

CONSTITUTION

African Chapter of the ISMRM

Membership:

Any individual involved in magnetic resonance in medicine, biology, or other related topics in research, education, manufacture, or practice may be admitted to membership of the ISMRM African Chapter.

1. Full Membership is open to those who are Full or Associate Members of ISMRM (including ISMRT), who are either resident in Africa (any nationality) or who are citizens of Africa but are based in another country, on registration and payment of the annual subscription (if such a subscription is levied). Full Members are eligible to vote, to serve on the African Chapter committees, and to receive discounted registration fees when attending The Annual Scientific Meetings of the African Chapter of ISMRM.
2. Associate Membership is open to any professional with an interest in magnetic resonance and its application to medicine and biology, and who is either a resident in Africa (any nationality), or who is a citizen of Africa but is based in another country, on registration and payment of the annual subscription (if such a subscription is levied).
3. Trainee Membership is open to those who are Trainee Members of the ISMRM (which includes ISMRT) and reside in Africa or hold African citizenship. Trainee Membership is also open to residents, fellows, or students who are not ISMRM Trainee Members, as long as they are registered for a degree in a relevant field of study, whether full-time or part-time, undergraduate or postgraduate. Trainees who have received their terminal degrees (PhD, or MD or equivalent) within the last five years are eligible for Trainee Membership. Anyone holding a faculty or consultant position is not eligible for Trainee Membership in the African Chapter. Trainee Members will have access to discounted registration fees when attending The Annual Scientific Meeting of the African Chapter of ISMRM. Trainee Members can serve on committees as Trainee representatives for 1 year. Trainee members are non-voting members of the African Chapter.

Governance:

The Chapter shall submit a written report bi-annually to the ISMRM Board of Trustees, including a summary of the Chapter's activities. In addition, an accounting of the Chapter's revenues and expenditures will be provided to the ISMRM Central Office upon request by the Society's accountant, in accordance with the ISMRM Bylaws.

The governance of the African Chapter will be organized through an Executive Committee consisting of 8 -12 people who will serve for 3 years, except for the Trainee Representative, who will serve for 1 year.

The inaugural Executive Committee was carefully chosen from long-standing and experienced ISMRM members of African origin who either reside in Africa or in diaspora and who maintain close working relationships with institutions or MR professionals in Africa. Each inaugural member has either participated in ISMRM by giving scientific presentations at annual meetings or workshops, moderating sessions, volunteering in committees, or has leadership experience at other imaging societies or groups. Subsequent Executive Committee members shall be elected when the post is up for election as outlined in the Africa Chapter Bylaws.

The Executive Committee members shall be Full members or Trainee members of ISMRM in good standing throughout the duration of their role on the committee.

The governance committee members and the duty of each member is described below.

- 1) The Chair shall be a full member of ISMRM in good standing for the past 3 or more years. The Chair will oversee the efficient functioning of the Chapter, convene, and chair all meetings of the Executive Committee, oversee approval of scientific seminars, workshops and educational programs proposed to the chapter, and liaise with the ISMRM Central Office for matters concerning the Chapter. The Chair will also submit a bi-annual report to the ISMRM Board of Trustees.
- 2) The Vice-Chair shall be a full member of ISMRM in good standing for the past 3 or more years. The Vice Chair will assist The Chair in conducting their duties and take over the responsibilities of The Chair at the Chair's request or in the Chair's absence. The Vice-Chair will also serve as the annual scientific meeting coordinator and shall oversee the organization of the Annual Scientific Meeting of the African Chapter of the ISMRM, including establishing the Local Organizing Committee who will work with

- the Executive Committee to organize and host annual meeting in Africa, as well as the chapter's meeting at The Annual Scientific Meeting of ISMRM.
- 3) The Secretary shall be an associate or full member of ISMRM in good standing for the past 2 or more years. The Secretary will keep records of the Chapter's committee meetings, organize elections, oversee membership enrollment, maintain the membership directory, and prepare a bi-annual report to the ISMRM Board of Trustees.
 - 4) The Treasurer shall be an associate or full member of ISMRM in good standing for the past 2 or more years. The Treasurer will hold any cash balances, authorize expenditure at the instruction of the Chair, keep financial records and submit records to the parent society (ISMRM) each year, or whenever required, and coordinate fundraising efforts. The Treasurer is also responsible for providing accounting reports of Chapter's revenue and expenditure to the ISMRM Central Office upon request by the Society's accountant, in accordance with the ISMRM Bylaws.
 - 5) The Communication Representative shall be an associate or full member of ISMRM in good standing for the past 1 or more years. The Communication Representative shall edit the bi-annual Newsletter, oversee and update the chapter's webpages and social media channels, and organize social activities and networking events. The Communication Representative will also be responsible for compiling and publishing the Chapter's Annual scientific meeting proceedings.
 - 6) Equity Officer shall be an associate or full member of ISMRM for the past 2 or more years. The Equity Offer shall ensure that the Chapter maintains its commitment to promote a respectful environment where everyone across the region is valued and can participate in Chapter's activities regardless of their age, gender, religion, ethnicity, nationality, sexual orientation, physical abilities, socio-economic status, or political beliefs. The Equity Officer will document and report statistics regarding equity, diversity, and inclusion of all Chapter activities, events, and committees annually. The Equity Officer will review complaints of harassment or issues related to equity, diversity, or inclusion concerns and present these issues to the Executive Committee for deliberation.
 - 7) The Trainee Representative shall be a trainee member of ISMRM for the past 1 or more years. The Trainee Representative shall assist the Executive Committee in promoting the activities of the Chapter, including drafting the newsletter and managing the website and social media channels as instructed by the Communication Representative. The Trainee representative will also assist the Communication Representative in organizing social activities and networking events.
 - 8) Regional Coordinators shall be an associate or full member of ISMRM for the past 1 or more years. The regional coordinators will assist the Communication Representative in promoting ISMRM and the ISMRM

African Chapter activities to the members in their regions, through dissemination and communication of the Chapter's activities including conferences, workshops, meeting and networking events. The Regional Coordinators shall under the direction of the Vice-Chair coordinate efforts to implement the Chapter's purpose and objectives within their region including planning regional meetings, particularly efforts that integrate language and cultural diversity.

- 9) African Diaspora Representatives: shall be an associate or full member of ISMRM for the past 1 or more years. The African Diaspora Representatives shall be responsible for mainstreaming diaspora inclusion and participation in Chapter activities. The African Diaspora Representative shall assist the Executive Committee in mapping of African MRI scientists in the diaspora around the world and in coordinating collaborations between the Chapter and Diaspora organizations.

The Inaugural Executive Committee

5 Female, 7 Early Career, 1 Trainee, 2 North Africa, 5 West Africa, 2 East Africa and 3 Southern Africa

Role	Name (ISM RM ID)	Affiliation	Country Residence (Origin)	Profession	Gender	Career Stage
Chair	Johnes Obungologch (94237)	MUST, Uganda	Uganda (Uganda)	Biomedical Engineering	Male	Early
Vice Chair	Ernesta Meintjes (47414)	UCT, SA	South Africa(South Africa)	Neuroscience	Female	Senior
Secretary	Yaw Boateng Mensah (107506)	University of Ghana Medical School	Ghana (Ghana)	Radiologist	Male	Senior
Treasurer	Fatade Abiodun (98970)	Crestview, Nigeria	Nigeria (Nigeria)	Radiologist	Male	Senior
Communication Rep	Frances Robertson (86220)	CUBIC, UCT, SA	South Africa(South Africa)	Biomedical Engineer	Female	Senior
Equity Officer	Samira Boyagaboub (81745)	Brighton Sussex Medical School, UK	UK (Algeria)	Physicist	Female	Early
Trainee Representative	Segun Ayilara (100118)	University College Hospital Ibadan	Nigeria (Nigeria)	Radiologist	Male	Trainee
Regional Coordinator Western Africa	Olubukola Omidiji (97329)	Lagos University Teaching Hospital	Nigeria (Nigeria)	Radiologist	Female	Early
Regional Coordinator Southern Africa	Petronella Samuels (82886)	University of Cape Town	South Africa (South Africa)	Radiographer	Female	Senior
Regional Coordinator Northern Africa	Zerai Abderrazek, (99764)	LRBTM-Tunis EIManar University	Tunisia (Tunisia)	Biomedical Engineer	Male	Early
Regional Coordinator Eastern Africa	Yonas Fiseha Gebrehiwot (107593)	Regional Coordinator Eastern Africa	Ethiopia (Ethiopia)	Engineer	Male	Early
African Diaspora Representative	Sola Adeleke (84954)	KCL/Guy' s Hospital	UK (Nigeria)	Clinical Oncologist	Male	Early

Program and functions for the first three years of operation:

1. The African Chapter of the ISMRM will hold a three day annual scientific meeting at a location within Africa, starting in 2023. A local organizing committee will be established each year as detailed in the ByLaws (4.0 Governance) to plan the scientific meeting with the support of the Executive Committee.
2. Given the affiliation and connections of the Executive Committee, for the next three years, host-sites for the annual scientific meetings are: Cape Town, South Africa (in collaboration with University of Cape Town), Dar es Salam, Tanzania (in collaboration with Muhimbili National Hospital), Lagos Nigeria (in collaboration with Association of Radiologists in Nigeria), or Nairobi, Kenya (in collaboration with Aga Khan University). The Executive Committee will work with each of these host-sites to provide an affordable venue and accommodation for attendees.
3. The registration fee for attendance to the African Chapter annual scientific meeting will be at a reduced rate for any ISMRM Member.
4. To promote collaboration with other ISMRM Chapters and the general ISMRM community, the Executive Committee will liaise with the ISMRM Central Office and the ISMRM Annual Meeting Program Committee to organize an evening networking event at the ISMRM Annual meeting akin to the Chinese Chapter events. This event will be open to everyone attending ISMRM, including exhibitors.
5. The African Chapter will enhance the benefits of ISMRM membership by encouraging the members of the chapter to participate in activities of ISMRM as well as volunteer to serve in the ISMRM committee where they are eligible.
6. The Executive Committee will actively solicit sponsorship of the chapter's annual meetings for travel stipends and educational awards.
7. To promote ISMRM, the African Chapter of ISMRM, and to promote the role of radiologists within the region and within the society, the Chapter will organize representation at local radiology society meetings, with special focus on local radiology associations in non-anglophone countries, including but not limited to the Association of Radiologists in Nigeria (ARIN), The Radiological Society of South Africa (RSSA), Societe Algerienne de Radiologie et d'imagerie medicale+ (SARIM), and Scoiete Des Radiologistes d'Afrique Noire Francophone (SRANFor Francophone Black Africa Radiology Society). Similar partnerships with the regional medical physics society (Federation of African Medical Physics Organization) will be established to promote MRI physics.

8. Because the African Chapter of ISMRM annual meeting, workshops, and educational activities could be one of the few avenues for local clinicians and radiographers to obtain continuing medical education (CME) credits, the Executive Committee will strive within the first year to establish a CME credit system for its educational activities in accordance with the American Medical Association (AMA) International Conference Recognition (ICR) Program.

BYLAWS of the African Chapter of the ISMRM

Last Revised November 18, 2022¹

1.0 Purpose

The African Chapter (hereinafter in these ByLaws referred to as the “Chapter”) represents the International Society of Magnetic Resonance in Medicine (ISMRM) in Africa and activities related to the application of MR to medicine and biology in Africa.

The purposes of the Chapter are:

- (i) To promote and encourage research, development, applications, and communication of information on magnetic resonance in medicine and biology and other related topics.
- (ii) To support continuing education in the field of magnetic resonance in medicine and biology and other related topics.
- (iii) To perform charitable, public understanding and outreach activities with respect to magnetic resonance applications in medicine and biology and other related topics.
- (iv) To encourage scientists and clinicians working in magnetic resonance to contribute to the field of magnetic resonance in medicine and biology in Africa and to the ISMRM.
- (v) To promote opportunities for collaboration between professionals of magnetic resonance in medicine and biology working or studying in Africa and professionals working or studying in the rest of the world.
- (vi) To cooperate with local, regional, and national authorities as well as academic organizations, public or private institutions in medicine and biology in Africa to achieve the aforementioned objectives.

2.0 Equity, Diversity, and Inclusion (EDI) Policy

The Chapter is open to all those working or studying in the field of magnetic resonance in medicine and biology. The Chapter recognizes and supports good scientific work regardless of any characteristics of personal identity such as gender, ethnicity, nationality, disability, religion, sexual orientation, education, socio-economic background, language, political beliefs, or age.

The Chapter is dedicated to equal opportunities and has zero tolerance for discrimination or harassment.

The Chapter expects all members to adhere to the EDI policy and to act with respect towards each other when participating in the Chapter events, activities, or serving in committees. Failure to act in this way will lead to removal from the event or activity and/or loss of membership of the Chapter.

The Equity Officer, a member of the Chapter Executive Committee (detailed in the Section 4 of this ByLaws) will monitor implementation of the Chapter EDI policy and ensure that all the Chapter activities fully recognize merit in an unbiased manner and support the Chapter members at all career stages.

¹ Adapted from ISMRM British & Irish Chapter (Oct. 3, 2020), Italian Chapter, and Iberian Chapter Bylaws

3.0 Membership

- 1) Full Membership is open to those who are Full or Associate Members of ISMRM (including ISMRT), who are either resident in Africa (any nationality) or who are citizens of Africa but are based in another country, on registration and payment of the annual subscription (if such a subscription is levied). Full Members are eligible to vote, to serve on the African Chapter committees, and to receive discounted registration fees when attending The Annual Scientific Meeting of the African Chapter of ISMRM.
- 2) Associate Membership is open to any professional with an interest in magnetic resonance and its application to medicine and biology, and who is either a resident in Africa (any nationality), or who is a citizen of Africa but is based in another country, on registration and payment of the annual subscription (if such a subscription is levied). Associate Members are non-voting members.
- 3) Trainee Membership is open to those who are Trainee Members of the ISMRM (which includes ISMRT) and reside in Africa or hold African citizenship. Trainee Membership is also open to residents, fellows, or students who are not ISMRM Trainee Members, as long as they are registered for a degree in a relevant field of study, whether full-time or part-time, undergraduate or postgraduate. Trainees who have received their terminal degrees (PhD, or MD) within the last five years are eligible for Trainee Membership. Anyone holding a faculty or consultant position is not eligible for Trainee Membership in the African Chapter. Trainee Members will have access to discounted registration fees when attending The Annual Scientific Meeting of the African Chapter of ISMRM. Trainee Members can serve on committees as Trainee representatives for 1 year. Trainee members are non-voting members of the African Chapter.

4.0 Governance

4.1 Executive Committee Duties

The Chapter shall be governed by an Executive Committee of nine Full Chapter Members, one radiographer or technologist who is an ISMRT member and one *non-voting* Trainee representative (fulfilling the definition of ISMRM Trainee). All requirements for Chapter governance per the ISMRM bylaws will be met.

Aiming towards inclusion of committee members representing the rich diversity of the region, the Executive Committee will comprise of at least 1 member from North Africa, 1 member from East Africa, 1 member from West Africa, 1 member from Central Africa, and 1 member from South Africa. At least 50% of the voting members shall be women. At least 2 voting members shall be early career researchers or clinicians.

Executive Committee members shall serve for 3 years in one position. The Trainee Representative shall serve for 1 year only.

The Executive Committee shall meet at least once each year and shall hold an annual general meeting of the Chapter at which it will report the year's activities to the members.

For decisions, six voting members of the Executive Committee shall constitute quorum. Decisions shall be taken by majority vote of those present, the Chair having an additional casting vote in case of a tie.

Any member of the Executive Committee can be removed from their position if deemed to be

unable to perform his or her duties by a majority of the Committee members. In any case a member is removed or vacates a position, the duties of the member will be transferred to another member of the committee while elections to replace the position is being held at the next annual scientific meeting.

4.2 Nominations and Elections

The Executive committee members will be elected by a secret ballot of the Full Chapter members at the annual general meeting. A call for nominations will be made at least one month before the annual general meeting by email to all Members. Nominations can be made by the Executive Committee or by a Full Member (and may include self-nomination). Nominees must be Full or Associate members of the ISMRM and Full Chapter Members in good standing for three consecutive years prior to nomination. A committee member may be nominated for another position after the end of the term of their current position. In the case there being more than one candidate for a given vacancy then a ballot of the committee will be organized by the Secretary of the Executive Committee.

One Trainee Representative will be elected by a secret ballot of Trainee members of the ISMRM (fulfilling the definition of ISMRM Trainee) and Trainee Chapter Members at the annual general meeting. A call for nominations will be made at least 6 months before the annual general meeting by email.

The Local Organizing Committee of the Chapter's Annual Scientific Meeting shall be established annually by the Executive Committee. The Vice Chair of the Executive Committee shall oversee the nomination of a Chair of the Local Organizing Committee. Members of the Local Organizing Committee shall be nominated by the Executive Committee each year to organize the annual scientific meeting.

4.3 Executive Committee Positions

- 1) The Chair shall be a full member of ISMRM in good standing for the past 3 or more years. The Chair will oversee the efficient functioning of the Chapter, convene, and chair all meetings of the Executive Committee, oversee approval of scientific seminars, workshops and educational programs proposed to the chapter, and liaise with the ISMRM Central Office for matters concerning the Chapter. The Chair will also submit a bi-annual report to the ISMRM Board of Trustees.
- 2) The Vice-Chair shall be a full member of ISMRM in good standing for the past 3 or more years. The Vice Chair will assist The Chair in conducting their duties and take over the responsibilities of The Chair at the Chair's request or in the Chair's absence. The Vice-Chair will also serve as the annual scientific meeting coordinator and shall oversee the organization of the Annual Scientific Meeting of the African Chapter of the ISMRM, including establishing the Local Organizing Committee who will work with the Executive Committee to organize and host annual meeting in Africa, as well as the chapter's meeting at The Annual Scientific Meeting of ISMRM.

- 3) The Secretary shall be an associate or full member of ISMRM in good standing for the past 2 or more years. The Secretary will keep records of the Chapter's committee meetings, organize elections, oversee membership enrollment, maintain the membership directory, and prepare a bi-annual report to the ISMRM Board of Trustees.
- 4) The Treasurer shall be an associate or full member of ISMRM in good standing for the past 2 or more years. The Treasurer will hold any cash balances, authorize expenditure at the instruction of the Chair, keep financial records and submit records to the parent society (ISMRM) each year, or whenever required, and coordinate fundraising efforts. The Treasurer is also responsible for providing accounting reports of Chapter's revenue and expenditure to the ISMRM Central Office upon request by the Society's accountant, in accordance with the ISMRM Bylaws.
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- 7) The Trainee Representative shall be a trainee member of ISMRM for the past 1 or more years. The Trainee Representative shall assist the Executive Committee in promoting the activities of the Chapter, including drafting the newsletter and managing the website and social media channels as instructed by the Communication Representative. The trainee representative will also assist the Communication Representative in organizing social activities and networking events.
- 8) Regional Coordinators shall be an associate or full member of ISMRM for the past 1 or more years. The regional coordinators will assist the Communication Representative in promoting ISMRM and the ISMRM African Chapter activities to the members in their region, through dissemination and communication of the Chapter's activities including conferences, workshops, meeting and networking events. The Regional Coordinators shall under the direction of the Vice-Chair coordinate efforts to implement the Chapter's purpose and objectives within their region including planning regional meetings, particularly efforts that integrate language and cultural diversity.
- 9) African Diaspora Representatives: shall be an associate or full member of ISMRM for the past 1 or more years. The African Diaspora Representatives shall be responsible for mainstreaming diaspora inclusion and participation in Chapter activities. The African Diaspora Representative shall assist the Executive Committee in mapping of African

MRI scientists in the diaspora around the world and in coordinating collaborations between the Chapter and Diaspora organizations.

5.0 Subscription and Finances

The annual subscription shall be decided by a majority vote of the Executive Committee. The Treasurer shall maintain one or more bank accounts in the Chapter's name. Cheques drawn on the accounts shall be signed by any of the following officers: The Treasurer, the Chair, the Vice-Chair, or the Secretary.

The Chapter will aim to hold reserves sufficient to cover the cost of the Chapter's annual meeting and other annual running costs.

For the purposes of registering at meetings, we will use the ISMRM definition of trainees for giving reduced rates for registration, unless otherwise specified.

6.0 Modification of the Bylaws

These Bylaws may be modified by a motion passed by a majority of the Executive Committee and ratified by a simple majority of those voting in a ballot of the membership.