

## BYLAWS

### 1. Purpose

The British and Irish Chapter of the International Society for Magnetic Resonance in Medicine (ISMIRM) is an organisation for Members of the ISMIRM (which includes the Society for Magnetic Resonance Technologists, SMRT) who work within the United Kingdom or the Republic of Ireland.

The Chapter recognises and supports excellence regardless of gender, ethnicity, nationality, disability, religion, sexual orientation, socio-economic background, or age. The Chapter is dedicated to equal opportunities and has zero tolerance for discrimination or harassment. The Executive Committee and associated committees are regulated by the Chapter's Equality, Diversity and Inclusion (EDI) Policy.

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.
- (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 activities 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 ISMIRM.

### 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 normally 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 ISMIRM (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 and Irish committee, and to receive discounted registration fees when attending British and Irish Chapter Annual Scientific Meetings/events. Postgraduate students supervised by Full Members are eligible to apply for stipends when attending the British and Irish Chapter Annual Scientific Meeting/events.

**Student Membership** of the British and Irish 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) Executive Committee**

The Chapter shall be governed by an Executive Committee of not less than seven and not more than thirteen Full Members, one radiographer or technologist (who is a SMRT member), one Postdoctoral Representative (fulfilling definition of ISMRM Trainee but not a Student Member) and a minimum of 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 Executive Committee members shall constitute a quorum. Decisions shall be taken by a majority vote of those present, the President having an additional casting vote in case of a tie. Additional "Observers" may be co-opted to serve by a majority vote of the Executive Committee.

Executive 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 Executive 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 Local Organising Committee of the Chapter's Annual Scientific Meeting will automatically be nominated to serve as an Executive Committee member. Further vacant Executive Committee positions shall be filled as and when necessary. Nominations can be made by the Executive Committee itself or by a Member (and may include self-nomination). Calls for nominations will be made 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 Post-Graduate Meeting each year, a call for nominations will be made 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 at an appropriate time prior to the meeting.

#### **(iii) Officer positions**

All Officials will be elected by the Executive Committee, except for the President 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 Executive 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 Executive Committee members.

The President shall chair all meetings of the Executive 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 President, the Committee members present shall elect one of their number to chair the meeting. The President will ensure that the British and Irish Chapter is represented within other groups, including the Institute of Physics and Engineering in Medicine and British Institute of Radiology. The Membership Secretary 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 and organise elections.

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

The Equality, Diversity and Inclusion Officer will monitor the decisions of the Chapter and adherence to the Chapter's EDI Policy.

The Postdoctoral Representative will advise the incoming Postdoctoral Representative elected at the Annual Scientific meeting and both will advise the Student Representative as appropriate.

The Student Representative(s) will be a member of the Organizing Committee of the Annual Post-Graduate Meeting and edit the Chapter's Newsletter

#### **4. Subscription and Finances**

The annual subscription shall be decided by a majority vote of the Executive 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 President or the Secretary.

The Chapter will aim to hold reserves sufficient to cover the cost of the Chapter's annual meetings 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 Executive Committee and ratified by a simple majority of those voting in a ballot of the membership.

*REVISED 3<sup>rd</sup> Oct, 2020*

*APPROVED ISMRM xxx*