



## WFUMB CONSTITUTION & BYLAWS

(To take effect from October, 1988)  
(Revised September, 1997)  
(Constitution Revised May 31, 2006; Bylaws Revised August 29, 2011)

### PREAMBLE

Because of the increasing application of ultrasonic techniques in biological and medical research and practice, groups have been organized in various parts of the world to promote cooperative effort in these areas. In order to integrate this effort further and expand the cooperation on an international basis, a world federation of affiliated organizations was indicated. In accordance with this principle and with the decision of the constituent assembly meeting in Vienna, Austria, in June 1969, there is hereby organized an international non-profit scientific organization which shall be a federation under the following Constitution.

### ARTICLE 1: NAME

The name of this organization shall be the World Federation for Ultrasound in Medicine and Biology.

### 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 and other official documents; 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 and 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: MEMBERSHIP: AFFILIATION AND ASSOCIATION

4.1. The Federation Membership shall be comprised of primarily Affiliated Organizations which have a major interest in the field of medical and biological ultrasonics and whose scientific stature is in keeping with the aims of the Federation. These organizations may be scientific societies or subgroups thereof or other regional or national bodies as specified in 4.2, 4.3.1 and 4.3.2 below. Individuals who are members of such Affiliated Organizations shall be known as Affiliates of the World Federation for Ultrasound in Medicine and Biology.

4.2. 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 in medicine and biology: holding regular meetings; publishing a journal of good scientific standard; maintaining study groups on particular topics. Such an organization must be on a non-profit basis and maintain high ethical standards and must have a constitution or other formal documentation of its organization and operation.

4.3.1. Wherever such an arrangement is practical, several such national groups shall jointly apply for affiliation as a federation based on geographical, linguistic or other common factors. In addition individual societies which are now members will be encouraged to

form regional federations. Normally, and except by resolution of the General Assembly in respect of a particular situation, not more than one national or regional organization covering the same geographical area may become affiliated.

4.3.2. Not more than one international specialty organization may become affiliated for any specialty. Such a specialty organization must demonstrate broad representation within such a specialty and must provide world-wide coverage.

4.4. Applications for affiliation to the Federation must be made through its Secretary using procedures specified in the By-Laws. If an application is approved by the Administrative Council it shall then be presented by mail to the General Assembly for mail ballot as specified in Article 12.

4.4.1. 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 or region during this period. During this 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.

4.5. Individual membership in the Federation shall be by one class of membership: Honorary Life Members.

4.5.1. Individuals who have rendered uniquely valuable service to the Federation may have bestowed upon them the title of Honorary Life Member. Honorary Life Members shall be excused from payment of subscriptions.

4.5.2. Subject to endorsement by the Administrative Council, nominations for Honorary Life Membership shall be presented to the General Assembly for ratification.

#### ARTICLE 5: REGISTER

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

5.2. A register of Honorary Life Members shall be kept by the Secretary.

#### ARTICLE 6: TERMINATION OF MEMBERSHIP

Affiliation may be terminated in any of the following ways:

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

6.2. If the annual subscriptions of an Affiliated Organization for any year shall not have been paid on or before 31 December of that year, it shall be notified that it has been suspended and a 10% surcharge shall be applied. If the subscription in arrears shall not have been paid by 31 March of the following year, the organization shall cease to be an Affiliate as of that date, unless otherwise decided by resolution of the Administrative Council.

6.3. An Affiliated Organization may be expelled on the grounds that its conduct is detrimental to the honor or interests of the Federation by a two-thirds vote of the General Assembly in support of a report of the Administrative Council.

#### ARTICLE 7: RESPONSIBILITIES OF MEMBERS

7.1. As a condition of membership, Affiliated Organizations shall agree to:

7.1.1. Publish or otherwise disseminate to all their members the Federation calls for papers, news releases, conference notices and other announcements.

7.1.2. Supply the Secretary of the Federation and the Editor of its official Journal with advance information on their own meetings and activities.

7.1.3. Supply updating of changes of executive personnel, membership increase and statistics, particularly as specified in Article 7.1.5, and changes to their constitution and By-Laws.

7.1.4. Appoint a member of their executive committee (usually the Secretary) as liaison officer for the Federation and supply the Secretary of the Federation and the Editor of the official Journal with this individual's name and address. This is in addition to their selection of one or more General Assembly delegates to the Federation.

7.1.5. Pay an annual per capita membership subscription. Affiliated Organizations having more than one category of membership may select those categories they wish to designate for affiliation.

(a) Annual subscriptions from Affiliated Organizations are based upon 100% of the 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.

(b) Not later than 30 June 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 June of that year. The Secretary shall also specify which categories of membership the Affiliated Organization wishes to be affiliated to the Federation. From this information the Federation's Secretary will calculate the total amount of the subscription and arrange for an account to be rendered to the Affiliated Organization. As provided by Article 6.2, the Affiliated Organization shall then pay the amount due, to the Treasurer of the Federation, not later than 31 December in the same year.

(c) Any Affiliated Organization that is based, wholly or in part, in a country that imposes an absolute restriction on transfer of subscription funds, shall so inform the Administrative Council on application for membership (or within three months of any subsequent imposition of such restriction). The Affiliated Organization shall then establish an internal fund, details of which shall be regularly reported to the Federation Treasurer, whose directions must be accepted in use of the fund for the Federation's purposes. Continuation of affiliation on this basis shall be conditional on satisfactory administration of this arrangement, which shall be reported on the occasion of each ordinary meeting of the General Assembly.

#### ARTICLE 8: PRIVILEGES AND RIGHTS OF MEMBERS

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

8.1.1. Access to the Federation Journal and mailings for purposes of world coverage of their own news.

8.1.2. Access to the Federation Associate listings and lists of other Affiliated Organizations and their addresses, consistent with the objectives of the Federation.

8.1.3. Permission to indicate the affiliation on their stationery or elsewhere, consistent with the objectives of the Federation, and after prior approval is given by the Administrative Council.

8.1.4. Representation on the General Assembly of the Federation as provided by the Constitution.

8.1.5. Ability to offer their members reduced rates of subscription to the Federation Journal and other publications and reduced registration fees at conferences.

8.1.6. Participation at the national, regional or international specialty level in all of the activities of the Federation.

#### ARTICLE 9: THE GENERAL ASSEMBLY

The control and direction of the policy and affairs of the Federation shall be vested in the General Assembly.

9.1. The General Assembly shall be composed of the Delegates of the Affiliated Organizations, and shall include (as non-voting attendees) the Voting Members of the Administrative Council.

9.2. The principal functions of the General Assembly shall be to:

9.2.1. Establish the policy of the Federation.

9.2.2. Elect the members of the Administrative Council.

9.2.3. Elect officers of the Federation.

9.2.4. Receive and approve reports of the Administrative Council and make recommendations thereto.

9.2.5. Amend the Constitution of the Federation when required.

9.3. A General Assembly Meeting shall be convened every two years, beginning with a General Assembly Meeting in 2011, at such times and places as prescribed by the Administrative Council which shall prepare the Agenda of the Meeting in accordance with Article 11.3.

9.4. Business of the General Assembly may be carried out by mail as specified in Article 12.

#### ARTICLE 10: SELECTION AND TENURE OF GENERAL ASSEMBLY

10.1. The certified number of votes of each Affiliated Organization at a General Assembly Meeting, or in mail ballots at other times, shall be equal to its paid up membership as certified by the Federation's Treasurer.

10.2. In any membership year, which runs from 1 April to 31 March, paid up membership of an Affiliated Organization shall be the number of its members for whom subscription payments have been received (or otherwise recorded as specified in Article 7.1.5) by the Treasurer of the Federation no later than 31 December in the previous year. For any Affiliated Organization whose fees are overdue on 31 December but paid, with surcharge, not later than 31 March following, as provided for in Article 6.2, its voting rights are suspended for a period 1 April to 30 June of that year but reinstated on 1 July following.

10.3. Each Affiliated Organization shall be represented in the General Assembly by one, or under the conditions of Article 10.4, more than one, delegate, who shall have authority to cast votes amounting to the certified number of votes for the Affiliated Organization both at the General Assembly and otherwise in mail ballots.

10.4. Agreement of the President shall be required for any Affiliated Organization to be represented by more than one delegate, in which case the split of votes to be available to each delegate shall be specified in advance by the Affiliated Organization.

10.5. The name of its delegate or delegates, and that of not more than one alternate for each delegate, shall be communicated immediately on appointment by the Affiliated Organization secretary to the Secretary of the Federation, by air mail, facsimile or e-mail.

10.6. Delegates shall be chosen only from those categories of membership in the Affiliated Organization which have been chosen for affiliation with the Federation.

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

#### ARTICLE 11: MEETINGS OF GENERAL ASSEMBLY

11.1. The General Assembly will meet every two years, beginning with a General Assembly Meeting in 2011, at the time of the scientific congress of the Federation.

11.2. An Assembly Meeting may be called by the Administrative Council at other times on petition of two or more Affiliated Organizations, which hold among them at least 10% of the voting rights of the Federation.

11.3. The Agenda of the General Assembly Meeting shall be prepared by the Administrative Council and circulated to Affiliated Organizations at least 10 days and not more than 50 days in advance of the Assembly Meeting. It shall include at least:

- (a) Reports from officers,
- (b) Reports of standing committees of the General Assembly,
- (c) Counting of election ballots for officers and members of Administrative Council,
- (d) Any old or new business presented by Administrative Council,
- (e) Any proposed amendments to Constitution, and
- (f) Discussion of matters of general interest presented by any delegate in writing to the Secretary at least 24 hours in advance of the Meeting.

11.4. The President of the Federation shall preside over the General Assembly Meeting. On the absence of the President, the Meeting shall be presided over by the Vice-President 1.

11.5. The next President shall be installed at the end of the Assembly Meeting at which he was President-Elect.

11.6. All Affiliates may attend a General Assembly Meeting and participate in the discussion. Only duly elected voting delegates may vote. Vote may be by show of cards indicative of voting rights except on questions of amendments or selection of officers where a written ballot will be required.

11.7. 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 by the Secretary. Copies of the minutes or extracts shall be sent to all Affiliated Organizations who request them.

11.8. A quorum shall consist of voting delegates who, among them, represent the voting rights of at least 50% of the full Assembly membership.

11.9. Lacking a quorum, all business transacted must be ratified by a majority of the total vote of the General Assembly delegates by mail.

#### ARTICLE 12: PROCEDURES FOR MAIL BALLOT OF GENERAL ASSEMBLY

In the intervals between Meetings of the General Assembly and subject to Resolutions of the Administrative Council, items of Federation business may be submitted by mail to the General Assembly for voting. This procedure shall be as follows:

12.1. The Secretary of the Federation shall prepare an appropriate ballot form and send, by air mail, one specifically identified copy to the Secretary of each Affiliated Organization.

12.2. The Federation Secretary shall collect all those replies received within 60 full days from the date of mailing of the form and, except in the case of a ballot for officers and members of the Administrative Council, shall open and count the ballots.

12.3. Unless otherwise specified in the Constitution, a majority of the votes received on the basis of certified voting rights shall determine the decision.

12.4. In the case of a ballot for officers and councilors, the votes shall normally be counted at a Meeting of the General Assembly as specified in Articles 13.3.6 and 13.3.7 by tellers, appointed by the President.

#### ARTICLE 13: ADMINISTRATIVE COUNCIL

13.1. 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 13.2

Non-voting members:

Up to 3 Co-opted Councilors as described in Article 13.6  
Editor, Ultrasound in Medicine and Biology (ex-officio)

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

13.2.1. 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) 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 the time of the Administrative Council meeting before the General Assembly Meeting or 12 months before the date of the General Assembly Meeting, whichever is the later.

13.2.2. Each Affiliated Organization not qualified by Article 13.2.1 shall have a right to nominate one or more candidates for two 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 Federation's Secretary at the time of the Administrative Council meeting before the General Assembly Meeting or 12 months before the date of the General Assembly Meeting, whichever is the later. The Secretary shall notify all those organizations of the names of all candidates not less than 9 months before the General Assembly Meeting.

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

13.3.1. The Nominating Committee appointed by the President under Article 14 shall invite names from all Affiliated Organizations of candidates for the offices of President-Elect, Vice-Presidents 1 & 2, Secretary and Treasurer. From the names submitted the Committee shall present to the Administrative Council at the time of the Administrative Council meeting before the General Assembly Meeting or 15 months before the date of the General Assembly Meeting, whichever is the later, one or more nominations for each of the above four offices.

13.3.2. 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 120 days before a Meeting of the General Assembly.

13.3.3. 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 at least 90 days before a Meeting of the General Assembly.

13.3.4. 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 air mail to the entire General Assembly membership at least 10 and not more than 50 days before a Meeting of the General Assembly.

13.3.5. The Administrative Council shall prepare a separate ballot for nominees under Article 13.2.2. 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.

13.3.6. 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.

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

13.3.8. 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 60 days to a ballot conducted by air mail and distributed by the Secretary.

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

13.4.1. 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 his or her successor takes office except as specified in Article 13.4.4.

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

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

13.4.4. In the event no Meeting of the General Assembly is held within two years, the President shall proceed with an election under Article 13.3 of the Constitution.

13.5. 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.

13.6. The Administrative Council may co-opt up to three persons who shall serve as members without voting rights for a term which shall be fixed by the Administrative Council but shall not exceed that of an elected member.

13.7. The Administrative Council shall prepare a set of By-Laws specifying the principal administrative procedures of the Federation. The Council shall ensure that copies of such By-Laws and of any updates or amendments are distributed to the various Affiliated Organizations.

13.8. The operation of the Administrative Council is under the provisions of this Constitution and of the By-Laws.

13.9. The Administrative Council shall perform all of the functions of a Board of Directors according to applicable law.

#### ARTICLE 14: NOMINATING COMMITTEE

14.1. 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 two members appointed by the President, together with two further members co-opted by the Chairman. Co-

opted members shall, when feasible, be members of Affiliated Organizations other than those of which the three initial individuals are members.

14.2. In case a General Assembly Meeting is not held within the interval prescribed in Article 11.1, 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 13.

#### ARTICLE 15: AMENDMENTS

15.1. Amendments to this Constitution may be initiated by:

15.1.1. A constitutional committee of the General Assembly, or

15.1.2. Petition of at least 10% of the voting strength of the General Assembly, or

15.1.3. Recommendation of the Administrative Council.

15.2. Proposed amendments to the Constitution shall be submitted by mail to Affiliated Organizations at least 60 days before an officially convened session of a General Assembly at which voting is to take place, and acceptance shall require a two-thirds majority of the certified voting rights cast. If, however, less than two-thirds of the total certified voting rights of the Federation is represented at the Meeting, the matter shall be put to a mail ballot of the entire General Assembly, in which acceptance will require a two-thirds majority of the certified votes that are received within a period of 60 days.

15.3. Alternatively, a proposed amendment initiated as in Section 15.1 may be submitted directly to the General Assembly by mail. A two-thirds majority of the certified voting rights of those responding within six months shall be required for ratification.

15.4. Proposed amendments to the By-Laws shall require a two-thirds majority of the Administrative Council, at a scheduled meeting or by mail, for their adoption.

#### ARTICLE 16: 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 shall be referred to the General Assembly.

#### ARTICLE 17: PERSONAL LIABILITY

Members of the Administrative Council 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 18: DISSOLUTION

18.1. A decision to dissolve the Federation shall be taken at a Meeting of the General Assembly and shall require a two-thirds majority of the certified votes cast. A Liquidator shall be appointed by the General Assembly.

18.2. 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 of like aims as the Liquidators shall decide, consistent with the certificate of incorporation of the Federation.

#### ARTICLE 19: GIFTS AND GRANTS

The Federation shall be empowered to accept gifts, donations, grants and other funds within applicable laws.

#### ARTICLE 20: 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.

#### ARTICLE 21: LANGUAGES

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

#### ARTICLE 22: EXPENSES

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

#### ARTICLE 23: TRANSITION ARRANGEMENTS

Providing this Constitution is approved by vote of the Affiliated Organizations at the time of the General Assembly Meeting scheduled for the spring of 2006 in Seoul, South Korea, the changes to Articles 4-8 shall take effect from the conclusion of that General Assembly Meeting. The changes to Articles 9, 11.1 and 13 shall take effect at the conclusion of the 2009 General Assembly Meeting in Sydney, Australia. The Officers and Administrative Councilors elected under the previous Constitution will remain in office until the next scheduled elections are held in 2009. Terms of office under the previous Constitution will count along with terms under this Constitution for the purposes of succession of the President-Elect to the office of President and for the limitation of eligibility for office in other positions.

#### ARTICLE 24: APPLICABLE LAW

As the Federation is incorporated in the State of New York, USA, it is not intended that this Constitution supersede the laws of that State, and wherever inconsistent, New York State law will govern.

### **WFUMB BY-LAWS**

(Revised and Reissued August 2011)

#### ITEM 1: APPLICATIONS FOR AFFILIATION

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:

- (a) adequate identifying information,
- (b) copies of constitution and By-Laws (up-to-date) or satisfactory official documentation in lieu of these,
- (c) names of current executive officers and the address of the Secretary, and
- (d) census of membership, with or without individual names.

#### ITEM 2: BILLING AND COLLECTION OF ANNUAL SUBSCRIPTIONS

The Secretary shall bill Affiliated Organizations for their subscription where the billing will be to the designated representative.

#### ITEM 3: ALLEGATIONS OF MISCONDUCT

On receipt of complaint concerning the conduct of an Affiliated Organization, the Secretary shall submit it to the Affiliated Organization 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.

#### ITEM 4: DUTIES OF OFFICERS

4.1. 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.

4.2. Vice-Presidents.

4.2.1. 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.

4.2.2. 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.

4.3. Treasurer.

4.3.1. 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.

4.3.2. 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 US Treasury bills with principal guaranteed.

4.3.3. 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.

4.3.4. 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.

4.3.5. 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.

4.3.6. The Treasurer shall maintain a Reserve Fund, containing a sum equal to the estimated cost of running the Federation for three years, and initially containing the sum of \$270,000. These funds are not to be used for current expenditure without specific resolution of the Administrative Council.

4.3.7. 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.

4.3.8. 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.

4.4. 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. He or she shall keep a membership roll

containing the names, alphabetically arranged, of all persons who are members of the Federation, showing their places of residence and the time when they became members.

4.5. Securities and Bonds. In case the Administrative Council shall so require, any officer or agent of the Federation shall execute to the Federation a bond in such sum and with such surety or sureties as the Administrative Council may direct, conditioned upon the faithful performances of his or her duties to the Federation and including responsibility for negligence and for the accounting for all property, funds or securities of the Federation which may come into his or her hands.

#### ITEM 5: CONVENING AND CONDUCT OF MEETINGS OF ADMINISTRATIVE COUNCIL

5.1. The Administrative Council shall be convened at intervals not greater than two years. The Secretary shall draw up the agenda.

5.2. A majority of members of the Administrative Council shall constitute a quorum.

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

5.4. 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.

5.5. 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.

5.6. Immediately following each Meeting of the Administrative Council, or otherwise not later than 1 July in any calendar year when an Administrative Council Meeting is not to be held, the following material shall be circulated to all Affiliated Organizations and published in the Newsletter:

- (a) a copy of the audited accounts of the Federation for the previous years;
- (b) financial budgets, prepared by the Federation's Treasurer, for the current and following calendar years; and
- (c) a summary of the principal Resolutions and decisions made, and actions taken, by the Administrative Council and its officers during the period since the previous report.

5.7. Between scheduled meetings, Administrative Council business may be conducted by mail. A unanimous vote of the entire Council shall be required for passage. This is a requirement of New York State Law.

5.8. 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 or representatives of the various committees which have been set up to attend its Meetings without the right to vote.

#### ITEM 6: EXECUTIVE BUREAU

6.1. There shall be an Executive Bureau which shall consist of the following officers of the Federation: viz. President, Vice-President 1 & 2, President-Elect, Secretary and Treasurer.

6.2. The Executive Bureau is empowered to act on behalf of the Council on urgent non-policy matters and to disburse funds.

6.3. Under New York State Law the Executive Bureau is not empowered to do the following:

- (a) The submission to members of any action requiring members' approval.
- (b) The filling of vacancies in the Administrative Council or in any committee.
- (c) The fixing of compensation of the Councilors for serving on the Administrative Council or on any committee.

- (d) The amendment or repeal of the By-Laws or the adoption of new By-Laws.
- (e) The amendment or repeal of any resolution of the Administrative Council which by its terms shall not be so amendable or repealable.

#### ITEM 7: TERMS OF REFERENCE OF COMMITTEES

Committee Chairpersons and Vice-Chairpersons of Committees are nominated by the President and approved by the Administrative Council at the first meeting after each General Assembly. Members of Committees are nominated by their Chairpersons, and approved by the Executive Bureau. The expenditure of Committees is the responsibility of the Chairperson, within a budget allocated by the Administrative Council.

##### 7.1. Committee on Education for Medical Ultrasound

7.1.1. To collect and record information on matters related to education in medical ultrasonics in countries of Affiliated Organizations.

7.1.2. To promote and facilitate collaboration on education between Affiliated Organizations.

7.1.3. To represent the Federation in liaison with relevant international organizations.

7.1.4. To advise the Administrative Council on further specific action which it may deem desirable at any time for the Federation to undertake.

##### 7.2. Publications Committee

7.2.1. To review the requirement for the Federation to publish reports, books, specifications, standards, and the like, and to make appropriate arrangements for such publications.

7.2.2. In consultation with members of the Editorial Board of the official journal, to advise the Administrative Council on matters concerned with the publication of the official journal of the Federation, including the appointment, reappointment and replacement of the Editor.

##### 7.3. Committee on Ultrasound Safety

7.3.1. To collect and record information on safety activities being undertaken by Affiliated Organizations and by other international bodies. To report on this to the Administrative Council periodically and, where appropriate, to promote the dissemination of such information to the general membership.

7.3.2. To promote and facilitate collaboration of safety matters between Affiliated Organizations.

7.3.3. To represent the Federation in liaison with relevant international organizations.

7.3.4. To advise the Administrative Council on further specific action which it may deem desirable at any time for the Federation to undertake.

##### 7 4. Archives Committee

7.4.1. To collect and properly maintain primary documents and artifacts relevant to the history of the field of medical ultrasound, both diagnostic and therapeutic. To include, but not to be limited to, development of equipment, dissemination of techniques, basic research and organizational efforts.

7.4.2. To collect and catalog secondary documents relevant to the development of and research in the field of medical ultrasound as described in 7.4.1.

7.4.3. To facilitate the dissemination of knowledge of the history of medical ultrasound.

#### 7.5. Education Program Sponsorship Committee

7.5.1. To draft guidelines for WFUMB co-sponsorship of scientific meetings and education programs for Council approval.

7.5.2. To examine applications for co-sponsorship and make recommendations to Council on applicant programs.

7.5.3. Guidelines for reviewing applications for education program co-sponsorship by WFUMB.

- a. Those organizations which may be reviewed for co-sponsorship by WFUMB:
  1. Member societies of WFUMB or societies affiliated with member societies.
  2. National organizations involving ultrasound.
  3. International organizations involving ultrasound.
  4. Major universities and medical centers.
- b. Programs that WFUMB will not co-sponsor:
  1. Programs in which the administrative and logistical support is given by a commercial organization.
  2. Journals or home study programs.
  3. Unsolicited video tapes.
- c. Applications should be reviewed and programs evaluated with the following in mind:
  1. It is the program's responsibility to ensure that WFUMB:
    - a. Be fully familiar with any program it might co-sponsor.
    - b. Actively participate in the planning of the program it co-sponsors by nomination of a suitable WFUMB representative on the organizing committee.
    - c. Have responsibility for the quality of the program it co-sponsors.
    - d. Have its name placed on the program as a bona fide co-sponsor.
  2. Each program should clearly state its objective, the curriculum, and the educational method(s) to be used and should include the number of hours of educational activities. A preliminary program which defines a subject, lecturer, and method must be available for evaluation by the WFUMB Education Program Sponsorship Committee.
  3. The facility should be adequate for the needs of the participants; these include:
    - a. An organizational structure.
    - b. Continuity for administration.
    - c. A faculty that is aware of the needs for the participants.
    - d. A budget for the overall program.
    - e. Suitable physical facilities for the program - including library support if appropriate.
    - f. Promotional plan.
    - g. Internal review of administrative and budgetary practices.
  4. The faculty for a program offering should be chosen with the particular needs of the participants in mind, and be acceptable to WFUMB.
- d. Any printed or video material endorsed by WFUMB must be endorsed with the following disclaimer: "Endorsement by WFUMB signifies that the material meets acceptable educational standards. It does NOT imply that WFUMB agrees with every statement made, nor that the methods described are the only acceptable ones."

#### 7.6. Finance Committee

7.6.1. To review the investments held by the Federation, and provide advice to the Treasurer on matters relating to the Federation's investments.

7.6.2. To report to each meeting of the Administrative Council on the nature and amounts of the investments held.

7.6.3. To oversee the Treasurer's activities.

7.6.4. To report to the General Assembly on the Auditor's report.

#### ITEM 8: PLANNING AND ORGANIZATION OF SCIENTIFIC CONFERENCES GUIDELINES

8.1. 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 of signing the contract.

8.2. Not more than 12 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:

8.2.1. whether the organization is registered as a "not-for-profit" organization,

8.2.2. the choice of congress sites under consideration, together with date(s),

8.2.3. the state of government regulations that might prevent or impose special conditions on attendance by any Federation Affiliate member,

8.2.4. the state of government regulations that might discriminate against any manufacturer in participating in an associated commercial exhibition,

8.2.5. the estimated requirements for financing the congress and exhibition, including an indication of the amount and scheduling of funds or guarantees that would be sought from the Federation (including non-host organization Affiliated Organizations),

8.2.6. proposals for allocation of any surplus from the congress and exhibition, including a statement of the impact on this of local tax and currency exchange laws (such a statement to be based on expert professional advice),

8.2.7. details on related meetings held within six months of proposed dates, e.g. ICR, RSNA, AIUM, European Federation. Details of meetings being held by the host organization as proposed, for the following and previous years.

8.2.8. a statement of support from the relevant Regional Organization member of WFUMB (preference will be given to bids with such support),

8.2.9. a statement concerning the intentions for publication of the Congress Abstracts Book (it is a WFUMB policy that the abstracts book be published as a Supplement to its Journal, *Ultrasound in Medicine and Biology*, where practicable).

8.3. 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) and to take up advances from the Federation for this purpose. 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.

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

8.4.1. 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.

8.4.2. 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.

8.4.3. The Administrative Council and the host organization shall also then initiate joint plans for any publications (including abstract booklet) to result from the congress. At least to the extent that they may provide continuity between congresses, the Federation requirements here must be accepted. Expenses/surplus of publications and proceedings is considered a part of the congress. The form of publications and proceedings shall require the approval of the WFUMB administrative council.

8.5. A joint Meeting of the Administrative Council and host organization shall, if possible, be held at a time between one and two years before the congress, in order to agree to the detailed plans and figures resulting from Item 8.4.1. Preparatory to the Meeting, the host organization shall have submitted to the Administrative Council drafts of the registration, "Call for Abstracts" and exhibition space requisition documents which it intends to distribute. In support of this, a revised budget and cash flow plan shall be submitted to the Administrative Council by the host organization.

8.6. 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 "WFUMB '82," "WFUMB 2000," and the like, as well as the WFUMB logo.

8.7. 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.

8.8. Policy of the Federation on features at commercial exhibits shall be adhered to.

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

8.10. 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.

8.11. Division of Meeting Surplus Revenue: Due to specific organizational variances, the WFUMB 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 shall be as follows:

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

8.12. 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.

8.12.1. The guaranteed minimum surplus shall be determined in the following manner:

- (a) Averaging the surplus of the host organization's annual meeting over the four year period prior to the joint conference,
- (b) Averaging the paid attendance (includes member/non-member, resident/non-resident of host organization/ country) at the host organization's annual meeting over the four year period prior to the joint conference,
- (c) Averaging the number of commercial exhibit booth spaces at the host organization's annual meeting over the four year period prior to the joint conference.

8.12.2. This information is to be used in the following way to determine the minimum guaranteed surplus to the host organization:

- (a) If paid attendance and the number of commercial booth spaces at the joint conference are the same or more than the attendance and booth space average of the host organization's annual meeting for the four year period prior to the joint conference, the minimum guaranteed surplus for the host organization will be as described in 8.12.la above.
- (b) If paid attendance and the number of commercial booth spaces at the joint conference are less than the attendance and booth space average of the host organization's annual meeting for the four year period prior to the joint conference, there shall be a decrease in the level of the guaranteed surplus to the host organization to be determined in the following way:
  - income derived from paid attendees and booth spaces attributed
  - A ratio of: to the host organization at the joint conference
  - income derived from average paid attendees and the average number of booth spaces for the
  - host organization's annual meetings for the five year period prior to the joint conference

8.13. 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.