



## **ORGANIZATION FOR HUMAN BRAIN MAPPING A POLICY GUIDE FOR THE FORMATION OF REGIONAL CHAPTERS (RC)**

### **DEFINITION OF REGIONAL CHAPTERS**

**Section 1. Purpose.** Regional Chapters are designed to advance communities based on geographical location, that conform to one or more generally recognized geographical regions or as recognized by Council. Chapters strive to reflect the multi-disciplinary nature of OHBM and seek the same intellectual balance as OHBM itself. Members of an Chapter need not be members of OHBM; however, all leadership positions must be filled by OHBM members.

**Section 2. Definition.** OHBM defines geographic regions using the official [United Nations designations](#). Designation of Regions is non-exclusive in the Region and OHBM may, in its sole discretion, designate other affiliates in the Region or may sponsor or conduct programs, accept members, and perform other activities within the Region.

**Section 3. Activities.** A Chapter may engage in any educational or scientific activities permitted by OHBM. The Council may vary these requirements as it seems appropriate, recognizing the differences in scientific, administrative and financial resources that may exist between Chapters. In its evaluation of Chapter's reports, the Council will consider the interplay between the Chapter's activities and activities of OHBM as a whole, and if necessary, recommend any modifications to the proposed Chapter activities. The Chapter shall advise the Council of any fundraising plans for its activities (including any meetings it is organizing) so as to avoid possible conflicts of interest. OHBM's Secretary and the Executive Office will serve as main points of contact for the Chapters. Chapter activities are typically held within the region rather than in conjunction with the OHBM Annual Meeting. Activities do not require prior approval and may include: organizing lectures, colloquia, workshops, conferences, outreach and social/networking events.

### **PROCEDURE TO FORM A NEW REGIONAL CHAPTER**

**Section 4. Formation Process.** Formation of a Chapter shall be proposed by a petition of at least twenty-five (25) OHBM Members in good standing, which shall define its primary purpose in relation to OHBM's mission, governance, intended activities for its first three (3) years of operation, and budget with an explanation of the extent of the Chapter's intended fund-raising activities, if any. The Chapter will agree to sign OHBM's Regional Chapter Affiliation Agreement which outlines the roles and responsibilities of the Chapter's relationship with OHBM.

**Section 5. Review of Petitions.** The OHBM Council will review petitions three times per year at

their meetings in December, March and June. Therefore, petitions must be received by the OHBM Executive Office no later than November 1<sup>st</sup>, February 1<sup>st</sup> or May 1<sup>st</sup> respectively. Council will consider the relevance of the Chapter to the association and possible conflicts with other Chapters.

## **DURATION OF REGIONAL CHAPTERS**

### **Section 6. Duration of Regional Chapters.**

- a. The charter granted by OHBM to the Chapter will remain in full force unless and until revoked by OHBM or surrendered by the RC. OHBM has the authority to revoke the charter of RC if the Council determines that their conduct is in breach of any provision of the Agreement. The process for revoking the charter can be found in the Agreement.
  
- b. A Regional Chapter, once established, shall operate for a period of five (5) years, after which it shall be terminated unless a new petition for its continuation is presented to the Council one month before the closest meeting before the date of termination. Notwithstanding the foregoing, if a Chapter fails to organize any scientific activity for a period of three (3) years, it shall be terminated, and, unless there are new circumstances, no petition for its re-establishment shall be permitted for a period of at least one (1) year thereafter. The Council shall have the right to dissolve a Chapter at any time if the Council concludes that dissolution is in the best interests of OHBM.

## **GOVERNANCE OF REGIONAL CHAPTER**

**Section 7: Chapter Governance.** All Chapter leadership must include a Chair, Chair-Elect, Immediate Past-Chair, Secretary, Secretary-Elect, Immediate Past Secretary, Treasurer, Treasurer-Elect and Immediate Past Treasurer. Leadership must be comprised of OHBM members in good standing. The process for selecting leadership must be detailed in the Chapter's Bylaws and presented to the OHBM Council for review and approval. For the inaugural year of the Chapter, the Chair, Chair-Elect, Secretary, Secretary-Elect, Treasurer and Treasurer-Elect will initially be selected by a majority vote of those listed on the initial petition that will be considered the members of that Chapter. In the first year of formation, the Chair, Chair-Elect, Secretary, Secretary-Elect and Treasurer and Treasurer-Elect will serve two year terms.

**Section 8: Chapter as Legal Entities.** Regional Chapters may be established as legal entities within their country(ies) of origin according to local law. They may have local budgets, including funds allocated to them by the Council, raise money locally, though only with the advice of the Council (to avoid conflict of interest), and seek dues from their Members. The terms and conditions of membership will be determined by the Chapter and will be outlined in the Chapter's Bylaws. Membership dues are collected by the Chapter but an agreement may be reached with OHBM whereby dues are collected directly from members by OHBM, and OHBM will remit dues to the Chapter on a quarterly basis. Chapters may also charge appropriate fees for any activities which they organize. Each Chapter must appoint a local Treasurer, who shall take, maintain and present books and records of accounts for Chapter activities. All funds held or received by Chapters shall belong to Chapter; and upon termination or dissolution of a Chapter, any remaining funds shall become a donation towards travel awards funding for the next OHBM Annual Meeting. OHBM, for its part, shall not apply funds

generated by a Chapter except for the benefit of the Chapter, nor allow others to use such funds except for the benefit of the Chapter.

## **CHAIR, SECRETARY AND TREASURER RESPONSIBILITIES**

### **Section 9: Chapter Leadership.**

- a. **Chair.** The Chair is responsible for: 1) coordinating and overseeing all Chapter activities; 2) directing activities of the Secretary, Treasurer and other volunteer leadership; and 3) enhancing communication between the Council and Chapter.
- b. **Secretary.** The Secretary is responsible for: 1) collecting, preparing and circulating all documents related to Chapter activities including meeting minutes and an annual report to Council; 2) posting and monitoring written materials in the online community portal for their respective Chapter; and 3) delivering all documents to the OHBM Executive Office so they can become a part of the association's records.
- c. **Treasurer.** The Treasurer is responsible for: 1) all moneys and valuable effects in the name and to the credit of the Chapter; 2) full and accurate accounting of receipts and disbursements in books belonging to Chapter; and 3) a reporting of financial transactions and status of the Chapter to the OHBM Council.

**Section 10. Chapter Annual Report.** At the Annual Meeting of each year, the OHBM Council will review the Chapter's Annual Report which details all the activities of the Chapter. This report will be an important factor to be reviewed by the Council in determining the continuing existence of the Chapter. The report will be submitted to Council one month prior to its June's meeting.

**Section 11. Chapter Oversight.** OHBM Executive Office will serve as the central site for coordinating Chapter needs.

## **FURTHER CONTACT**

For more information regarding Chapters, please contact JoAnn Taie, OHBM Executive Director, at [joanntaie@llmsi.com](mailto:joanntaie@llmsi.com).