

BY LAWS

1. Purpose

The British Chapter of the International Society for Magnetic Resonance in Medicine (ISMRM) is an organisation for Members of the ISMRM (which includes the SMRT) who work within the United Kingdom or the Republic of Ireland. The purposes of the Chapter are:

- (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 UK and Irish 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 organizations 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 the UK and the Republic of Ireland to contribute to the field of magnetic resonance and to the ISMRM.

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 the United Kingdom or the Republic of Ireland, 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 resident in the United Kingdom or the Republic of Ireland, on registration (and payment of the annual subscription if such a subscription is levied). Full Members are eligible to vote, to serve on the British Chapter committee, and to receive discounted registration fees when attending British Chapter Annual Scientific Meetings. Postgraduate students supervised by Full Members are eligible to apply for stipends when attending the British Chapter Annual Scientific Meeting to present a talk or poster.

Student Membership of the British Chapter is open to all students registered for a degree in a relevant field of study, whether full-time or part-time, undergraduate or postgraduate. Student Members are non-voting.

3. Governance

(i) Committee

The Chapter shall be governed by a Committee of not less than seven and not more than thirteen 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.

One-third of the total number of committee members shall constitute a quorum. 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, 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.

(ii) Nominations and Elections

The chair of the Chapter's Annual Scientific Meeting will automatically be nominated to serve as a Committee member. Further vacant Committee positions shall be filled as and when necessary. Nominations can be made by the Committee itself or by a Member (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.

One 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 members at the Annual Post-Graduate Meeting, a call for nominations being made by the Secretary at an appropriate time prior to the meeting.

(iii) Officer positions

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 four years and will remain on the committee for one year beyond the end of their term to ensure continuity. 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.

The Chair shall chair all meetings of the Committee at which he/she is present. In case of contention, procedural matters will be decided according to Robert's Rules of Order. In the absence of the Chair, the members present shall elect one of their number to chair the meeting. The Chair will ensure that the British Chapter is represented within other groups, including the Institute of Physics and Engineering in Medicine and British Institute of Radiology. The Chair shall maintain a list of the Chapter's Members.

The Secretary shall keep all records of the Chapter and of the Committee meetings, shall convene meetings, organise elections and monitor the organization of the Annual Post-Graduate Meeting.

The 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.

The Communications Officer shall edit the Newsletter and oversee updates to the webpages and social media channels.

The Equality, Diversity and Inclusion Officer will monitor the decisions of the Chapter to ensure that activities encourage participation from underrepresented groups and will also proactively consider activities that would proactively encourage participation from under-

represented groups.

In their first year of service, the Postdoctoral Representative will chair the Organizing Committee of the Annual Post-Graduate Meeting and in his/her second year, he/she will be a member of the Organizing Committee and advise the incoming Postdoctoral Representative elected at the Annual Scientific meeting.

The Student Representative will be a member of the Organizing Committee of the Annual Post-Graduate 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 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 By-Laws

These By-Laws 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.

REVISED 6th October 2018

APPROVED ISMRM xxx