



WFUMB BYLAWS

To take effect October 1988
(Revised and Reissued January 19, 2017, Revised March 25, 2021)

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 Councillor 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 Councillors 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 repeal able.

ITEM 7: TERMS OF REFERENCE OF COMMITTEES

Committee Chairpersons and Vice-Chairpersons of Committees are nominated by the President based on recommendations invited from the Federations 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 for the two-year term renewable for a further two terms. The expenditure of Committees is the responsibility of the Chairperson, within a budget allocated by the Administrative Council. Virtual meetings should be incorporated as an alternative to physical meetings where-ever possible.

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.

7.2.3. The WFUMB appointed Newsletter and Website Editor shall be an ex-officio member of the committee for the term of two years, renewable for a further two-year terms

7.2.4. The WFUMB appointed Archivist shall be an ex-officio member of the committee for the term of two years, renewable for a further two-year terms.

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. ***Deleted March 2021***

7.5. **Collaboration Committee**

7.5.1. To draft in conjunction with the education committee, 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. To stimulate and initiate collaboration with commercial and non-commercial organizations on mutual ultrasound educational projects to promote the use of ultrasound worldwide.

7.5.4 Endorsement statement should be used by the COEs and change the word “agrees” to “endorse” or “does not reflect the view of the organization.

7.6. ***Deleted March 2021***

7.7. ***Deleted March 2021***

7.8 **Congress Committee**

7.8.1 To review the previous Congress, including participation levels and scientific content (abstracts, sessions, etc)

7.8.2 To make an analysis of the next proposed venue for future meeting

7.8.3 To make an evaluation of the location of the future meeting

7.8.4 To work with the local organisation Committee to enhance the quality of the future meeting

7.8.5 To report the findings to the Executive Bureau at the earliest opportunity.

7.9 **Constitution Committee**

7.9.1 To review the Constitution and bylaws by specific request of the Executive Bureau and/or Administrative Council or any affiliated organisation to the AC

7.9.2 To continually review the Constitution with respect to developments regarding the Federation and scientific congresses

7.9.3 To propose recommended changes for approval of the Administrative Council giving the appropriate notice to Affiliated Organizations of at least 60 days before an officially convened session of a General Assembly (as required in the Constitution in article 15.2)

7.9.4 To continually review all committees' composition and terms of reference and update as necessary

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. All submitted applications to host the World Congress must be endorsed by the Affiliate Organization for the region.

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. This activity will take place by the time the contract is awarded.

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 8.12.1a 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:

A ratio of income derived from paid attendees and booth spaces attributed 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.

ITEM 9: WFUMB YOUNG INVESTIGATOR AWARD

9.1 The WFUMB Young Investigator's Award is considered for work in the field of clinical and/or basic research. The award is available for an original paper (not published at the time of the Congress), presented at a WFUMB Congress or an online equivalent.

9.2 PRIZE

One or two prizes totalling 2,000 USD shall be awarded. The granting of any award(s) is at the absolute discretion of WFUMB. The judges may offer a prize to the best clinical and to the best technical presentation, where appropriate, and divide the prize money.

9.3 APPLICATIONS

9.3.1 At least 6 months prior to each WFUMB Congress the Administrative Manager of WFUMB shall send a written invitation to the President of each Federation to nominate a member of their Federation to present a paper in the Young Investigator's Award session of the Congress.

9.3.2 WFUMB shall make available up to 2,000 USD to support the candidates cost of economy travel and reasonable accommodation expenses, supported by receipts.

9.3.3 The selected candidates shall be offered free registration by the congress organisers.

9.3.4 Applicants must be under 40 years of age (at the opening date of the Congress) or no more than 5 years post residency. The applicants must be paid up members of their Federation and shall not have previously won the Young Investigator's Award.

9.3.5 A copy of the abstract selected by the Federation shall be submitted to WFUMB which will be forwarded to the Congress organisers to be included committee within the Abstract Book.

9.3.6 All applications shall meet the deadline for the submission of abstracts for the Congress. This will give enough time for the abstracts to be circulated to the selected judges, established in advance of the Congress.

9.4 JUDGING

9.4.1 Judges shall be invited from among the WFUMB Committees to ensure a diverse range of specialties but with only one judge from any one country. No judge shall be appointed from the same institution as a presenter.

9.4.2 The papers will be presented during the special Young Investigator's Session in accordance with the Bylaw.

9.4.3 The presentations shall be assessed by the judges in terms of clinical and scientific relevance, methodology, results, interpretation and presentation.

9.4.4 The judges shall mark each Young Investigator according to the provided score sheet and the prize shall be awarded to the abstract with the highest total. In the event of a tie, the judges shall reach a consensus by internal discussion in consultation with the chairs of the session.

9.5 AWARD PRESENTATION

9.5.1 The President of WFUMB (or his nominee) shall present the award(s) and certificate(s) at the Congress. The prize money shall be reviewed from time to time and submitted to the Administrative Council for approval.

9.5.2 The winning abstract will be published in the ECHOES newsletter, and all entrants will be encouraged to submit a full paper to Ultrasound in Medicine and Biology.