

Translational RAAS Interest Group

Translational RAAS Interest Group (TRIG): Mission Statement and Bylaws

Mission Statement

The Translational RAAS Interest Group brings together medical professionals and scientists from both the veterinary and human fields and serves as a 'thought leader' in the area of RAAS. The TRIG enables innovative research and collaboration that expands our understanding of the RAAS and improves our ability to modulate it and improve and prolong the life of companion animals and people with cardiovascular and kidney disease.

A. Leadership

I. Leadership of TRIG
   A. A group of leaders were appointed at two TRIG planning meetings in Phoenix, AZ on June 7th 2019 and Milan Italy on September 19th 2019 (President: Marisa Ames; Secretary: Jessica Ward; Treasurer: Merrilee Small (February 2020). These leaders were appointed to establish a mission statement, leadership structure, and bylaws for TRIG. These leaders were reappointed to a second term in 2022.
   B. TRIG executive board positions include :
      1. **President**
      2. **President-elect**
      3. **Secretary**
      4. **Treasurer**
   C. The roster of executive board members is kept up to date on the website: trigdocs.com
   D. An election will be held in April to fill these positions every three years
      1. A call for nominations will be sent out in January of the year preceding the election.
      2. Members may nominate themselves.
      3. Terms for all board members and coordinators shall be 3 years.

E. The TRIG executive board will appoint members to the scientific advisory panel.
F. Duties
    1. President: the president shall preside over all meetings and will coordinate of the annual TRIG Symposium
    2. Secretary: the secretary shall maintain the membership roster, manage the Google Drive folder, and record minutes from meetings and conference calls
    3. Treasurer: the treasurer shall manage the meeting budgets and liaise between the executive board and members of TRIG and all sponsors
    4. President-Elect: the president-elect shall work with the president and leadership team during the 3 year term in order to ensure a seamless transition when they assume the position of president

II. Additional positions filled by volunteer TRIG members selected by the Executive Board:
A. Scientific advisory panel
    1. Members The scientific advisory panelists shall serve a 3-year term
        a) SAP members may choose to serve an additional and consecutive 3-year term
        b) A Ceva representative will be an ad hoc, non-voting member of the SAP
        c) A Chair of the SAP will be appointed by the executive board and serve a 3-year term
    2. Duties of the scientific advisory panel: provide input regarding the direction of TRIG; when requested, review study/trial proposals
    3. Duties of the chair of the SAP include coordination of the grant review process, presenting the panel's final decision for funding to the TRIG secretary, and acting as a liaison between the SAP and the TRIG board members and representatives from Ceva.

III. Mission statement and bylaws
A. The mission statement and bylaws may be amended by majority vote at any time

B. Membership

I. Membership is open to medical professionals and scientists
A. Membership:
    1. Current membership roster shall be kept up to date on the website: trigdocs.com
    2. This roster shall be managed by the secretary and president
    3. Annual 'opt-in' emails will help ensure roster stays current and contact information stays current
B. Members may invite any colleague to join TRIG (graduate students and residents are also welcome)
C. Membership is open to all scientists and clinicians. The opportunity for membership shall be publicized on relevant listservs (e.g., ACVIM/ECVIM and ACVECC).

II. Membership is currently free

A. In the future, annual membership fees may apply. This is to ensure the independence of the organization

C. Meetings and Communication

I. The TRIG executive board will have one annual (in-person) meeting.
   A. Summaries/minutes of all meetings will be shared with the entire membership
   B. If a TRIG executive board member must miss an in-person meeting, efforts will be made to connect him/her remotely for business portions of the meeting.

II. Annual Symposium
   A. Associated with large meeting such as ACVIM/ECVIM
   B. Open medical professionals and scientists
   C. Call for speakers/presentations from the TRIG membership will be sent out 9 months prior to the meeting
   D. Invited speakers may be nominated by any member and approved by majority of members
   E. Recent TRIG grant recipients will be encouraged to present at this meetings
   F. Financial support for meetings (see section **E II** below)
   G. The secretary will keep a brief outline of meeting minutes
   H. Every three years, this meeting may be held concurrently with the Ceva CrossTalk symposium

III. Conference calls
   A. The TRIG leaders will hold quarterly conference calls
      1. Participants invited to this call: executive board and scientific advisory panel
      2. A summary of this conference call will be sent to the membership

IV. TRIG email listserv: raas@iastate.edu
   A. Managed by the secretary
   B. This listserv is open to all members and is a way to keep in touch, ask questions of the whole group, and share knowledge

V. TRIG Google Drive:
   A. Will be used to allow for communication and brainstorming amongst members
   B. Google Docs is a third party database system, yet for most TRIG document sharing, this type of sharing system will be appropriate. Any member wishing to use a more secure database may do so
   C. Interest survey – summarized on a Google Doc https://docs.google.com/spreadsheets/d/1LStGIzGWX99RvyiCYpTcnqs6EBQXKLKG_4EZJtKfllc/edit?usp=sharing
      1. This Google Doc is live, managed by the secretary, and can be edited by any member
      2. This survey covers:
         a) Current and future RAAS related research
         b) Resources (e.g. assays, animal colonies, biostatistical expertise)

3. Members will be asked to update their entries annually and old forms will be saved and archived

D. Meeting minutes (in person and teleconference) will also be placed on Google Drive

D. Research Collaboration

I. Collaboration can be initiated by any member
   A. A list of planned, active, and completed projects will be kept on an editable Google Doc overseen by the executive board and scientific advisory panel

II. The scientific advisory panel will help identify resources and collaboration opportunities

E. Financial status

I. TRIG tax status
   A. The Translational RAAS Interest Group is organized exclusively for educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or any future section of any future federal tax code.
   B. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state of local government, for a public purpose.

II. Industry support
   A. We have developed a relationship with representatives from Ceva Santé Animale
   B. Ceva Santé Animale will be the sole sponsor of TRIG board and member meetings for the first 5 years after incorporation (2020 through 2025)
      1. Sponsorship will include payment for the meeting venue and food and an honorarium for an invited speaker
      2. Sponsorship will not include reimbursement for travel/lodging/incidentals and honoraria will not be paid to TRIG members attending the annual meeting
   C. Sponsorship of Symposia
      1. Ceva will be offered the opportunity to sponsor any symposia for the first 5 years after incorporation (2020 through 2025)
      2. If additional funding is needed, the TRIG will solicit other sponsors
   D. Members are welcome to have research collaborations with any company
      1. Other organizations may be sponsors of studies, publications, and white papers, that arise from collaboration amongst TRIG members
   E. Confidential disclosure agreements
      1. Companies sponsoring research arising from TRIG collaborations may require these TRIG members to sign a CDA in order to discuss proprietary information. Members of TRIG are not obligated to sign any CDA and can opt out of participating in such research collaborations while maintaining membership in the group.

III. Budget (support received from Ceva Santé Animale)

A. Ceva Santé Animale agrees to take in charge an amount of 12,000 USD per year for TRIG board and member meetings
    1. Cost of meeting venue and food
    2. Honoraria for invited speakers
    3. This support is subject to annual assessment prior to renewal
B. Ceva Santé Animale and research grants
    1. Ceva Santé Animale agrees to discuss research collaborations of mutual interest with TRIG members and provide financial support after mutual agreement at 20,000 USD per year.
    2. A call for proposals will be made annually
    3. Submissions must be from TRIG members or a trainee working under a TRIG member (with guidance and co-authorship from a TRIG member)
    4. The SAP chair will appoint 2 individuals from within the SAP to act as primary reviewers of submitted grants. Primary reviewers will present each grant and critiques to the entire SAP for discussion. Final funding decisions will be made by consensus of the SAP.
    5. The number of proposals selected and the amount funded per proposal will vary and is at the discretion of the scientific advisory panel
    6. The secretary shall maintain a spreadsheet in order to track awards and reports
    7. It will be requested that any unused funds be returned to the TRIG