2 years) | |
| 3. Vice-President | (2 Years) | |
| 4. General Secretary | (3 years) | |
| 5. Treasurer | (3 years) | |
| 6. Immediate Past-President | (2 years) | <i>Ex-Officio, can only vote to break ties</i> |
| 7. Membership Director | (2 years) | <i>Ex-Officio, non-voting</i> |
| 8. Scientific Director | (2 years) | <i>Ex-Officio, non-voting</i> |
| 9. Executive Director (CoD) | (10 years) | <i>Ex-Officio, non-voting</i> |
| 10. Executive Secretary (CoD) | (10 years) | <i>Ex-Officio, non-voting</i> |

5.3 Officer responsibilities and expectations

5.3.1. Executive Council

President: The major responsibility of the President is to ensure smooth operations of routine activities of the organization, promote PBM in scientific forums and popular press, explore and establish strategic insights with relevant organizations, ensure establishment, longevity and future progress and expansion of the organization. The President is responsible for calling periodic executive council meetings and will approve any requests from members, organizations, commercial partners or other parties and acceptance of resignations or complaints that will be presented to the executive council. The President will nominate the Membership Secretary and members of the CoD namely, Executive Director and Executive Secretary (as per term), Regional and Country Representatives at the congress. All nominations must be approved by executive council by simple majority.

President-Elect: The primary role of the President-elect is to be an officer and representative of WALT, attend all executive council meetings, nominate the vice-president and scientific director and seek approval from executive council prior to elections at the congress. Their major responsibility is to organize the congress.

Vice-President: The primary role of the President-elect is to act as an officer and representative of WALT, attend all executive council meetings. They will nominate the General Secretary or Treasurer (as per term). Their major responsibility is to organize a quarterly (4 months) newsletter along with scientific secretary and special committee from constituent membership as deemed necessary.

Immediate Past-President: Will serve ex-officio and advice the President and Executive council on policy matters pertaining to WALT organization. They will participate in voting only if there are ties (from abstaining/missing voting members). They will promote PBM and WALT in all relevant forums.

General Secretary: The general secretary to be an officer and representative of WALT and attend executive council meetings. Their major responsibility is to maintain records of all online and in-person meetings, draw up agendas for executive council meetings and congress AGM, assist treasurer with book keeping for fiscal transactions and facilitate the overall operations of the executive council.

Treasurer: The general secretary will act as an officer and representative of WALT and attend executive council meetings. Their primary responsibility is to maintain accurate records of all association finances, pay invoices as authorized by the association officers, advice the executive council on financial matters and strategy, generate fiscal reports for executive council meetings and other formal auditing, report on the associations finances to the General Assembly and ensure maintenance of an adequate financial reserve (currently USD \$20,000).

Membership Director: The membership director will act as an officer and representative of WALT. They will attend executive council meetings when invited and present their report on current membership and initiatives to enhance membership benefits, sustain and increase membership of the organization. A major responsibility will be to work with the vice-president to organize quarterly (3 times a year) newsletter to inform and engage membership, solicit inputs from members on relevant issues and initiatives.

Scientific Director: The scientific director will act as an officer and representative of WALT. They will attend executive council meetings when invited and present their report on current

scientific initiatives such as webinars, local or regional meetings, guest speakers, engaging students and trainees among others. Their major responsibility is to organize the congress along with the president-elect and, as feasible, collaborating sister organizations. They will also work with the vice-president and membership secretary to contribute appropriate scientific content to the quarterly newsletter.

5.3.2. Council of Delegates

To enable global recognition of PBM, an international council of delegates will be constituted led by an executive director and assisted by an executive secretary. Of the 195 United Nations recognized countries, there will be a concerted effort by the executive director to recruit individual country representatives. Among them, seven regional representatives will be elected on a rotating basis. These may change as per future requirements. A total of 197 people would ideally constitute the CoD.

The purpose of these elected CoD councilors is to promote PBM in their respective countries and be a local resource for dissemination of WALT directives. All decisions of the CoD will be made by individual online voting and discussions among the executive director and regional representatives as necessary. Each regional representative must ensure they have majority (> 51%) consensus supporting their voting decisions.

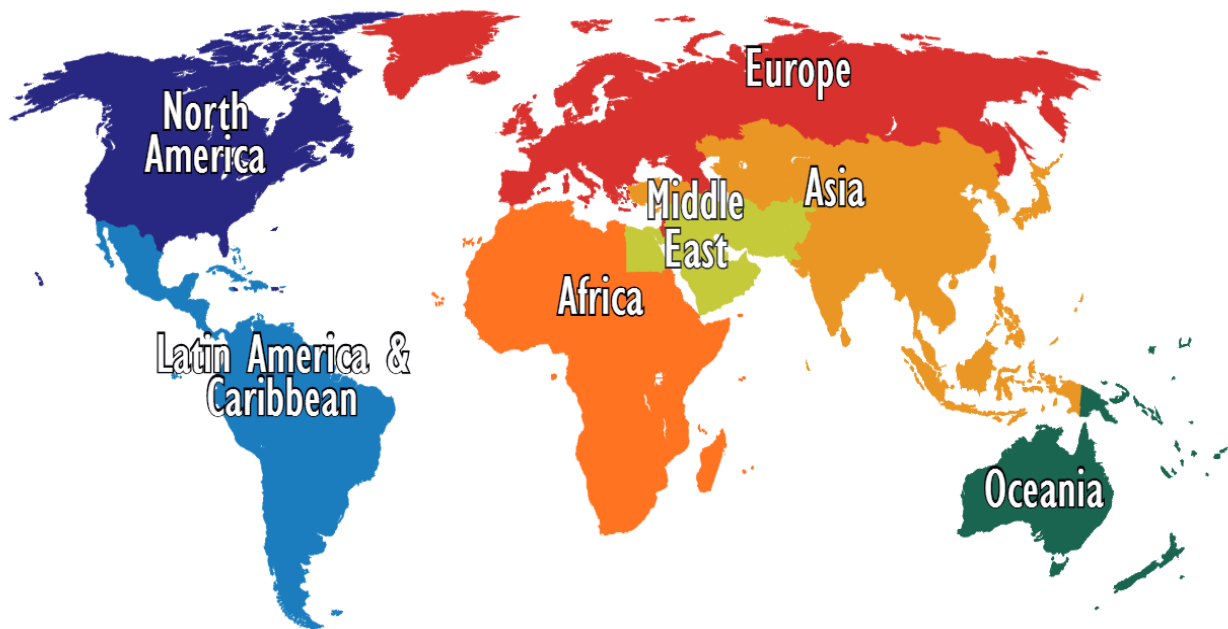
Executive Director (CoD): Will serve as a liaison between CoD and Executive Council, attend all Executive Council meetings and prepare suitable reports as directed. Their major responsibility is to organize a CoD meeting at the congress and connect online in between to ensure continuity and communication of the WALT mission. They will be directly responsible for recruiting, mentoring and introducing potential individual country representatives as well as enabling them to choose their regional director on a rotating basis (every 2 years). They will also ensure any commercial, regulatory or policy interests among the CoD is communicated in a timely manner to the Executive Council for suitable directives. Additionally, they will assist the president-elect and program chairs in seeking commercial support and scientific program for the congress.

Executive Secretary: will assist the executive director to perform their functions and attend any online or in-person meetings on their behalf as directed. They will also be the point person for the CoD delegates and assist them in identifying suitable information or resources with directives from the executive director.

Delegate Councilor (from each Country): A representative from each United Nation-

recognized country will be chosen as a councilor delegate based on their involvement in PBM. They may be a clinician or academician from any field that practices PBM but not an individual primarily involved in the industry. Their major responsibility will be to promote PBM in their country and with help from the executive director and WALT executive committee, create or include PBM in their national organizations. It is expected these representative will attend the congress and participate actively in the proceedings, including the CoD meeting organized at the venue. Each councilor delegate will have a term of 6 years. While this position may be renewed based on mutual continuance, this should be avoided to increase diversity in participation whenever feasible.

Regional Council Directors: From among the country delegates, a regional council director will be chosen for a 2 year term on a rotating basis. A total of 7 council directors will be delegated. If there are no suitable candidates or interest, the council director may be asked to continue their term as necessary.



5.4 Nominations and Elections: For the posts of Secretary General, Treasurer, Membership Director and Scientific Director must be received in writing by the Secretary General from the respective executive officers prior to the Congress start date. All members of the executive council must hold full membership of the Association.

5.5 Succession of positions: The vice-president elected at each congress will move to the president-elect and then to serve as the president for their term. If, for any unforeseeable reason, the official is unable to discharge his/her duties, the executive council will decide on

a suitable replacement via accelerated succession. These decisions must be endorsed by the WALT membership at the earliest opportunity either online or in-person at the next congress.

5.6 Discontinuity or resignations: Should an officer decide to resign their post for any reason, a written intimation must be sent to the president who will inform the Executive Council. On acceptance by the board, the president will inform the officer and ensure suitable transition of official duties and resources as appropriate.

5.7 Purpose of Executive Council

1. To supervise the activities of the Association.
2. To ensure a Congress is held every 2 years.
3. To represent the Association across the global stage.
4. To deal with matters referred by the Advisory Committee or individual members.
5. To report to the General Assembly.

5.8 Special Committees: This Committee will draw its members from the general membership of the Association and shall comprise a maximum of 8 members. The Committee is chaired by the Scientific Secretary and will comprise a maximum of 10 persons selected by the Executive Council or the Scientific Secretary on the basis of their scientific background and qualifications. All Committee members shall be members of the Association.

Purpose of Special Committee:

1. To advise the Executive council and the Association in scientific matters.
2. To stimulate scientific activity in laser therapy / PBM by performing trials and systematic reviews.
3. To publish scientific and popular reviews and commentaries related to laser therapy/PBM.
4. To contribute to the dissemination of scientific matters arising in the literature of laser therapy/PBM through newsletters.
5. To contribute to newsletters and news to the website of the Association.
6. To advise and support the Congress Scientific Committee.
7. To monitor the scientific content of papers published, or offered for publication, and to advise on matters of study design, parameters and dosage levels, data analysis and conclusions drawn.

For the appointed Advisors, it is expected that they will:

1. Encourage membership of the Association within their regions.
2. Actively seek venues within their regions for future Congresses.
3. Ensure that they follow accepted scientific practice and procedure.

Industry Committee: This committee will advise the Association on all matters relating to technological development and advancement in commercial equipment and associated legislation and to report any business concerns that might impact upon the Association and its reputation. The Committee will be chaired by a corporate member nominated by the executive council from among the corporate membership. The Committee will communicate and report directly to the President of the Executive council. The Committee chair will meet regularly with the executive council formally during the Congress and submit a written report to the General Assembly.

Minutes of Meetings: minutes should be taken of all formal Council and Committee meetings, circulated to Council and Committee members, and then lodged with the Secretary General as a permanent record of proceedings. Members may have access to minutes on written request to the Secretary General.

Sub-Committees: may be appointed as required by the executive council. Examples include Membership, Bylaws, Newsletter or Finance sub-committees. Each sub-committee will be chaired by an appropriate member of the executive council.

Article 6: The Congress

A Congress of the association will be sought to be held at least every 2 years. The Congress can be an independent event organized by WALT or a joint congress with sister associations. The location of the Congress will be decided by the Executive Council during the Congress following written submissions to the Secretary General by those Organizations/Associations wishing to host the Congress. The Association will seek to alternate locations between the six continents of the World. The Organization of the Congress should be handled by a local Organizing Committee, which shall be presented together with the bid.

The Scientific Program for the Congress will be the responsibility of the Congress Scientific Committee in consultation with the Association's Scientific Secretary and his/hers Advisors. The fiscal responsibility of fees and finances of the Congress will be the responsibility of the Organizing Committee. Congress announcements will be the responsibility of the local Organizing Committee and the Organizing Committee will be given due access to the Association's Website for announcements. It is to be expected that all the Association's members will participate in the promotion of the Congress.

Article 7: General Assembly

A General Assembly will be held during each Congress. All members in good standing who wish to vote must register themselves before the start of the Assembly. The outgoing President will chair the Assembly, but may appoint a General Assembly Coordinator to conduct the agenda.

The Agenda must minimally contain the following business:

1. Welcome and receipt of apologies for non-attendances by current president.
2. Acceptance of prior General Assembly Minutes submitted by secretary general
3. Secretary General's Announcements of internal matters in the Association
4. President's report of the past period
5. Treasurer's Financial Statement
6. Ratification of Executive Council membership
 - Membership secretary must clarify eligibility of persons with paid membership for the year confirmed by treasurer prior to general assembly.
 - The number of employees at institutional members present with one voting right among them should be verified before the election.
 - Voting will be by a show of hands or paper tally.
 - A secret ballot, if necessary, may be held if proposed, seconded and supported by more than 50% of those registered to vote.
 - Proposals will be carried by a simple majority of those registered to vote.
 - The President will organize the ballot and may not cast a vote.
 - No voting by proxy are allowed.
7. Presidential Handover and welcome new executive council
8. New President's Address
9. Presentation of bid for next Congress
10. Any additional business and vote of thanks.

Under extenuating circumstances where a physical meeting is not feasible (eg; 2020 Pandemic), an online process for elections and general assembly may be pursued with consensus from the WALT Executive Council.

Article 8: Organization and Infrastructure

8.1 Funds and financial services

- A. The Association's funds will be administered by the Treasurer who will keep detailed records of all financial transactions carried out in the Association's name;
- B. The Treasurer is authorized to raise accounts and make payments in respect of membership subscriptions, website fees and journal invoices;
- C. In the absence of the Treasurer the Secretary-General is authorized to perform the above functions;
- D. The Treasurer will produce a 6 monthly report to the Executive council and will give a detailed financial statement of the Association's accounts at the General Assembly.
- E. To ensure the fiscal health of the organization, the Annual / Biennial (every other year) meetings must commit 25% profits or \$10,000 whichever is highest, to WALT within 3 months of the meeting.

8.2 Journal

The Association may have an official journals that is currently Photobiomodulation, Photomedicine and Laser Surgery. The primary aim for having official journals is to promote dissemination of evidences from fundamental and clinical translational research in the field of PBM therapy. The Executive council will suggest (non-binding) candidates to the publisher for the editor-in-chief and editorial board member positions based on their scientific achievements and accomplishments.

8.3 Association Home office

The association will have a permanent home office in Buffalo, New York, USA and will operate as a not-for-profit (501c3). The physical address and banking will be based at this location.

8.4 Website and Social Media

A robust online website and social media including but not limited to Facebook, Twitter, LinkedIn, will be maintained by the membership director who will be assisted by the executive council and council of delegates. Information on academic achievements such as publications or announcements, clinical cases, policy updates could be included. Commercial advertisements and marketing will be encouraged but should be reviewed by the executive council and will be approved on a case-to-case basis. A concerted effort must be made to ensure there are no perceptions of bias or conflicts with the WALT mission.

Article 9: Association Bylaws

9.1 Updates and Amendments

1. Changes to the Bylaws must be approved by the Executive council by majority vote before being sent to the membership at large either at the General Assembly (during congress) or via an online poll.
2. Written notification of proposed amendments or changes to the Bylaws must be submitted to the Secretary General one week prior to the General Assembly who will then circulate the proposed changes to all members.
3. For the online poll, the Secretary General will circulate the proposed changes to the current membership and provide a month for responses and suggestions via email. These comments will be compiled and discussed by the Executive council prior to revisions and acceptances.
4. For this purpose it will be deemed sufficient to notify members by e-newsletter and/or post the proposals on the Association's website.

9.2 Approvals - Voting will take place at the General Assembly and any changes require support by 50% of those present and registered to vote. No voting by proxy is allowed. Voting will be by a show of hands or by a secret ballot if supported by more than 50% of those registered to vote.

Article 10: Awards

The following WALT awards will be presented at the AGM if suitable candidates are identified and approved by the WALT Executive Council. The two categories are Senior and Junior investigator awards as follows:

Senior Awards

1. WALT PBM Lifetime Achievement Award
2. Ali Javan WALT PBM Leadership Award
3. Senior Investigator Award for Excellence in PBM Basic Sciences
4. Senior Investigator Award for Excellence in PBM Clinical Sciences

Junior Awards

1. Young Investigator Award for Excellence in PBM Clinical Sciences
2. Young Investigator Award for Excellence in PBM Basic Sciences
3. Travel and Poster Awards

Process for senior award selection: The General secretary will send out a call to WALT council and general membership soliciting nominations in a specific format. Nominations can be made by any WALT member in good standing but the nominee does not have to be a WALT member. Self-nominations will not be accepted.

A complete application consists of the following parts:

1. Cover letter by WALT member addressing merit of applicant
2. Biographical sketch (<http://grants.nih.gov/ctrants/funding/phs398/phs398.html>)
3. Three letters of support from colleagues / peers

The application package should be emailed to President@walt.no

Applicants will be screened by current WALT executive council and suitable candidates will be forwarded for electronic voting by WALT Executive Council. A simple majority decision will be used to select the honoree. Any ties will be resolved by majority vote from current WALT President, President-Elect and Vice-President. The award will be formally announced during the dinner gala and will be preceded by a brief description of seminal contributions to the field of lasers. The awardee must be intimated before the congress to ensure they can attend the congress and accept the award in person.

Eligibility and Criteria for individual senior awards

1. WALT Lifetime PBM Achievement Award

1. Senior level scientist (Age > 60 years, as of Jan 1st of congress year)
2. Significant contributions to PBM as a clinician or researcher as evidenced by (but not limited to) publication, talk invitations, journal editorial board membership, leadership positions in laser organizations, patents, honors, etc. Industry affiliates will be eligible and will be held to same meritorious standards.
3. Does not have to be a WALT member
4. The awardee must be present in person to accept this award

2. Ali Javan WALT PBM Leadership Award

1. Senior level scientist (Age > 60 years, as of Jan 1st of congress year)
2. Significant contributions to PBM leadership as evidenced by talk invitations, journal editorial board membership, leadership positions in laser organizations, patents, honors, publications, grants, etc. Industry affiliates will be eligible and will be held to same meritorious standards.
3. Has to be a WALT member in good standing
4. The awardee must be present in person to accept this award

3. Senior Investigator Award for Excellence in PBM Basic Sciences

1. Senior level scientist (Age > 45 years, as of Jan 1st of congress year)
2. Significant contributions to PBM basic sciences includes work on basic light physics, chemistry or biology, in vitro biological or biochemical analyses, all small and large animal work for research purposes (excluding large or companion animal and human studies), instrument manufacturing or innovation. Contributions could be evidenced by (but not limited to) publication, talk invitations, journal editorial board membership, leadership positions in laser organizations, patents, honors, etc. Industry affiliates will be eligible and will be held to same meritorious standards.
3. Must be a WALT member in good standing.
4. The awardee must be present in person to accept this award

4. Senior Investigator Award for Excellence in PBM Clinical Sciences

1. Senior level scientist (Age > 45 years, as of Jan 1st of congress year)
2. Significant contributions to PBM clinical sciences directly involving large or companion animal and human subjects. Contributions could be evidenced by (but not limited to) publication, talk invitations, journal editorial board membership, leadership positions in laser organizations, patents, honors, etc. Industry affiliates

- will be eligible and will be held to same meritorious standards.
3. Must be a WALT member in good standing.
 4. The awardee must be present in person to accept this award

Process for junior award selection: One award will be given each year for excellence in PBM basic and clinical sciences respectively. Awardee will be chosen based on submitted abstracts that are reviewed by at least three independent reviewers and scored for originality, content and novelty-innovation. The best three eligible abstracts will be invited to present their work in a special session at the congress which will be judged by at least 10 members comprising of the WALT Executive Council and general membership. The nominee will be judged on a standardized scoring sheet provided by the scientific chair for scientific merit, presentation skills and addressing audience or judges' questions. A majority decision will be used to select the awardee. Any ties will be resolved by majority vote from the WALT President, President-Elect, Vice-President. Awardees will be announced during the dinner gala.

Eligibility and Criteria for individual junior awards (Young Investigator Competition)

1. Young investigator (Age < 45years as of Jan of that year)
2. Must be a WALT member
3. Must be the first (primary) author on the submitted abstract in Basic PBM sciences*
4. Must attend annual congress and present work in person
5. Can be affiliated from academic or industry
6. Work must be original, novel or innovative and recent (unpublished in journals)
7. Basic PBM sciences includes work on basic light physics, chemistry or biology, in vitro biological or biochemical analyses, all small and large animal work for research purposes (excluding large or companion animal and human studies), instrument manufacturing or innovation.
8. Clinical PBM sciences: includes studies directly involving large or companion animal and human subjects

WALT Poster and Travel Awards *(based on availability of funds at congress)*

Most meritorious abstracts submitted to the congress will be considered for Travel awards and the best poster presentations will be recognized with poster awards based on funding availability.