

BYLAWS of the ISMRM Iberian Chapter

1. Objectives

- (i) To promote and encourage scientific research on magnetic resonance in medicine and biology and other related topics.
- (ii) To promote and encourage the development of the applications of magnetic resonance in medicine and biology and other related topics.
- (iii) To promote communication of information on magnetic resonance in medicine and biology and other related topics within the Portuguese and Spanish MR communities.
- (iv) To support continuing education in the field of magnetic resonance in medicine and biology and other related topics.
- (v) To perform charitable, public understanding and outreach functions with respect to magnetic resonance applications in medicine and biology and other related topics.
- (vi) To provide information and advice on magnetic resonance in medicine and biology and other related topics, to interested organisations from all sectors.
- (vii) To lobby on aspects of public policy concerned with magnetic resonance in medicine and biology and other related topics.
- (viii) To encourage scientists and clinicians working in magnetic resonance in Portugal or Spain to contribute to the field of magnetic resonance and to the ISMRM.
- (ix) To improve employment and working conditions in the field of medical and biological applications of magnetic resonance.
- (x) To provide information and advice on the field of magnetic resonance in medical and biological applications to people working in the public domain.
- (xi) To cooperate with local, regional and national authorities as well as public or private organisations to achieve the above-mentioned aims.

2. Membership

Ordinary Membership is open to any professional with an interest in magnetic resonance and its application to medicine and biology, and who is resident in Portugal or Spain (any nationality), or who is a citizen of Portugal or Spain but is based in another country, on registration and payment of the annual subscription (if such a subscription is levied). Ordinary Members are non-voting.

Full Membership is open to those who are Full Members of ISMRM (which includes the SMRT), who are either resident in Portugal or Spain (any nationality) or who are citizens of Portugal or Spain but are based in another country, on registration (and payment of the annual subscription if such a subscription is levied). Full Members are eligible to vote, to serve on the Iberian Chapter committee, and to receive discounted registration fees when attending Iberian Chapter Annual Scientific Meetings. Postgraduate students supervised by Full Members are eligible to apply for stipends when attending the Iberian Chapter Annual Scientific Meeting to present a talk or poster.

Trainee Membership of the Iberian Chapter is open to those who are Trainee Members of the ISMRM or SMRT, based in Portugal or Spain, or holding one of the two nationalities. Trainee Membership in this Chapter is also open to students who are not ISMRM Trainee Members, as long as they are registered for a degree in a relevant field of study, whether full-time or part-time, undergraduate or postgraduate. Ph.D. post-docs who have received their Ph.D. within the last five years are eligible for Trainee Membership.

Anyone holding a faculty position is not eligible for Trainee Membership in the Iberian Chapter. Trainee Members will have access to discounted registration fees when attending the Iberian Chapter Annual Scientific Meetings. Trainee Members can only elect the postdoctoral and student representatives.

3. Governance

3.1 Committee

The Chapter shall be governed by a Committee of not less than six and not more than twelve Full Members, two Postdoctoral Representatives (fulfilling definition of ISMRM Trainee but not a Student Member) and one non-voting Student Representative (who must be a Student Member). All requirements for Chapter governance per the ISMRM bylaws will be met.

Decisions shall be taken by a majority vote of those present, the Chair having an additional casting vote in case of a tie. Additional "Observers" may be co-opted to serve by a majority vote of the Committee. Full committee members shall serve for three years plus one year of transition, or longer if elected to an officer position. The Postdoctoral Representatives shall serve for two years only. The Student Representative shall serve for one year only. The Committee shall meet at least once each year and shall hold an Annual General Meeting of the Chapter at which it will report the year's activities to the members.

3.2 Duties and Powers of the Executive Committee

All officials will be elected by the committee, except for the Chair who will be elected by a vote of the full membership. Members who are elected as officials shall serve in that role for three years and will remain on the committee for one year beyond the end of their term to ensure continuity. The Annual Meeting Representative shall serve for one year, ending after the meeting he/she will be responsible for coordinating.

Any officer can resign or can be removed from their position if deemed to be unable to perform his or her duties by a majority of Committee members.

Nominations can be made by the Committee itself, aiming to keep a balanced representation of both Portuguese and Spanish ISMRM communities, or by individual Members (and may include self-nomination). Calls for nominations will be made by the Secretary at the Annual General Meeting and by email to all Members. In the case of there being more than one candidate for a given vacancy then a ballot of the committee will be organised by the Secretary.

Postdoctoral Representative will be elected by a secret ballot of students and trainees at the Annual Scientific Meeting each year, a call for nominations being made by the Secretary prior to the meeting.

The Student Representative shall be elected by a secret ballot of student and trainee members at the Annual Scientific Meeting, a call for nominations being made by the Secretary at an appropriate time prior to the meeting.

Chair will be responsible for the efficient functioning of the Chapter. She/he shall chair all meetings of the Committee. The Chair shall maintain a list of the Chapter's Members.

Vice-Chair will normally assist the Chair in the discharge of his/her duties. He/she shall take over those

responsibilities of the Chair when specifically requested by the Chair or on his/her absence.

Secretary shall keep all records of the Chapter and of the Committee meetings, shall convene meetings, organise elections and monitor the organisation of the Annual ISMRM Iberian Meeting.

Treasurer shall coordinate the raising of funds, hold any cash balances, authorise expenditure (subject to the instructions of the Chair), keep financial records, and submit them to the parent Society each year, or whenever required.

Communications/Proceedings shall edit the bi-annual Newsletter and oversee updates to the webpages and social media channels. She/he will also be responsible for compiling and editing the Annual meeting proceedings.

Annual Meeting Representative shall supervise and monitor the organisation of the Annual ISMRM Iberian Scientific meeting as well as other activities organised by the chapter, such as scientific seminars, workshops, educational programs on subjects related to ISMRM. He/she will be based in the country that is hosting the Annual Scientific meeting and will be the local contact for the organization of the meeting.

Postdoctoral Representatives have to be members of the ISMRM Iberian Chapter and they shall assist in promoting the activities of the Chapter, including managing the Chapter website. In their first year of service, they will be members of the Organising Committee and in the second year advise the incoming Postdoctoral Representatives elected at the Annual ISMRM Iberian Scientific meeting.

Student Representative shall assist in promoting the activities of the Chapter using social media, writing the bi-annual newsletter and organising social/networking activities for the Annual ISMRM Iberian Scientific meeting.

4. Subscription and Finances

The annual subscription shall be decided by a majority vote of the Committee. The Treasurer shall maintain one or more bank accounts in the Chapter's name. Cheques drawn on the accounts shall be signed by any of the following officers: The Treasurer, the Chair, the Vice-Chair or the Secretary.

The Chapter will aim to hold reserves sufficient to cover the cost of at least one annual meeting and other annual running costs.

For the purposes of registering at meetings, we will use the ISMRM definition of trainees for giving reduced rates for registration, unless otherwise specified.

5. Modification of the Bylaws

These bylaws may be modified by a motion passed by a majority of the Committee and ratified by a simple majority of those voting in a ballot of the membership.