



# **ASIAN FEDERATION OF SOCIETIES FOR ULTRASOUND IN MEDICINE AND BIOLOGY**

## **CONSTITUTION**

(To take effect from January 1, 1993)  
(Revised September 9, 1996, To take effect from September 9, 1996)  
(Revised November 15, 2007, To take effect from November 15, 2007)  
(Revised November 20, 2010, To take effect from November 20, 2010)  
(Revised May 24, 2018, To take effect from May 24, 2018)

## **PREAMBLE**

Because of the increasing application of ultrasonic techniques in biological and medical research and practice, groups have been organized in various countries to promote cooperative effort in these areas. In order to integrate further this effort and expand the cooperation on an Asian basis, an Asian federation of affiliated organizations was indicated.

In accordance with this principle and with the decision of the constituent assembly meeting in Sydney, Australia, in July 1985 there is hereby organized an Asian non-profit scientific organization which shall be a federation under the following Constitution.

## **ARTICLE 1: NAME**

The name of this organization shall be the Asian Federation of Societies for Ultrasound in Medicine and Biology (AFSUMB).

## **ARTICLE 2: ADDRESS**

The headquarters of the Federation shall be as designated by the Administrative Council.

## **ARTICLE 3: OBJECTIVES**

The objectives of the Federation shall be scientific, literary, and educational. Its aims shall be to encourage research in the field; to promote international cooperation in the field; and to disseminate scientific information. In pursuit of these aims the Federation may, in relation to its specific field of

interest, engage in the following activities: sponsorship of meetings; publication of an official journal; cooperation with other societies and organizations in specific learning; appointment of commissions on special problems; awarding of prizes and distinctions. It may promote the formation of national or regional societies or groups, the coordination of bibliographic or informational services and the improvement of standards in terminology, equipment, methods and safety practices, and generally shall promote improved communication and understanding in the world community using ultrasound in medicine and biology.

## ARTICLE 4: AFFILIATION AND ASSOCIATION

### Section 1

#### ORGANIZATIONS AND INDIVIDUALS AFFILIATED TO THE AFSUMB

(a) The Federation shall be comprised of primarily Affiliated Organizations which have a major interest in the field medical and biological ultrasonics and whose professional stature is in keeping with the aims of the Federation. These organizations may be professional societies or subgroups thereof, or other organized national bodies as specified by the By-Laws. Individuals who are member of such Affiliated Organizations shall be known as Affiliates of the Asian Federation of Societies for Ultrasound in Medicine and Biology.

(b) Properly qualified individuals may become Associates with all rights and privileges of Affiliates except representation.

(c) Affiliates who have rendered uniquely valuable service to the Federation may have bestowed upon them the title of "Gold Medalist".

(d) Affiliates and Associates who have rendered uniquely valuable service to the Federation may have bestowed upon them the title of "Honorary Life Member". They shall be excused from payment of dues.

### Section 2

#### AFSUMB AFFILIATED WITH WORLD FEDERATION

AFSUMB shall be the affiliated organization of the World Federation for Ultrasound in Medicine and Biology (WFUMB).

## ARTICLE 5: TERMINATION

Affiliation or association may be terminated in any of the following ways:

(a) By resignation, subject to such notice as may be prescribed by the By-Laws.

(b) By default in the payment of contributions or subscriptions to the Federation for such period as may be prescribed by the By-Laws.

(c) By a two-thirds vote of the General Assembly in support of a report of the Administrative Council, an Affiliated Organization, or an Associate may be expelled on the grounds that its or his or her conduct is detrimental to the honour or interests of the Federation.

## ARTICLE 6: THE GENERAL ASSEMBLY

### Section 1

The control and direction of the policy and affairs of the Federation shall be vested in the General Assembly. The General Assembly shall be composed of the Delegates of the Affiliated Organizations, and shall include the Voting Members of the Administrative Council. The number of delegates from each Affiliated Organization shall, to the nearest integer, be equal to a fraction of the number of members in that organization (for example 5 for 5.1-5.4; 6 for 5.5-5.9), as specified in the By-Laws. The total number of voting delegates shall conform to the provisions of Section 2.

### Section 2

In the case that more than one Affiliated Organization is accepted from a given nation, the total number of voting delegates in the General Assembly from each country in principle shall never be greater than the fraction as specified by the By-Laws (rounded off to the nearest integer) of the number of the combined membership of all Affiliated Organizations.

### Section 3

Representation to the General Assembly under Section 2 shall preferably be established by the Affiliated Organizations through the instrumentality of an appropriate National Association of Federation or equivalent body. Alternatively, a National Committee representing the Affiliated Organizations may assume this function.

### Section 4

The principal functions of the General Assembly shall be:

- (a) Establish the policy of the Federation
- (b) Elect the members of the Administrative Council
- (c) Elect officers of the Federation
- (d) Receive and approve reports of the Administrative Council and make recommendations thereto.
- (e) Amend the Constitution and By-Laws of the Federation when required.

### Section 5

A General Assembly shall be convened at every two years at such times and places as prescribed by the Administrative Council which shall prepare the agenda of the meeting in accordance with the By-Laws. An Assembly may be called by the Administrative Council at other times on petition of the voting delegates from 20 per cent of the organizations represented.

### Section 6

Business of the General Assembly may be carried out by mail as specified in the By-Laws.

## ARTICLE 7: ADMINISTRATIVE COUNCIL

### Section 1

The day to day affairs of the Federation shall be administered by an Administrative Council which shall consist of:

Voting members:

Officers

President  
Vice-President 1  
Vice-President 2  
President-Elect  
Immediate Past President  
Secretary  
Treasurer

Councilors

Representatives of Affiliated Organizations as described in Article 7 Section 2.

Non-voting members:

Co-opted Councilors as described in Article 7 Section 4F  
Editor of the Journal (ex-officio without voting privilege)  
Website/Newsletter Editor (ex-officio without voting privilege)

### Section 2

The eligibility of Affiliated Organizations to elect or appoint representatives on the Administrative Council shall be as follows:

#### Section 2A

Each Affiliated Organization holding voting rights of at least 10% of the full Assembly membership (as computed on the basis of certified voting rights two calendar years before a Meeting of the General Assembly at which a new Administrative Council is to be elected, for example voting rights in year 2008 for election in year 2010) shall be entitled to nominate a councilor on the Administrative Council. Each such Affiliated Organization shall be so notified by the Secretary of the Federation, and shall inform the Secretary of the name of its nominee at least 3 months before the date of the General Assembly Meeting. A total number of Administrative Councilors shall be up to 6.

#### Section 2B

Each Affiliated Organization not qualified by Article 7 Section 2A shall have a right to nominate one or more candidates for vacancies as representatives on the Administrative Council of those organizations collectively. The Secretary will call for nominations which must be in the hands of the Federations Secretary at least 3 months before the date of the General Assembly Meeting. The Secretary shall notify all those organizations of the names of all candidates not less than 6 months before the General Assembly meeting.

### Section 3

The election of Officers and Councilors shall be carried out as follows:

#### Section 3A

The Nominating Committee appointed by the President under Article 8 shall invite names from all Affiliated Organizations of candidates for the officers of President-Elect, Vice-President 1, Vice-President 2, Secretary and Treasurer 6 months before the date of the General Assembly Meeting. From the names submitted the Committee shall present to the Administrative Council at least 3 month before the date of the General Assembly Meeting, whichever is the later, one or more nominations for each of the above five offices.

#### Section 3B

The Administrative Council, after examination of nominations, may, at its discretion, make its own nominations for each office in addition to the nominations previously notified. The nominations must be communicated to all Affiliated Organizations at least one month before a Meeting of the General Assembly.

#### Section 3C

Nominations for any of the five officer positions may also be made by a petition signed by 15 or more Affiliates. Such a petition must be received by the Secretary 3 months before a Meeting of the General Assembly.

#### Section 3D

The Secretary shall prepare a ballot of all nominees for each office, designating the mode of nomination. The ballot shall be presented by the Council by mail to the entire General Assembly membership at least 10 and not more than 50 days before a Meeting of the General Assembly.

#### Section 3E

The Administrative Council shall prepare a separate ballot for nominees under Article 7 Section 2B. This ballot shall be presented by the Council by mail at least 10 and not more than 50 days before a Meeting of the General Assembly to those Affiliated Organizations each holding a voting strength of less than 10% of the full Assembly membership.

#### Section 3F

Ballots from voting delegates which are returned to the Secretary not less than 24 hours before the opening of the Meeting of the General Assembly shall be opened and counted at the Meeting by tellers designated by the President.

#### Section 3G

Election to each office shall be decided by a simple majority of the voting rights of all such ballots received.

### Section 3H

In the event that no General Assembly Meeting is being held, election shall be under the same procedure, based on the voting rights of those voting delegates of the General Assembly responding within 2 months to a ballot conducted by air mail and distributed by the Secretary.

### Section 4

Each officer and elected member of the Administrative Council shall hold office as follows:

#### Section 4A

A term of office shall be from the end of the session of the General Assembly which elected him or her until the end of the subsequent session of the General Assembly or until him or her successor takes office except as specified in Article 7 Section 4D.

#### Section 4B

Councilors shall be eligible for two successive terms after which one full term must elapse before they are again eligible.

#### Section 4C

The maximum number of consecutive terms for office bearers shall be as follows: President, President-Elect, Vice-President 1, and Vice-President 2 one term, Treasurer and Secretary three terms, after which one full term must elapse before they are again eligible.

#### Section 4D

In the event no Meeting of the General Assembly is held within four years, the President shall proceed with an election under Article 7 Section 3 of the Constitution.

#### Section 4E

In the event of the death or resignation of a member of the Administrative Council during his or her term of office, the Administrative Council shall make such appointment or other provisions as may seem expedient for the discharge of the duties of office concerned until the next session of the General Assembly.

#### Section 4F

The Administrative Council may co-opt up to several persons who shall serve as members without voting rights for a term which shall be fixed by the Administrative Council.

### Section 5

President-elect shall be elected in the General Assembly and may not necessarily be from the host countries of the Scientific Conferences.

## ARTICLE 8: NOMINATING COMMITTEE

### Section 1

On the last day of each regular Meeting of the General Assembly, a Nominating Committee shall be formed with the President-Elect as Chairman and one member appointed by the President, together with one further member appointed by the Chairman.

### Section 2

In case a General Assembly Meeting is not held within the interval prescribed in By-Laws 14, the President shall make appointments to the Nominating Committee at least one year before an election is to be held. The Administrative Council shall make nominations for President-Elect and other officers as specified in Article 7.

## ARTICLE 9: AMENDMENTS

### Section 1

Amendments to this Constitution may be initiated either (1) by a Constitution Committee of the General Assembly; or (2) by petition of at least 10 per cent of the Assembly Membership; or (3) by recommendation of the Administrative Council.

### Section 2

Proposed amendments shall be submitted for ratification by a two-thirds majority of those present at an officially convened session of the General Assembly. Following this, the entire General Assembly shall be notified by mail of the action. If less than 10 per cent of the membership objects within 2 months, the amendment will become final.

If more than 10 per cent object, the amendment will be resubmitted to the General Assembly by mail and a two-thirds majority of those responding within 2 months will be required for passage.

### Section 3

Alternatively, a proposed amendment initiated as in Section 1 may be submitted directly to the General Assembly by mail. A two-thirds majority of those responding within 2 months shall be required for ratification.

## ARTICLE 10: BY-LAWS

### Section 1

Suitable By-Laws to implement this Constitution shall be enacted by the General Assembly. By-Laws or changes thereto may be proposed by one of the three means indicated for constitutional amendments in Article 9. A majority of those present at an officially convened session of the Assembly shall be required to enact or change a By-Law. Such By-Laws shall then be submitted to the entire General Assembly by mail and become effective unless 50 per cent of the membership objects within 2 months.

## Section 2

A properly initiated By-Law change may be submitted directly to the General Assembly by mail. A majority vote of the General Assembly members who respond within 2 months shall be required for passage.

### ARTICLE 11: COMMITTEES

Other committees than those specified herein may be appointed and have such power as may be prescribed by the By-Laws or as the General Assembly or Administrative Council may think proper within the Constitution.

### ARTICLE 12: COOPERATION WITH OTHER INTERNATIONAL ORGANIZATIONS

The Administrative Council shall be the representative of the Federation in dealings with other international organizations. It shall be authorized to make suitable arrangements for cooperation with other organizations having mutual or parallel interests. Affiliation with other international bodies must be referred to the General Assembly.

### ARTICLE 13: PERSONAL LIABILITY

Officers and Members of the Federation shall incur no personal liability in respect to commitments of the Federation. Membership of any category in the Federation shall commit individuals to no more than payment of their annual subscription.

### ARTICLE 14: DISSOLUTION

A decision to dissolve the Federation should be taken at a Meeting of the General Assembly or by postal ballot in case of necessity and shall require a two-thirds majority. A Liquidator shall be appointed by the General Assembly. Failing the appointment of a Liquidator, liquidation shall be carried out by the Administrative Council then in office acting as a Panel of Liquidators. Any assets from the liquidation shall be distributed to such non-profit organizations as the Liquidators shall decide.

### ARTICLE 15: GIFTS AND GRANTS

The Federation shall be empowered to accept gifts, donations, grants and other funds within applicable laws. The Federation may accept donation from the industry, but should not endorse any particular brand of the industry.



**ARTICLE 16:  
RULES OF PROCEDURE**

Robert's Rules of Order as revised shall be consulted for resolution of all parliamentary questions.

# BY-LAWS

(To take effect from January 1, 1993)

(Revised May 25, 1994)

(Revised May 24, 2018)

## 1. AFFILIATION AND MEMBERSHIP

(a) Organizations desiring affiliation must present evidence that they are carrying on one or more of the following activities in an area relevant to the use of ultrasound: holding regular meetings; publishing a journal meeting professional standards; maintaining study groups. Such organization must be on a non-profit basis and maintain high ethical standards and must have a Constitution and By-Laws or other official certification of its organizations and operation.

(b) National groups or societies may be formed of associates. When they designate a correspondent to represent them in dealings with the Federation, they will be eligible to representation in the General Assembly. The Federation, however, retains the right to screen applicants for group membership as for associates.

(c) Not more than one such group or society in a country may become affiliated in principle. To be considered for affiliation such a group or society must be composed of at least two-thirds of the associates in a country. This ratio must be maintained in order for the group or society to maintain its affiliate status.

(d) Application must be made to the Federation through its Secretary by an authorized officer representing the organization. The form of application shall include the following information:

(i) Adequate identifying information.

(ii) Copies of Constitution and By-Laws (up-to-date) or satisfactory official documentation in lieu of these.

(iii) Names of current executive officers and the address of the Secretary.

(iv) Census of Membership, with or without individual names.

(e) The Secretary shall assemble the dossier on an applicant for affiliation and shall present this to the Administrative Council. If approved, by a majority of the entire Administrative Council, it shall be ratified by a majority vote of the members of the General Assembly responding within 2 months to a mail ballot. Membership of organizations approved for affiliation by the General Assembly shall be regarded as provisional for two years and confirmed in the absence of a claim for recognition by other societies seeking to represent the same country of region during this period. During the provisional period the Affiliated Organization will have all the privileges and responsibilities of membership. If a rival claim is made, this will be reported on by the Administrative Council and affiliation shall then be decided by resolution of the General Assembly.

(f) Candidates for Associate Membership must present evidence of education, research, or practical experience in the application of ultrasonic techniques in the fields of medicine, biology or in a specified allied field. They shall preferably belong already to one or more learned societies in medicine, biology, medical physics or biomedical engineering. Their dossier shall be prepared by the Secretary and submitted to the Administrative Council, with possible reference to the General Assembly Delegate (s) from the candidate's country of residence. If no objections are raised within 1 month, the associate is accepted.

(g) Subject to endorsement by the Administrative Council, nominations for Honorary Life Membership and Gold Medalist shall be presented to the General Assembly for ratification.

## 2. REGISTER

(a) A register of Affiliated Organizations shall be kept by the Secretary. It shall include: a listing of current executive officers and mailing address(es); a current census of membership. A supplementary file shall include current copies of Constitution and By-Laws or other official documentation, listing of names of members of the Affiliated Organization.

(b) A register of Associate Members, Honorary Life Members, and Gold Medalists shall be kept by the Secretary.

## 3. TERMINATION

If the annual subscriptions of an Affiliated Organization or Associate for any year shall not have been paid on or before 30 June of that year, it or he or she shall be notified that it or he or she has been suspended and a 10 per cent surcharge shall be applied. If the subscription in arrears shall not have been paid by 30 September of the same year, the organization or person shall cease to be an Affiliate or Associate as of that date, unless otherwise decided by resolution of the Administrative Council.

## 4. RESIGNATION

Should an Affiliated Organization, or Associate, wish to resign, it or he or she must give 6 months notice to the Secretary in writing. It or he or she shall be responsible for the annual subscription until the effective date of resignation.

## 5. ALLEGATION OF MISCONDUCT

On receipt of complaint concerning the conduct of an Affiliated Organization or an Associate, the Secretary shall submit it to the Affiliated Organization or Associate concerned for explanation. The complaint and the explanation shall be considered by the Administrative Council. If further action is required, the report shall be submitted to the General Assembly.

## 6. RESPONSIBILITIES OF MEMBERS

Affiliated Organizations shall agree to:

(a) Publish or otherwise disseminate to all their members the Federation calls for papers, new releases, conference notices, etc.

(b) Supply the Federation with advance information on their own meetings and activities.

(c) Supply updating of changes of executive personnel, membership increase and changes of the Constitution and the By-Laws, etc.

(d) Appoint a member of their executive committee (usually the Secretary) as liaison officer for the Federation. This is in addition to their selection of one or more General Assembly delegates to the Federation.

(e) Pay a per capita "membership" subscription for 100 per cent of those categories of their membership that they wish to designate. The individual members in the designated categories thus become affiliates of the Federation. This 100 per cent apply to the entire membership in the chosen categories of membership of the organization applying for affiliation.

(f) Associate Members shall agree to supply updating of their current address.

## 7. PRIVILEGES AND RIGHTS OF MEMBERS

The following privileges and rights are granted to Affiliated Organizations by virtue of their affiliation:

- (a) Access to the Federation Journal and mailings for purposes of world coverage of their own news, etc.
- (b) Access to the Federation Associate listings and lists of other Affiliated Organizations and their addresses.
- (c) Permission to indicate the affiliation of their stationery or elsewhere.
- (d) Representation of General Assembly of the Federation as provided by the Constitution and By-Laws.
- (e) Ability to offer their members reduced rates of subscription to the Federation Journal and publications and reduced registration fees at conferences.
- (f) Participation at the national, regional or international specialty level in all of the activities of the Federation.

The following privileges and rights are granted to Associate Members by virtue of their membership:

- (g) Access to the Federation Associate listings and lists of Affiliated Organizations and their addresses, consistent with the objectives of the Federation.
- (h) Ability to obtain reduced rates of subscription of the Federation Journal and other publications and reduced registration fees at conferences.
- (i) Participations at the national, regional or international specialty level in all of the activities of the Federation.

## 8. SUBSCRIPTIONS FROM AFFILIATE ORGANIZATIONS

Annual subscriptions from Affiliated Organizations are based upon the total number of members in the categories of membership of the organization that have been chosen for affiliation. The amount will be determined annually by the Administrative Council. Not later than 31 March of each calendar year, the Secretary of each Affiliated Organization shall send, by air-mail, to the Secretary of the Federation, the numbers of members in each separate category of membership in the Affiliated organization at 1 January of that year. He or she shall also specify which categories of membership the Affiliated organization wishes to be affiliated to the Federation. From this information the Secretary will calculate the total amount of the subscription and will report it to the Treasurer of the Federation. The Treasurer of the Federation will arrange for an account to be rendered to the Affiliated Organization. As provided under By-Law 4, the Affiliated Organization shall then pay the amount due, to the Treasurer of the Federation, not later than 30 June in the same year. In the event of special circumstances arising which make the application of this rule inappropriate to particular cases, the General Assembly of the Federation shall have the power, on a two-thirds majority vote, to vary the amount payable by an Affiliated Organization.

## 9. LEVEL OF ANNUAL SUBSCRIPTION

The annual subscription for associate members shall be determined annually by the Administrative Council.

## 10. BILLING OF ANNUAL SUBSCRIPTION

The Treasure shall bill associate members directly for their subscription except in the case of organized national groups where the billing will be to the designated representative.

## 11. SELECTION AND TENURE OF GENERAL ASSEMBLY

(a) The number of delegates from each Affiliated Organization shall be the President or his or her designate and one delegate for each 1,000 members (rounded off to the nearest integer) in the categories of membership designated by that organization for affiliation.

(b) Delegates shall be selected as the Affiliated Organizations decide, but must be chosen only from these categories of membership in the Affiliated Organization which have been chosen for affiliation with the Federation. Notice of the names of selected delegates shall be communicated to the Secretary not less than 6 months before a General Assembly.

(c) The term of office shall be from the date on which a delegate becomes a member of the Assembly until his or her successor takes office.

(d) In case no Assembly Meeting is held, a term of office shall be four years.

## 12. CREDENTIALS COMMITTEE

The President may appoint a Credentials Committee to examine and approve the credentials of delegates to the General Assembly.

## 13. CONVENING OF MEETINGS OF GENERAL ASSEMBLY

The General Assembly will normally meet at the time of the General International Conference of the Federation but at intervals of not more than two years in any event except by mail action of the entire assembly.

## 14. AGENDA

The agenda of the General Assembly shall be prepared by the Administrative Council and shall include, at least:

1. Reports from officers.
2. Reports of standing committees.
3. Counting of election ballots for officers and members of Administrative Council.
4. Any old or new business presented by Administrative Council.
5. Discussion of matters of general interest presented by any delegate in writing to the Secretary in advance of the Meeting.

## 15. PRESIDING OFFICER

(a) The President of the Asian Federation of Societies for Ultrasound in Medicine and Biology shall preside over the General Assembly. In the absence of the President, the meeting shall be presided over by the Vice-President.

(b) The next President shall be installed at the end of the Assembly at which he or she was President-Elect.

## 16. ATTENDANCE AND VOTE

All affiliates and associates may attend a General Assembly and participate in the discussion. Only duly elected voting delegates may vote. Vote may be by show of hands except on questions of amendments of constitution and by-laws or selection of officers and councilors of the Federation and candidates for WFUMB posts where written ballot will be requires.

## 17. MINUTES

The Secretary, or his or her designate, shall keep minutes of each meeting of the General Assembly, which shall, after confirmation by the presiding officer, be kept at headquarters. Copies of the minutes or extracts shall be sent to Affiliated Organizations, or Associates who request them.

## 18. QUORUM FOR A GENERAL ASSEMBLY

(a) A quorum shall consist of voting delegates from 50 per cent of the Affiliated Organizations. In the case of an organization with more than one delegate, the one delegate may cast the vote for his or her entire delegation provided written authorization is received by the Secretary in advance from the organization.

(b) A voting delegate may designate an alternate to act for him or her. Such designation must be in writing in advance of an announced meeting.

(c) Lacking a quorum, all business transacted must be ratified by a majority vote of the entire Assembly by mail.

(d) Between General Assembly Meetings business may be conducted by mail. Every voting delegate must be notified by the Secretary of the business being conducted and a majority vote of voting delegates shall be required for passage.

## 19. CONVENING OF MEETINGS OF THE ADMINISTRATIVE COUNCIL

The Administrative Council shall be convened at intervals not greater than four years. The Secretary shall draw up the Agenda.

## 20. QUORUM FOR ADMINISTRATIVE COUNCIL MEETING

A simple majority of members shall constitute a quorum.

## 21. VOTING AT COUNCIL MEETINGS

Voting shall be by show of hands, unless a secret ballot is requested, and a simple majority shall be sufficient to carry a decision.

## 22. MINUTES OF ADMINISTRATIVE COUNCIL MEETING

(a) The Secretary, or his or her designate, shall keep minutes of the proceedings of each meeting of the Council. Copies shall be sent to all members of the Council. The Secretary shall keep details of membership.

(b) The Treasurer shall keep financial accounts for each calendar year and produce accounts to be available, by 30 April in the following year, for review by the President or his or her designate. The Treasurer shall also prepare an annual budget and present this to the Administrative Council.

## 23. ADMINISTRATIVE COUNCIL BUSINESS BY MAIL

Between called meetings, business may be conducted by mail. A majority vote of the entire Council shall be required for passage.

## 24. INVITED MEMBERS TO ADMINISTRATIVE COUNCIL MEETINGS

The Administrative Council shall invite a representative of each Affiliated Organization to attend its meetings as a non-voting observer and without cost to the Federation. It may also invite the officers of a future congress of representative of the various committees which have been set up to attend its meetings without the right to vote.

## 25. SCIENTIFIC CONFERENCES

### Section 1

Six years before a particular congress, the Administrative Council shall invite one or more potential host organizations to submit proposals for the organization of that congress. The Administrative Council may suggest certain special conditions at the time.

### Section 2

Not more than 18 months later the relevant potential host organization(s) shall submit to the Administrative Council proposals giving information as far as it is practicable on the following:

- (a) the choice of congress sites under consideration, together with date(s),
- (b) the state of government regulations that might prevent or impose special conditions on attendance by any Federation Affiliate member,
- (c) the estimated requirements for financing the congress and exhibition.

### Section 3

Four years before the congress the Administrative Council shall formally select a host organization, on the basis of the above proposals and any supplementary information, which will then be authorized to commit major funds (e.g. in site booking). At this time the Administrative Council may indicate preference

for particular sites (particularly as it may affect style of the congress and overall cost of attendance) but the host organization may need to be given ultimate discretion to choose in the light of local circumstances. At this time also a congress organizing committee shall be formally established with agreed arrangements for representation by and communication with the Administrative Council.

#### Section 4

Two years before the congress, the following actions shall be taken:

(a) The host organization shall report to the Administrative Council on its choice of site and provide an organization timetable, including firm reservation dates, budget outline including details of front money and cash flow plan (at current costs), anticipated revenue and surplus (if any). This shall include estimated attendance, proposed registration fee and exhibition charges, and shall also indicate currently available scales of hotel charges. The number of hotel rooms reserved, space estimated and facilities for the Meeting shall also be reported.

(b) At the same time the Administrative Council and host organization together shall formulate a scientific program policy. This shall cover: choice of particular topics to be emphasized, balance of contributed papers, invited reviews, posters, scientific exhibits, and arrangements for selecting/rejecting contributions.

#### Section 5

A joint Meeting of the Administrative Council Representatives and host organization shall, if possible, be held at a time before the congress, in order to agree to the detailed plans and figures.

#### Section 6

Publicity for the congress shall be coordinated with the host organization (including announcements and letterheads) and shall clearly indicate that it is under the auspices of the Federation. The host organization shall make use of the title "AFSUMB '92," "AFSUMB 1992," and the like, as well as the AFSUMB logo.

#### Section 7

Timely reports at regular intervals (and/or at the request for Administrative Council) shall be provided by the host organization to the Administrative Council on the progress of preparations for the meeting including financial status and problems encountered.

#### Section 8

The President of the Federation in the period immediately prior to the congress shall be "President or Co-President of the Congress."

#### Section 9

Attendance at the congress and active participation in its scientific sessions shall be open to anyone with a bona fide interest in the subject. A commercial exhibition is to be open to all attendees and any information displayed may be viewed freely. Photography of exhibits is to be at the discretion of the exhibitors.



#### Section 10

Division of Meeting Surplus Revenue: Due to specific organizational variances, the AFSUMB may negotiate an alternate agreement with the host society. Ideally, this activity will take place by the time the contract is awarded. If an alternate agreement is not made with the host society, the division of the meeting surplus revenue may be as follows:

- 70%-Host organization(s) • 30%-The Federation

#### Section 11

If the Federation Congress is held at the same time as the normally scheduled meeting of the host organization, there shall be established a minimum level of surplus to be guaranteed to the host organization. The guaranteed minimum surplus shall be determined by averaging the surplus of the host organization's annual meeting over the four year period prior to the joint conference.

#### Section 12

Should the Congress suffer a loss, the distribution of this loss will be in proportion to the advance funds contributed, and the Federation's maximum liability will be limited to its advance funds contribution.

### 26. PUBLICATIONS

The Federation shall be empowered to publish or to enter into agreement with others to publish such journals and other publications as may be authorized by the General Assembly.

### 27. LANGUAGES

The working language of the Federation shall be English. However, a wider selection of official languages should be encouraged for international scientific meetings wherever this is economically feasible.

### 28. EXPENSES

The expenses of the delegates attending meetings of the General Assembly shall not be a charge on the funds of the Federation.

### 29. AD-HOC ADMINISTRATIVE COUNCIL

(a) An Ad-hoc Administrative Council is to be appointed at the business meeting in Kobe, Japan, in November, 1985, and shall function until the General Assembly in 1987.

(b) The Ad-hoc Administrative Council shall consist of:

1. The President
2. The President-Elect
3. Eight additional members.
4. Two co-opted members.

## 30. MAILING

Mailing can be done by air-mail, fax transmission, or e-mail. For important matters, air-mail or fax transmission should be used in addition to e-mail.

## 31. DUTIES OF OFFICERS

a) President. The President shall be the chief executive officer of the Federation; he or she shall preside at all meetings of the members and of the Administrative Council; he or she shall have the general management of the affairs of the Federation and shall see that all orders and resolutions of the Administrative Council are carried into effect.

b) Vice-Presidents.

1) Vice-President 1. During the absence or disability of the President, the Vice-President 1 shall have all the powers and functions of the President. The Vice-President 1 shall perform such other duties as the Administrative Council shall prescribe.

2) Vice-President 2. During the absence or disability of the Secretary or Treasurer, the Vice-President 2 shall replace the Secretary or Treasurer if there is a need to do so.

c) Treasurer.

1) The Treasurer shall have the care and custody of all the funds and securities of the Federation, and shall deposit said funds in the name of the Federation.

2) The funds of the Federation shall be deposited in bank accounts, or investments which guarantee preservation of the principal, including certificates of deposit, mortgage pool certificates and Treasury bills with principal guaranteed.

3) The Treasurer shall, when duly authorized by the Administrative Council, sign and execute all contracts in the name of the Federation, when countersigned by the president.

4) The Treasurer shall sign all checks, drafts, notes, and orders for the payment of money, which have been authorized by the Administrative Council and included in the agreed budget. Specific authorization by the President or Secretary is required for any payment exceeding \$5,000.

5) The Treasurer shall at all reasonable times exhibit the books and accounts to any Councilor or member of the Federation upon application at the office of the Federation during ordinary business hours.

6) The Treasurer shall, approximately 3 months before each General Assembly, have an audit of the accounts of the Federation made by a suitably qualified auditor appointed by the Administrative Council, and the auditor's report examined by the Finance Committee, and shall present such auditor's report and the Finance Committee report (in writing) to the General Assembly.

7) The Treasurer shall present to each Administrative Council meeting and each General Assembly a report setting forth in full the financial condition of the Federation.

d) Secretary. The Secretary shall keep the minutes of meetings of the Administrative Council and also the minutes of the General Assembly Meetings. He or she shall have the custody of the seal of the Federation and shall affix and attest the same to documents when duly authorized by the Administrative Council. He or she shall attend to the giving and serving of all notices of the Federation, and shall have charge of such books and papers as the Federation may direct; he or she shall attend to such correspondence as may be assigned to him or her, and perform all the duties incidental to his or her office.