

OHBM BYLAWS

Article 1. Name.

The name of the Society shall be the Organization for Human Brain Mapping.

Article 2. Purpose.

The purpose of the Society shall be to advance the understanding of the anatomical and functional organization of the human brain, and promote its medical and societal applications. To this end, the Society shall bring together scientists of various backgrounds who are engaged in investigations relevant to human brain organization and participate in other activities to facilitate communication among these scientists and promote education and mentoring in human brain mapping.

Article 3. Membership

Section 1. Membership shall be open to persons from all disciplines engaged in or supporting functional and structural mapping of the human brain. Procedures for membership application and approval are to be established by Council.

Section 2. Council may set annual dues according to the needs of the Society.

Article 4. Meeting

Section 1. Annual Meeting. The Society shall meet annually at a place, date, and hour designated by the Council. An Annual Business Meeting shall be held during the Annual Meeting.

Section 2. Conduct of Business. Business of the Society shall be transacted at the Annual Business Meeting. Conduct of the meeting shall adhere to Roberts' Rules of Order.

Section 3. Voting and Representation. No voting will take place during the Annual Meeting. All items requiring member vote will occur electronically either before or after the Annual Meeting. Eligible Members of the Society will be allowed one electronic vote with decisions made by a simple majority of votes received.

Article 5. Council

Section 1. Council. The Society's affairs shall be conducted through the Council. The Council shall have 15 Councilors. All Councilors shall be entitled to one vote each.

Section 2. Quorum. A quorum of Council shall consist of 8 members.

Section 3. Meetings. Council shall meet once during the Annual Meeting and at other times and places as is deemed necessary. Additional meetings of the Council may be called by the Chair at a place, date, and hour that is approved by a majority of the Council. Council may transact business by mail, fax, or any form of electronic communication provided that not less than eight members of Council shall approve any proposed transaction.

Section 4. Election of Councilors. Councilors are elected for a three year term and are not eligible for reelection for three years after serving one term. Each year, five Councilors shall be elected for the

positions of Chair-Elect, Treasurer-Elect, Secretary-Elect, Program Chair-Elect and Education Chair-Elect from a slate of candidates prepared by the Nominating Committee. Newly-elected Councilors shall assume office after the Annual Meeting.

Section 5. Nomination of Councilors. Slates of candidates for Councilor positions will be prepared by the Nominating Committee. The Committee shall invite nominations from Members, add its own candidates, and prepare a slate of candidates for each open position. In their selection of candidates, the Nominating Committee shall take into consideration balance across scientific disciplines, gender and geographic region.

Section 6. Vacancies. All vacancies in Councilor positions shall be filled on an interim basis by the Council Chair. At the next annual election, the vacancy shall be filled for the remaining tenure of the vacated position by the candidate for Councilor receiving the next highest votes for that position in the Council election.

Section 7. Voting. Councilors shall be elected by a simple plurality of votes on valid ballots received in an election held prior to the Annual Meeting. The specific procedures and deadlines for the annual election of new Councilors shall be established by Council. Voting members may vote for five candidates (one for each position), including write-in candidates.

Article 6. Officers

Section 1. Council Chair. The Chair of the Council shall preside over meetings of the Council. The Past Chair and Chair-elect shall assist the Chair and substitute for the Chair when necessary, with the Past Chair taking precedence over the Chair-Elect in substituting for the Chair.

Section 2. Secretary. The Secretary will be responsible for the minutes of all meetings of the Council and be responsible for communications to members and meeting participants.

Section 3. Treasurer. The Treasurer shall be responsible for all moneys and valuable effects in the name and to the credit of the Society, and for full and accurate accounting of receipts and disbursements in books belonging to the Society. The Treasurer shall have signatory powers and shall disburse funds of the Society as may be ordered by Council. The Treasurer shall render to the Chair and Council at its regular meetings, or when the Council so requires, an account of the financial transactions and status of the Society. The Treasurer shall be the Chair of the Finance Committee.

Section 4. Program Chair. The Program Chair, along with the Program Committee, designs the educational program format, content and schedule, oversees the entire abstract process in partnership with the Executive Office and Local Organizing Committee. The Program Committee will facilitate communication between Council and the members.

Section 5. Education Chair. The Education Chair facilitates communication between the Council and the Program Committee for the Educational Courses that are presented the day before each Annual Meeting. The Education Chair, along with the Program Committee, designs the educational program format, content and schedule, oversees the Call for Proposals for Educational Courses and works directly with the course organizers to ensure the courses meet stated objectives. The Education Chair shall be the Chair of the Education Committee who determines other educational offerings outside of the Annual Meeting.

Section 6. Terms of Officers. The Chair, Secretary, Treasurer, Program Chair and Education Chair will serve as Officers of the Society. The Chair-Elect, Secretary-Elect, Treasurer-Elect, Program Chair-Elect and Education Chair-Elect shall serve as Officers in their second year on the Council. Thus, the Past-Chair, Past-Secretary, Past-Treasurer, Past-Program Chair and Past Education Chair will all be members of the Council to assist the current Officers. The term for new Officers shall begin after the Annual Meeting. Should any Office fall vacant during the year, the Council shall elect a substitute.

Article 7. Committees and Advisory Boards

Section 1. Formation. Council may appoint committees or task forces to act for Council for special purposes, designating their duties and powers in the resolution of appointment. Such resolution must be adopted by a majority of Councilors in office. Council may also appoint or designate members of the Society to serve as members of standing committees as deemed appropriate.

Section 2. Scientific Advisory Board. The Council shall appoint a Scientific Advisory Board (SAB). The composition of the Scientific Advisory Board will consist of (11) members. Nine will be active OHBM members who have served either as a Council Chair or Program Chair and have demonstrated active and consistent involvement in OHBM activities. In addition, two members of the SAB will come from outside of the OHBM community. Chairs of the SAB will be selected from those who have served as past Chairs of OHBM or the Program Committee. The purpose of the SAB is to provide strategic advice to the Council. The intent is to ensure has been to keep a separation between the two groups so that an impartial and fresh look can be given by the SAB to issues identified by Council. The SAB shall report to the Council once a year at the time of the Annual Meeting.

Section 3. Standing Committees. Standing Committees shall include but are not limited to the following committees: Local Organizing, Finance, Nominating, Program, Communications, Diversity & Gender, and Education.

(a) Local Organizing Committee. The Local Organizing Committee will consist of a Chair as identified by the Program Committee, and the LOC Chair will identify a group of individuals (6-8) to be a part of the LOC. Once potential LOC members are identified, the list is forwarded to the Program Committee for approval. Changes in the composition of the LOC are subject to approval by the Program Committee. The LOC will develop the LOC Symposium, work with the Executive Offices to identify possible venues for the social events and reach out to local vendors and other funding sources to gather information on potential sponsorship of the Annual Meeting. The LOC will also secure student volunteers to assist during the Annual Meeting.

(b) Finance Committee. The Finance Committee shall consist of the current Treasurer, the past Treasurer, and Treasurer-elect. The Treasurer shall serve as Finance Committee Chair. The Finance Committee shall advise Council respecting the annual budget, the handling of reserve funds, investments and depositories, and other financial matters.

(c) Nominating Committee. The Nominating Committee shall consist of the Secretary, Secretary-Elect, Past Secretary, OHBM Chair, OHBM Chair-Elect, OHBM Past Chair and a representative from the Diversity & Gender Committee appointed each year. The Secretary will serve as Chair of the Nominating Committee. The Nominating Committee will select the slate of candidates for Council positions each

year. The Committee shall invite nominations from members and prepare a slate of 2 to 3 candidates for each open position for the annual election.

(d) Program Committee. The Program Committee has regular members including the Program Chair who will serve as Chair of the Program Committee, Past Program Chair, Program Chair-Elect, Education Chair, Education Chair-Elect, Education Past-Chair, OHBM Chair, OHBM Chair-Elect, OHBM Past-Chair, LOC Chair, LOC Chair-Elect, LOC Past-Chair and additional members as proposed by previous committees and approved by Council. Additional members will serve three year terms. The Program Committee shall be responsible for oversight of the scientific program for the Annual Meeting and facilitating preparations and communications for the Annual Meeting.

(e) Communications Committee. The Council shall appoint a Communication Committee Chair-Elect at their regular meeting held during the Annual Meeting. The Chair shall serve a three year term as Chair-Elect, Chair and then Immediate Past Chair. Additional members of the Committee will be proposed by the Committee. The Communication Committee is responsible for expanding OHBM's visibility and influence among the membership and external audiences and to ensure a continuous presence of OHBM in the community outside of the annual meetings, encouraging interaction among the membership, and enhancing communication between Council and membership.

(f) Diversity & Gender Committee. The Council shall appoint a Diversity & Gender Committee Chair-Elect at their regular meeting held during the Annual Meeting. The Chair shall serve a three year term as Chair-Elect, Chair and then Immediate Past Chair. Additional members of the Committee will be proposed by the Committee. The Diversity & Gender Committee will be responsible for advancing the Society's enduring mission to create a wholly diverse, engaged and inclusive international community of those dedicated to discover the Society of the human brain.

(g) Education Committee. The Education Chair will serve as the Chair of the Education Committee. The Chair shall serve a three year term as Education Chair-Elect, Education Chair and Past Education-Chair. Additional members of the Committee will be proposed through a Call for Volunteers. The Education Committee will be responsible for advancing the Society's educational initiatives and activities outside of the Annual Meeting.

Article 8. Fiscal Year

Section 1. Period. The fiscal year of the Society shall be the calendar year commencing on the 1st day of January and ending on the 31st day of December.

Section 2. Treasurer's Report. A report of the fiscal state of the Society shall be made by the Treasurer at the Annual Meeting and whenever requested by Council.

Article 9. Organization and Financing of Annual Meeting

Section 1. Site selection for future Annual Meetings shall be managed by the Council in a manner established by the Council.

Section 2. Once a meeting site is selected, a Local Organizing Committee shall be designated and approved by the Program Committee. Responsibility for logistical organization of each Annual Meeting resides with the Executive Office with assistance by the Local Organizing Committee.

Section 2. Upon request of Council, the Executive Office shall submit a budget of projected income and expenses for approval by Council.

Section 3. Allocation of Society funds to cover expenses for the Annual Meeting shall be approved by Council. The Society shall assume responsibility for all approved financial obligations. Any financial obligations incurred by the Local Organizing Committee that are not approved by Council are not the responsibility of the Society.

Section 4. All income in excess of approved expenses shall be the property of the Society.

Section 5. After the Annual Meeting, the Executive Office shall render to Council for approval an account of all funds disbursed and funds received related to the Annual Meeting in an audited report. The Treasurer may also request a financial report from the Executive Office at other times at his or her discretion.

Article 10. Amendments.

Amendments to the Bylaws can be made at any time during the fiscal year or at the Annual Meeting. Amendments to the Bylaws may be proposed on resolution by majority of Council, or by a written proposal signed by not less than ten percent (10%) of the voting membership. Amendments are then presented to the voting members for an electronic vote or discussed at the General Assembly and Feedback Forum during the Annual Meeting for voting by the membership. They Bylaws may be amended by a simple majority of votes received.

Article 11. Chapter Formation

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 a 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 that meets the needs of their specific region. OHBM's Secretary and the Executive Director 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.

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 during their regularly scheduled meetings. Council will consider the relevance of the Chapter to the association and possible conflicts with other 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.

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 (See Section 9), 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 unless the funds were contributed by OHBM, nor allow others to use such funds except for the benefit of the Chapter.

Section 9: Chapter Annual Report. Each year, the OHBM Council will review the Chapter's Annual Report which details the past year activities of the Chapter as well its program for the following year including funding request from OHBM if any. The review of this report will be an important factor in determining the continuing existence and any requested funding of the Chapter.

Section 10: 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 11. Chapter Oversight. OHBM Executive Office will serve as the central site for coordinating Chapter needs.

Article 13. Special Interest Group Formation

Section 1. Definition of Special Interest Group. Special Interest Groups (SIGS) are designed to advance communities of shared interest on topical and active areas of neuroimaging research or other related areas that expand knowledge, learning or technology for OHBM's Members.

Section 2. Activities. SIG activities are held within the framework of the Annual Meeting and need to be approved in advance by the OHBM Executive Office. Should SIGS wish to hold activities outside of the Annual Meeting, they must first obtain Council approval. Requests for outside activities will be reviewed on a case-by-case basis. Activities of SIGS may include: submitting educational proposals or posters for consideration at the Annual Meeting; hosting online learning/community discussions; and organizing social events to be held during the Annual Meeting.

Section 3. Formation Process. A SIG will be established following a petition of not less than twelve (12) OHBM Members in good standing presented to the Council. The petition will define the scope of the SIG, provide a statement explaining how the proposed SIG will enhance OHBM's objectives, outline the governance, and include a description of the SIG's first year's activities. The petition must include signatures from the petitioners indicating that they endorse the commitment they are collectively making as a Group.

Section 4. Review of Petitions. 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 Director no later than November 1st, February 1st and May 1st respectively.

Section 5. Duration of Special Interest Groups. SIGS shall be established for a period of five (5) years. At the end of this time, each SIG will be terminated and will need to submit a petition for the reinstatement of the Group, or for the establishment of a Group with a substantially similar scope. Petitions to establish SIGS in fields related to those of prior Groups are acceptable as long as they display substantially novel and different direction and content. Council has the right to dissolve any SIG at any time if the Council concludes that dissolution is in the best interest of OHBM. Any SIG which fails to organize any activity within a period of three (3) years shall automatically be terminated, and no petition for its reinstatement, or the creation of a new SIG on the same or closely similar topic, shall be allowed for a period of one (1) year thereafter.

Section 6. Special Interest Group Governance. Each SIG shall be governed by a Chair and Secretary comprised of OHBM Members in good standing. The Chair, Chair-Elect, Secretary and Secretary-Elect will initially be selected by a majority vote of those listed on the initial petition that will be considered the members of that SIG. The Chair and Secretary will serve for a three year term – Chair-Elect; Chair and Immediate Past Chair; Secretary-Elect, Secretary and Immediate Past Secretary. In the first year of formation, the Chair, Chair-Elect, Secretary and Secretary-Elect will serve two year terms. Those currently registered as SIG members will be solicited for nominations for open Chair-Elect and Secretary-Elect positions. Nominees will be reviewed with selections made by the Chairs and Secretaries of the SIG.

Section 7. Special Interest Group Leadership.

- a. **Chair.** The Chair is responsible for: 1) coordinating and overseeing all SIG activities; 2) directing activities of the Secretary and other volunteer leadership; and 3) enhancing communication between the SIG and the Council.
- b. **Secretary.** The Secretary is responsible for: 1) collecting, preparing and circulating all documents related to SIG activities including meeting minutes and an annual report to Council; 2) posting and monitoring written materials in the online community portal for their respective SIG; and 3) delivering all documents to the OHBM Executive Office so they can become a part of the association's records.

Section 8. Special Interest Group Annual Report. Each year, the OHBM Council will review the SIG's Annual Report which details the past year activities of the SIG as well its program for the following year including funding request from OHBM, if any. The review of this report will be an important factor in determining the continuing existence and the funding of the SIG.

Section 9. Special Interest Group Oversight. OHBM Executive Office will serve as the central site for coordinating SIG needs.