

# EUROPEAN SOCIETY OF HEAD AND NECK RADIOLOGY

## REGULATIONS

The name of the corporation shall be the European Society of Head and Neck Radiology

### A. PURPOSES

1. to advance knowledge in the field of head and neck diagnostic radiology, interventional radiology and diagnostic imaging.
2. to stimulate interest in the field of head and neck radiology
3. to promote research in head and neck radiology
4. to improve methods of teaching radiologic diagnosis of diseases in the head and neck area
5. to provide meetings for the presentation of papers and the dissemination of knowledge
6. to foster the continuing development of head and neck radiology as a science

### B. MEMBERSHIP

Membership is open to any qualified individual of high professional reputation who has made significant contributions to head and neck radiology and/or who donates a significant portion of his/her time to the study of diseases of the head and neck.

#### Qualifications:

Membership shall depend on the following qualifications:

1. Full member: a certified head and neck radiologist or certified radiologist, who is active in head and neck imaging and is residing within the boundaries of Europe as determined by the Executive Committee of the ESHNR
2. Corresponding member: a certified head and neck radiologist or certified radiologist, who is active in head and neck imaging and is residing outside the boundaries of Europe as determined by the Executive Committee of the ESHNR
3. Associate member: Appropriately qualified professionals whose activities are at least in part related to head and neck radiology or an allied discipline and who are acceptable to the executive committee.
4. Senior member: a candidate for senior membership shall be a member who has reached the age of 65 or who has retired from active practice.

5. Honorary member: any full member of the Society or the electoral committee may propose election of a honorary member to the executive committee. Members proposed are subject to ratification by the General Assembly.
6. Supporting members: Corporations, companies and other organisations including commercial enterprises which are interested in the activities and objectives of the Society and accepted by the executive committee.

Privileges:

1. Only Full Members in good standing have the right to vote in the General Assembly and to stand for office.
2. Corresponding member shall be entitled to all privileges of full members, except that they shall not stand for office on the executive committee
3. Associate members shall be entitled to all privileges of full members, except that they shall not hold office on the executive committee.
4. Senior members shall retain the rights and privileges to which they were formally entitled, except that they shall not stand for office on the executive committee. They shall be exempt from dues.
5. Honorary members shall be exempt from dues. They shall have the right of participation in but no voting rights at the General Assembly.
6. Supporting members: They shall not vote nor stand for office on the executive committee

Application:

1. An application for membership shall be in writing/electronically on a form approved by the executive committee and submitted along with such supporting evidence as may be required by the executive committee. The form will require one sponsor who is a member of the Society and who is familiar with the applicant's current professional activities.
2. The names of all applicants shall be distributed by the secretary to all members of the Executive Committee.
3. Objections to an application by a member of the Executive Committee will result in a discussion about the application in the next Executive Committee meeting followed by a definite decision of the Executive Committee regarding the application
4. The executive committee shall examine all applications, rejecting or deferring any application which it considers not to comply with requirements for membership.
5. An application for senior membership shall be in writing to the Secretary, who shall submit it to the executive committee for action. It must state the grounds for qualification as described in section B3 of these regulations.

6. Election of a honorary member shall be unanimously approved by the executive committee and special electoral subcommittee and reported to the membership at the succeeding annual meeting.

#### Expelling a member:

1. A member may be expelled from the Society if charges are filed by another member or members with the executive committee and if after their consideration the charges have merit, the matter will be brought to the membership for a vote. A positive vote for expulsion by  $\frac{3}{4}$  of the members present at the annual meeting is necessary in order to expel a member.
2. The secretary will notify the voting membership of the proposed vote to expel a member at least thirty days prior to the annual meeting.

### **C. OFFICERS**

The officers of the Society shall be a president, a congress president, a vice-president, a secretary, a treasurer and up to five members at large. They shall comprise the membership of the executive committee.

#### 1. President

The president shall preside at meetings of this Society and perform such other duties as pertain to the office. The president shall be the chairman of the executive committee and a member of all committees.

The president shall serve for a term of three years. The term of office shall begin at the close of the annual meeting at which the president was elected and will continue until the election of a successor at another annual meeting. The president shall not be eligible for re-election.

#### 2. Congress President

The congress president shall be responsible for the scientific and social programme for the annual scientific meeting to be held in his/her region. The congress president shall have the authority to appoint a local committee for organising scientific and social programmes.

The term of office of the congress president shall be one year and shall begin at the close of the annual meeting at which the congress president was elected.

#### 3. Vice-President

The vice-president shall preside at such meetings as designated by the president. In the case of the president being unable to perform his/her duties, the vice-president shall act as president during such period of incapacity.

The term of office of the vice-president shall be three years and shall begin at the close of the annual meeting at which he/she was elected vice-president.

#### 4. Secretary

The secretary shall maintain a roster of membership and a record of all proceedings and transactions of the Society. He/she shall send notices of all general meetings to all members and shall notify in writing all committee members immediately upon their appointment and all new members immediately upon their election at the annual meeting.

The secretary shall assist the congress president in arranging the scientific programme. He/she shall conduct the correspondence of the society and perform all duties pertaining to the office of secretary.

He/she shall receive and send notices at least thirty days prior to the annual meeting of the following: the names of proposed new members in accordance with the provisions of section B-10 of these regulations, announcements of a vote to expel a member in accordance with the provisions of sections B-16, B-17 of these regulations, mail ballots to all voting members in accordance with the provision of section E6 of these regulations and send notices of proposed amendments and/or assessments in accordance with the provisions of sections G-5 and H-1 of these regulations.

He/she shall receive and send notices thirty days prior to the time of the proposed annual meeting in accordance with section E of these regulations or sixty days prior to the annual meeting in accordance with the provisions of section E of these regulations on the nominating committee's recommendation for the executive committee.

The term of office of the secretary shall be three years from the close of the annual meeting at which he/she was elected.

#### 5. Treasurer

The treasurer shall be custodian of the funds and securities belonging or accruing to this Society from dues, bequests or other sources and shall keep full and accurate accounts of receipts and disbursements belonging to this Society. He/she shall deposit all monies and other valuable effects in the name and to the credit of this Society in such deposits as may be designated from time to time by the executive committee.

The treasurer shall provide a statement of the Society's financial activities and plans to the annual general meeting of members, having previously obtained the approval of at least two members of the executive committee for his/her planned statement.

The term of office of the treasurer shall be three years from the close of the annual meeting at which he/she was elected.

#### 6. Members at Large

Each member at large shall serve as advisor to the executive committee and participate in assignments designated by the president.

The term of office will be three years for each member at large, from the close of the annual meeting at which they were elected.

### 7. Vacancies and Removals

A vacancy in any of the foregoing offices because of death, resignation, removal, disqualification or otherwise, shall be filled by the executive committee for the unexpired portion of the term.

Any elected officer may be removed from office by a vote of  $\frac{3}{4}$  of the entire executive committee or by a vote of  $\frac{3}{4}$  of the active members at a meeting called for that purpose, provided that the entire membership shall have received notice of such proposed removal at least thirty days in advance of such meeting.

## **D. EXECUTIVE COMMITTEE**

The governing board of the Society shall be the executive committee and shall consist of the president, congress president, the vice-president, the secretary, the treasurer and a maximum of five members at large. The immediate past president shall serve ex officio on the executive committee.

*The executive committee shall:*

1. Have charge of and manage the affairs of this Society.
2. Make appointments to special committees as needed.
3. Consider all applications for membership into this Society and submit all applications which conform to the Society's regulations to the annual meeting for consideration by the membership.
4. Recommend to the members at the annual meeting the time and place of the meetings to come as described in section E of these regulations.
5. Appoint a nominating committee, composed of three active members of the Society, at least three months prior to the annual meeting for the purposes provided in section F of these regulations. The chairman of this committee will usually be the immediate past president. In the case of incapacity of the immediate past president the executive committee are to appoint a chairman.
6. Any executive committee member, absent from an executive meeting, may be represented by any other committee member so designated by the absent member, the proxy vote being cast by the designated committee member according to the written instructions of the absent committee member.

7. The executive committee shall have the power to set up such subcommittee(s), or to co-opt any member or other individual, as may be thought appropriate, to assist in its task of satisfactorily discharging the business of the Society. Such arrangements shall not extend beyond the term of office of that executive committee, except by agreement of the incoming executive committee.

Meetings of the executive committee:

1. A minimum of two annual meetings of the executive committee shall be held each year, one of which will usually be held at the annual scientific meeting.
2. The executive committee has the authority to act in the best interest of the constituency. A quorum of the executive committee will be defined as the presence of at least four members of the executive committee, one of whom is either the secretary or the treasurer.

**E. MEETINGS OF MEMBERS**

1. The annual meeting of the membership shall be held in each calendar year, usually in September or October. The meetings shall rotate among the European countries. The executive committee shall present their recommendations for the meeting locations to the membership at the annual meeting. All negotiations are held in English.
2. Special meetings may be called at the discretion of the president, by the executive committee or by petition by  $\frac{3}{4}$  of the active membership.
3. The membership present at a general meeting of the membership shall constitute a quorum, provided that at least thirty days' notice of the meeting shall have been given to the membership.
4. Members shall not have the right to vote by proxy at either the annual meeting or at special meetings.
5. The secretary will mail to the membership a list of all items requiring a formal vote at least thirty days before the annual meeting.
6. In the event that an annual meeting unusually cannot be held, or if a vote on urgent business is required outside a general meeting, the business of the Society may be approved by a majority of written ballots. Items decided in this way will be subject to the same requirements for a majority as would apply if they were voted on at a general meeting.

## **F. NOMINATIONS AND ELECTIONS**

1. The Society shall elect at the annual meeting the president, the vice-president, the secretary, the treasurer and up to five members at large. All negotiations are held in English.
1. Prior to the annual meeting the nominating committee shall draw up a list of nominations of at least seven members to fill places on the executive committee. The nominating committee may, if thought appropriate nominate more than three members at large, to a maximum of five members at large, in this case submitting a list of ten nominees for election.
2. The secretary shall mail a list of the recommendations of the nominating committee for election to the executive committee to the membership and solicit a call for additional nominations from the membership at least sixty days before the annual meeting.
3. Written ballots listing the names of all nominees will be mailed to all members by the secretary at least thirty days before the annual meeting.
4. At the annual meeting a return will be made by the outgoing executive committee of all votes received by the time of the meeting. Those members attracting the largest numbers of votes will be elected to the executive committee, to the maximum number of committee places proposed to the membership in that year's election process.
5. In the event that any of those recommended for election by the nominating committee for election as an officer do not attract sufficient votes for election to the executive committee, the new executive committee shall as its first business fill the vacant position from among those elected to the committee.
6. The nomination of the congress president shall be made by the executive committee to each year's annual meeting. Election will be by simple majority.

## **G. DUES**

1. The annual dues of the members shall be established by vote of the executive committee and shall be consistent with the needs of the Society.
2. Dues of the members shall be payable upon receipt of prior notification from the treasurer, for payment each January or no later than the last day of March, and shall be for that calendar year.
3. A member whose dues remain unpaid for six months after the initial mailing of the dues shall be so notified by the treasurer by registered letter. A member whose dues remain unpaid for nine months after the initial mailing may be

deemed to have ceased membership of the Society at the discretion of the executive committee.

4. Senior members and honorary members shall be exempt from the payment of dues.
5. No assessment, other than dues, may be made unless approved by a vote of  $\frac{3}{4}$  of the members present at a meeting of the membership, provided that a notice of such proposed assessment has been mailed to the B1 members at least thirty days prior to the meeting.

## **H. AMENDMENTS**

Notice of the substance of a proposed amendment shall be furnished by the secretary to all members of the Society entitled to vote at least thirty days prior to the annual meeting or general meeting called for the purpose. An affirmative vote of  $\frac{3}{4}$  of those present is needed for amending these regulations.

In the event that the Society cannot continue business it can be closed down by a vote of  $\frac{3}{4}$  of those attending a general meeting called for the purpose, providing that 60 days notice of such a meeting has been given; any residual funds would be distributed to another organisation or organisations carrying out research in Head and Neck Radiology.

Last approved: 10<sup>th</sup> September 2010