

CONSTITUTION
of the
AMERICAN SOCIETY OF FUNCTIONAL NEURORADIOLOGY

ARTICLE I

Name

The Society shall be known as the American Society of Functional Neuroradiology (ASFNR). Functional Neuroradiology shall be defined as imaging of the functional aspects of the central nervous system, including but not limited to blood oxygen level dependent functional MRI.

ARTICLE II

Relationship to the American Society of Neuroradiology

The American Society of Functional Neuroradiology shall be a specialty society of the American Society of Neuroradiology (ASNR).

ARTICLE III

Objectives

The objectives and purposes of the ASFNR shall be:

- Section 1.** To encourage and facilitate the introduction of functional neuroradiology into clinical neuroradiological practice.
- Section 2.** To develop and support standards for the practice of functional neuroradiology.
- Section 3.** To develop and support standards for the training of neuroradiologists in functional imaging.
- Section 4.** To promote a close fellowship and exchange of ideas between neuroradiologists and colleagues in related fields including basic science researchers.
- Section 5.** To foster research in functional neuroradiology.
- Section 6.** To provide meetings for the reading and discussion of papers and the dissemination of knowledge regarding functional neuroradiology as part of the Annual Meeting of the American Society of Neuroradiology and/or independent of that meeting.
- Section 7.** To establish channels for publication of scientific reports in the field of functional neuroradiology.
- Section 8.** To promote understanding of functional neuroradiology among patients, other health professionals and public agencies, and to enhance communications with these groups.

ARTICLE IV

Membership Categories

Section 1. The membership of the ASFNR shall consist of:

1. *Members*
2. *Student*
3. *Honorary*

Section 2. *Members*

- A. To be eligible for *Member* status, a candidate shall be a member of:
 1. the American Society of Neuroradiology (ASNR),
 2. the International Society of Magnetic Resonance in Medicine (ISMRM) or
 3. the Organization for Human Brain Mapping (OHBM).
- B. Candidates for *Member* status must be sponsored, in writing, by one ASFNR *Member* in good standing, or one *Senior* member of the ASNR who is familiar with and can substantiate the qualifications of the candidate.
- C. Candidates approved by the Membership Committee shall be presented to the Membership of the ASFNR for election at the Annual Business Meeting.
- D. Selected radiologists who do not meet one or more of the criteria in Section 2.A may be proposed for election to Membership on the basis of outstanding neuroradiological experience or contribution as recommended by the Membership Committee.
- E. In accordance with the Constitution of the American Society of Neuroradiology, the membership of the ASFNR must be made up of at least 51% Members of the ASNR.

Section 3. *Student Members*

- A. *Student* Members shall be medical students, graduate students, undergraduate students, residents or fellows. A postdoctoral fellow will be considered a student member if they are within four years of their doctoral degree. Applicants must submit a letter from their Department Chairman to verify their status and expected date of graduation.
- B. Candidates for *Student* membership must be sponsored in writing by one *Member* of the ASFNR, or one *Senior* member of the ASNR. Nominees approved by the Executive Committee shall be presented to the membership of the ASFNR for election at the Annual Business Meeting.

Section 4. *Honorary Members:*

- A. *Honorary* members shall be individuals who have made an extraordinary contribution to functional neuroradiology.

- B. Candidates for *Honorary* membership shall be submitted by Members of the ASFNR to the Executive Committee. Nominees approved by the Executive Committee shall be presented to the membership of the ASFNR for election at the Annual Business Meeting.

ARTICLE V
Membership Fees and Dues

- Section 1.** The dues and assessments for each category of membership shall be set by the Executive Committee.
- Section 2.** The annual dues of the ASFNR shall be due and payable on January 1 for the calendar year. Prorated dues for less than one year may be approved for new members.
- Section 3.** Special reduced membership dues and registration fees shall be set by the Executive Committee.
- Section 4.** Unpaid dues shall be considered delinquent on March 31. Notice of delinquency shall be sent to the concerned member on the date of delinquency, indicating that ASFNR membership will be terminated in thirty days unless the delinquent dues are paid. Failure to pay delinquent dues and late fees by the end of the thirty-day grace period shall result in termination of membership in the ASFNR.

ARTICLE VI
Election to Membership

- Section 1.** Membership applications must be reviewed and approved by the Membership Committee.
- Section 2.** A brief biography of each proposed candidate for Membership must be provided to all Members of the ASFNR at least 60 days prior to the Annual Business Meeting for their review. Comments and questions about candidate qualifications received at the Central Office of the Society at least 30 days prior to the Annual Business Meeting shall be considered by the Executive Committee prior to presenting the candidate for election at the Annual Business Meeting.
- Section 3.** A majority vote of the Members attending and voting at the Annual Business Meeting is necessary for election of a candidate to membership.
- Section 4.** Elected candidates shall become members of the ASFNR or change their membership status effective on the day following the conclusion of the Annual Business Meeting.

ARTICLE VII
Rights and Benefits of Membership

- Section 1.** Only Members in good standing shall have the right to propose candidates for nomination, to vote and to hold elective office in the Society.
- Section 2.** Each classification of membership may receive benefits as prescribed by the Executive Committee.

ARTICLE VIII
Officers

The officers of the Society shall be the President, Vice-President, Secretary, and Treasurer.

ARTICLE IX
Election of Officers

- Section 1.** A one-year term of office is defined as the interval from the end of one Annual Business Meeting through the end of the next Annual Business Meeting. A term of office shall be one year.
- Section 2.** The procedure for electing officers of the Society shall be as follows:
- A. The Executive Committee shall solicit from the Membership the names of Members of the Society as candidates for nomination for each elective office: President, Vice-President, Secretary, and Treasurer.
 - B. The Executive Committee will present the nominees to the voting Membership by post or electronic mail no later than 30 days prior to the Annual Business Meeting.
 - C. Election to office shall be by majority vote of the members present and voting at the Annual Business Meeting.
 - D. If the vote results in a tie ballot, the President shall cast the deciding vote.

ARTICLE X
Duties of Officers

- Section 1.** *President:* The President shall be the presiding officer of the ASFNR and shall perform all duties which custom and parliamentary practice commonly associate with the office of the President. The President shall chair the Executive Committee, and be a member of all other committees. With the approval of the Executive Committee and in conformity with the Constitution, the President shall appoint

members to Standing Committees, shall appoint ASFNR representatives, and appoint members to ad hoc committees.

The President shall be the representative of the ASFNR to the Executive Committee of the ASNR, in accordance with the Constitution of the American Society of Neuroradiology. If the ASFNR President is not an ASNR *Senior* Member, an alternate representative from among the Executive Committee who is an ASNR *Senior* member will be designated to serve on the ASNR Executive Committee

Section 2. *Vice-President:* The Vice-President shall chair the Program Committee.

The Vice-President shall be the representative of the ASFNR to the Program Committee of the ASNR in accordance with Constitution of the American Society of Neuroradiology. The Vice-President will be in charge of the program of independent meetings of the Society.

The Vice-President will be responsible for other duties as assigned by the President. If the President is unable to serve, the Vice-President shall assume all duties of the presidency for the remainder of that term.

Section 3. *Secretary:* The Secretary shall be responsible for all duties that usually appertain to the office of Secretary and include, but are not limited to, keeping a permanent record of the proceedings of the ASFNR and maintaining a current roster of members, including current addresses, year of election, and membership classification.

The Secretary shall report on the activities of the ASFNR at each Annual Business Meeting.

If the Vice-President is unable to serve, the Secretary shall assume all duties of the vice-presidency for the remainder of that term.

Section 4. *Treasurer:* The Treasurer, under the direction of the Executive Committee, shall be responsible to collect, receive, disburse, and account for all funds of the ASFNR.

The Treasurer shall keep a complete and permanent record of the financial transactions of the ASFNR and shall give a full financial report to the general membership at the Annual Business Meeting and interim reports to the Executive Committee.

The Treasurer shall have such other duties as assigned by the President.

If the Secretary is unable to serve, the Treasurer shall assume all duties of the Secretary for the remainder of that term. If the Treasurer is unable to serve, the President of the Society, with Executive Committee approval, will assign a new Treasurer for the remainder of that term.

ARTICLE XI *Committees*

Section 1. Standing Committees of the Society shall include the following:

1. Executive
2. Program and Education
3. Research
4. Publication
5. Clinical Practice
6. Membership

Section 2. Ad hoc committees may be established by the President in consultation with the Executive Committee.

Section 3. Committees and committee chairs shall be appointed by the President with the approval of the Executive Committee unless otherwise provided in the Constitution.

Section 4. Actions of all Standing Committees shall be reported to the Executive Committee.

Section 5. ***Executive Committee:*** The Executive Committee shall consist of the following voting members: President, Vice-President, Secretary, Treasurer, the two most recent Past-Presidents, the chair of the Research and Publication Committee and the chair of the Clinical Practice Committee.

The Executive Committee shall be empowered to carry out the business of the ASFNR, to control funds of the ASFNR, and see to the safe keeping or sale of ASFNR property. No ASFNR assets shall be expended, mortgaged or otherwise disposed of without approval of the Executive Committee. All contracts entered into on behalf of the ASFNR must be approved by the Executive Committee.

The Executive Committee shall be empowered to employ or contract for staff services in accordance with the needs of the ASFNR.

A three-fourths vote of the Members present and voting at the Annual Business Meeting is required to overturn any actions of the Executive Committee.

The Executive Committee shall be responsible for interpreting the Constitution and shall prepare and submit amendments to the Constitution as specified in Article XIV.

The Executive Committee shall also advise the President on committee appointments.

The Executive Committee shall review and screen all candidates for membership to assure that they fulfill the requirements for membership in the appropriate category as called for in Article III and Article V of the Constitution.

Section 6. ***The Program and Education Committee:*** The Program and Education Committee shall consist of: the President, the Vice-President, the immediate Past-President, the Secretary, the Treasurer, and up to three Members of the Society. The Vice-President shall serve as chair.

The Program and Education Committee shall be responsible for the continuing medical education in functional neuroradiology of professionals that participate in

the diverse educational activities of the ASNR and the ASFNR. The Education Committee shall plan and propose for consideration for the Executive Committee of the ASFNR projects to further the educational mission of the Society. The Education Committee shall help to implement those educational projects given final approval and funding by the Executive Committee of the ASFNR. The Education Committee shall have liaison with the Clinical Practice Committee of the ASFNR.

The Program and Education Committee shall assist the Program Committee of the ASNR in determining the character and scope of the functional neuroradiology sessions of the Scientific Program and for the ASNR Annual Meeting.

The Program and Education Committee shall advise the Education Committee of the ASNR on issues regarding fellowship training in functional neuroradiology.

Section 7. *Research Committee:* The Research Committee shall consist of the President, Vice-President, Immediate Past-President, Secretary, Treasurer, and up to three Members of the Society, (one of whom shall be appointed annually by the President to serve a three-year term). The Chair of the Research Committee shall be appointed by the President and will serve a three-year term.

The Research Committee, with the approval of the Executive Committee, shall be responsible for fostering research in functional neuroradiology.

The Research Committee, with the approval of the Executive Committee, shall establish academic contacts with other scientific societies involved in functional neuroimaging for the promotion of the understanding of human brain function and for the improvement of the patient care.

Section 8. *Publication Committee:* The Publication Committee shall consist of the President, Vice-President, Immediate Past-President, Secretary, Treasurer, and up to three Members of the Society, (one of whom shall be appointed annually by the President to serve a three-year term). The Chair of the Publication Committee shall be appointed by the President and will serve a three-year term.

The Publication Committee, with the approval of the Executive Committee, shall advise the editors of the AJNR on matters regarding functional neuroradiology.

Section 9. *Clinical Practice Committee (CPC):* The CPC shall include the President, Vice-President, Immediate Past-President, Secretary, Treasurer, and up to three Members of the Society, (one of whom shall be appointed annually by the President to serve a three-year term.) The Chair of the CPC shall be appointed by the President and will serve a three-year term. The committee shall be weighted towards community-based members and academic members with expertise and dedication to addressing practice issues. The President will make all appointments to this committee, and to the subcommittees in consultation with the CPC chairman.

The CPC, with the approval of the Executive Committee, shall be responsible for promoting understanding of community-based practice in neuroradiology and addressing issues that impact community practice via governmental agencies and legislative vehicles, and in conjunction with related societies that also address these issues. This committee will work in conjunction with the Clinical Practice Committee of the ASNR.

Section 10. *Membership Committee:* the Membership Committee shall consist of the Immediate Past-President, the Secretary and one more member whom shall be appointed annually by the President. The secretary shall serve as Chair.

The Membership Committee shall be responsible for reviewing the applications for membership to assure that they fulfill the requirements for membership in the appropriate category.

ARTICLE XII

Meetings

Section 1. *Annual Scientific and Business Meetings:* The Annual Scientific Meeting of the ASFNR shall be held either in conjunction with the Annual Scientific Meeting of the ASNR, or at some other time agreed upon by the Executive Committee. If not held in conjunction with the ASNR, the time and place of the meeting will be announced more than 9 months in advance of the meeting. The Annual Business Meeting shall take place during the Annual Scientific Meeting of the ASFNR.

Section 2. *Other Meetings:* Additional scientific meeting(s) of the ASFNR may be held when necessary at a time to be decided upon by the Executive Committee. The ASFNR may decide to participate in the scientific meetings of other kindred societies.

Section 3. Special business meetings may be called by the President or upon written petition of one-third of the Members of the ASFNR.
The agenda for the special meeting shall be included in the call for the meeting and no other business shall be conducted other than that stated in the call.

Section 4. Five percent of the Members of the ASFNR shall constitute a quorum.

Section 5. The Secretary shall send the notice of the Annual Business Meeting to all Members at least sixty days prior to the meeting. Notices for special business meetings shall be sent at least thirty days prior to the special meeting.

Section 6. Attendance at business meetings shall be limited to Members. Only Members in good standing who are present during the business meetings shall be entitled to vote. No proxy or absentee ballots shall be permitted.

Section 7. The order of business for the Annual Business Meeting shall be as follows:

1. Call to Order
2. Reading of Minutes
3. Secretary's Report
4. Treasurer's Report
5. Report of Standing Committees
6. Unfinished Business
7. Election of Members
8. New Business
9. Election and Installation of Officers
10. Adjourn

Section 8. *Parliamentary Procedure:* Except as otherwise specified in this Constitution, Robert's Rules of Order shall govern the parliamentary procedure for all meetings, elections, and other operations of the ASFNR.

ARTICLE XIII *Fiscal Year*

The fiscal year of the Society shall begin on January 1 and shall end on December 31.

ARTICLE XIV *Indemnification*

The ASFNR shall indemnify any current or former officer or member of the Executive Committee against expenses actually and necessarily incurred by him or her in connection with the defense or settlement of any action, suit or proceeding made or threatened to be made against him or her by reason of being or having been an officer or member of the Executive Committee, if such person acted in good faith, for a purpose he or she reasonably believed to be in the best interests of the ASFNR, and had no reasonable cause to believe his or her conduct was unlawful.

In the event that an officer or Executive Committee member is made or threatened to be made a party to a proceeding by the ASFNR to procure a judgment in its favor, entitlement to and the extent of indemnification shall be determined by a court of competent jurisdiction.

ARTICLE XV *Amendments*

The Executive Committee shall prepare and submit proposed amendments to the Constitution.

The Constitution of the Society may be amended at any Annual Business Meeting of the Society by a two-thirds majority of the Members present and voting, provided there is a quorum. Written notice of the proposed amendment shall have been mailed to the members at least 30 days prior to the meeting at which the vote is to be taken.

