

**PAN ARAB NEURORADIOLOGY SOCIETY  
(PANRS)**

**Proposed By-Laws**

**ARTICLE I  
N A M E**

The Pan Arab Neuroradiology Society (hereinafter called the Society) shall be composed of Neuroradiological Societies, Colleges, Academies and Kindred Neuroscience Associations Throughout the Arab World. The Society shall be based in Beirut and shall have branches in other countries of Arab World.

**ARTICLE II  
PURPOSE**

**1 – Objectives:**

The purpose of the Society shall be the advancement of Neuroradiology in all its aspects and to represent Neuroradiology in the Arab World on matters of common interest by:

- a - The establishment and maintenance of cooperation between Neuroradiological organizations in the Arab World.
- b - The direction and enhancement of the prominent and effective position of Neuroradiology within radiology and the neurosciences.
- c - The exchange and dissemination of knowledge ideas and recognized terminology in the field of Neuroradiology.
- d - The development of the best possible standards of Neuroradiological facilities and practice.
- e - The recommendation and encouragement of Pan-Arab accepted standards of education, training and research in Neuroradiology and its allied sciences.
- f - The support of scientific Symposia and annual scientific meetings of member Neuroradiological sciences.

**2 – Scientific Meeting of PANRS**

A major activity that should evolve and progress shall be the holding of a timely and recurring “Scientific Meeting”. This should represent the scientific arm of the Society and should involve all members and allied neuroscience organizations and should be upholding the highest scientific ideas.

Whenever beneficial and advantageous, the Society should collaborate with established regional and international neuroscience groups in order to achieve its objectives.

### **3 – Other Activities**

The Society shall pursue and will achieve its objectives through the following activities:

- a - Promotion of scientific research and exchange of ideas in its fields and related topics and publish distribute and exchange such results with relevant Societies.
- b - Holding regular conferences, symposia and seminars in the field of Neuroradiology throughout the Arab World.
- c - Publish regular bulletins or periodicals to keep readers members up to date with Society's programmes and progress of research activities.
- d - Organize scientific expeditions and to award prizes for meritorious work in open competition.

### **4 – Foundation of the Society**

The initial establishment of the Society shall be by a Founding Committee whose members are either leaders of established Neuroradiological societies or are recognized senior members of the subspecialty in their respective Arab countries. The founding committee shall cease to exist immediately the General Assembly holds its first meeting and a president and members of the Executive Committee and other officers of the Society are elected.

## **ARTICLE III** **MEMBERS AND MEMBERSHIP**

The Society shall be composed of the following types of Member and Memberships:

#### **A. Members:**

Organizations of duly constituted Neuroradiological Societies from the Arab World as Members.

#### **B. Affiliate Members:**

Kindred Neuroscience Societies from the Arab World as affiliated member.

Application for membership will be submitted to the Executive Committee and shall contain:

1. A copy of the Constitution of the Society.
2. A list of the officers and members.
3. A report of the previous years Annual General Meeting of the Society and a description of the Societies Scientific activities, journals, etc.

#### **C. Active Membership:**

To be given to persons who satisfy the conditions of membership and whoever holds a University degree in the area of specialization of Society (Radiology, Neuroradiology). An active member should be resident of the Arab world and must pay the regular fees.

#### **D. Associate Membership:**

Associate membership shall be offered to qualified persons who would like to join but do not reside in the Arab world. Associates will be non-voting members.

#### **E. Honorary Membership:**

Shall be offered to persons who have contributed financially or otherwise towards the development of the Society within and outside the Arab world. An honorary member shall be chosen by the General Assembly of the Society on the recommendation of the Executive Committee. An honorary member is exempted from payment of registration and subscription fees. An honorary member may attend the General Assembly sessions, and other Committee meetings and take part in the discussions, but will not be eligible to vote on decisions or in elections.

#### **F. Conditions and Procedures for Membership**

An individual member of the Society should fulfil the following conditions:

- (a) Must pay all dues of the Society.
- (b) Must submit an application to join the Society.
- (c) May be recommended by two active members of the Society.
- (d) Application for active membership should be submitted to the Executive Committee  
Membership is granted only after the approval of the Executive Committee.

All applications when complete shall review by the Executive Committee and its recommendations shall be submitted to the General Assembly for approval at its next meeting.

#### **Election of Members**

Organizations upon recommendation of the General Assembly, may be elected as members of the Society by two-thirds (2/3) affirmative vote of the members of the General Assembly, present and voting. The organization must be truly Arab in its continental arena, and should be primarily concerned with the general aspects of Neuroradiology.

#### **Executive Committee**

The Executive Committee, which manages the affairs of the Society, will be composed of not more than ----- members chosen by the General Assembly in secret ballot and from among the active members of the Society.

The Executive Committee shall draw up the general policy of the Society and submit it to the General Assembly for approval. The Executive Committee shall also ensure that the functions of the Society are carried out and its objectives are realized.

Membership of the Executive Committee shall be for two years, which will be renewable. The Executive Committee shall hold an ordinary session at least once every two years. An extraordinary session may be held when requested by half or more of the members or by one fifth of the General Assembly or by the President of the General Assembly to discuss specific urgent matters (Define a quorum? 1/3 of voting members).

A member who is absent for more than three sessions without an acceptable excuse will be considered as having forfeited his membership.

#### **Duties of the Executive Committee:**

The Executive Committee shall issue rules and regulations necessary for the implementation of this statute. Other responsibilities of the Executive Committee shall include drawing the annual budget. Preparation of annual activities, future plans and fixes membership dues. The Executive Committee shall submit the above activities for approval to the General Assembly during the regular session.

### **President and Vice-President of the Executive Committee:**

The General Assembly shall elect by secret ballot a President of the Executive Committee from the active members of the Society. The position shall be held for a period of two years, which will be renewable. The President of the Executive Committee shall be the President of the Society. The President has the right to suggest or choose names for the different committees of the Society.

### **Officers of the Society:**

- A. President
- B. Vice-president
- C. Secretary General
- D. Treasurer
- E. President of the Scientific Meeting
- F. Historian

### **Officers of the Scientific Meeting:**

- A. President
- B. Secretary
- C. Treasurer
- D. Members – At – Large two (2)

### **General Qualifications of Officers:**

All officers of the Societies and Scientific Meeting shall be active Neuroradiologists and full members of one of the Members of the Society. Officers may or may not have been delegates to the General Assembly.

### **Election of Officers. Terms and Duties:**

All officers of the Societies and the Scientific Meeting shall be elected by an affirmative majority vote of the members of the General Assembly present and voting during the Meeting. The President may not be re-elected to this position.

### **Officers of the Societies :**

#### **1 - President**

The President shall serve as the Chair of the Executive Committee and the General Assembly and shall be an ex-officio member of all Committees of the Society. The President shall exercise the usual authority and assume the responsibilities similar to that of the President of a scientific society. The President may appoint Special (Ad Hoc) Committees and the President with approval of the General Assembly shall be empowered to fill any vacancy which may arise in the offices of the Society, the Scientific Meeting and their committees if not otherwise provided in these by-laws.

#### **2 - Vice President**

The Vice President, who shall also be the President-Elect, shall assume the duties of the President if the President is absent or, for any reason, is unable to fulfil the duties of the office.

#### **3 – Secretary General**

The Secretary General shall be an ex-officio member of all committees of the Society. The Secretary General shall assume the usual duties and responsibilities of a Secretary General of a scientific society and those duties relating to the Society itself. The General Assembly and the Executive. The Secretary General shall be responsible for the day-to-day activities of the Society.

#### **4 – Treasurer**

The Treasurer shall assume the duties and responsibilities common to this office and shall chair the Finance Committee.

The Treasurer shall perform those duties typically related to dues and other monies received by the Society and expend such funds of the Society in accordance with the policies and approval of the Executive Committee and the General Assembly. The Treasurer shall provide the Executive Committee with an operating statement of the Society and the Scientific Meeting and balance sheet at intervals of no longer than twelve (12) months and then specifically at the meeting of the General Assembly during the Scientific Meeting. The Treasurer shall supply to the Audit Committee copies of treasury records prior to the Scientific Meeting.

#### **7 –Historian**

The Historian shall be elected by the General Assembly for the term of eight (8) years and may be re-elected.

The Historian shall keep the archives of the Society and of the past, present and future Scientific Meeting.

**8** – All elected officers shall serve from the close of the Scientific Meeting at which they were elected until the end of the next Scientific Meeting with the exception of the Historian. This term shall be at least four (4) years.

#### **Officers of the Scientific Meeting**

All Scientific Meeting officers shall be active neuroradiologists and members of a neuroradiological society of the country in which the Scientific Meeting is to be held. They shall be nominated by the President of that Scientific Meeting and will be ratified by the Governing Council.

Scientific Meeting officers shall serve in office from the close of the Scientific Meeting at which they were elected to the end of the Scientific Meeting for which they were elected to manage its affairs until they are concluded and all financial matters sealed.

#### **1 – President of the Scientific Meeting**

The President of the Scientific Meeting shall be an ex-officio member of all committees of the Scientific Meeting and shall be a member of the Executive Committee of the Society. The President of the Scientific Meeting shall exercise the usual duties and responsibilities of a President of a scientific society but shall confine his her attention to those matters related to the Scientific Meeting. The President of the Scientific Meeting shall appoint all special (Ad Hoc) committees of the Scientific Meeting as are necessary to carry out its functions, and will chair its Scientific Program Committee. The President of the Scientific Meeting shall nominate the officers of the Scientific Meeting for ratification by the General Assembly.

The President shall propose the site and date of the Scientific Meeting for ratification by the Governing Council.

The President and Officers of the Scientific Meeting will be responsible for the high standard of the scientific contents of the Scientific Meeting, its scope and duration, and shall respect the principles customs and traditions of the past Scientific Meeting. The prime objective of the Scientific Meeting up to the time of creation of these By-laws was the presentation and discussion of research.

## **2 – Secretary of the Scientific Meeting**

The Secretary of the Scientific Meeting shall be an ex-officio member of all Scientific Meeting Committees and a member of the Program Committee of the Scientific Meeting. The Secretary of the Scientific Meeting shall exercise the usual duties and assume the responsibilities of a secretary of a Scientific Society, which will confine attention to those matters related to the Scientific Meeting.

## **3 – Treasurer of the Scientific Meeting**

The Treasurer of the Scientific Meeting shall assume the duties and responsibilities common to this office and that of a Scientific Society and be responsible to the President of the Scientific Meeting and the Executive Committee. The Treasurer shall accept all monies received by the Scientific Meeting, handle them suitably and expend any of those funds of the Scientific Meeting in accordance with the budget submitted to the Finance Committee of the Federation to whom the Treasurer is responsible and to whom the Treasurer must provide a full financial report at the completion of the respective Scientific Meeting.

## **4 – Members At-Large**

One member at-large shall be the Chair of the local arrangements committee; the other Chair of the Technical exhibits Committee. Both shall be members of the Scientific Program Committee.

The number and responsibilities of such officers may be altered when necessary to accommodate local requirements according to geography or custom.

# **ARTICLE V** **GENERAL ASSEMBLY**

## **1 – Composition:**

- a. Officers of the Executive Committee
- b. Delegates from Various Neuroradiological Societies from the Arab World
- c. Delegates from Associated Kinder Neuroscience Societies
- d. All Individuals Holding Membership of the Society

## **2 – Responsibilities**

### **3 – Honorary President of the Society**

The General Assembly shall comprise all active and eligible members who have paid or will pay their annual subscription fees. It will hold an ordinary session, at a fixed date once every two (2) years. The agenda of the meeting shall be prepared by the Executive Committee and invitations issued by the President.

The General Assembly may hold an extraordinary session at the request of the Executive Committee. Rules governing the ordinary session also apply to the extraordinary session meetings. The General Assembly session meetings are valid only in the presence of the majority of its members.

The General Assembly has the following responsibilities:

- A. To issue by-law regulations for the organization of work in the Society.
- B. To approve the annual budget of the Society and the final financial statements every year.
- C. To approve the annual report of the Society activities prepared by the Executive Committee.
- D. To elect the President and members of the Executive Committee.
- E. To approve the annual plan presented by the Executive Committee.

- F. To discuss the items on the agenda and other matters that need to be studied by the members, within the sphere of the Society activities and to take necessary actions; and to choose an honorary President to the Society upon the suggestion of the Executive Committee.

### **Honorary President of the Society**

The General Assembly appoints the honorary President of the Society upon the proposal of the Executive Committee. The Honorary President is to be a known public figure whose interests are related to the activities of the Society. The honorary President shall preside over meetings of the Society that he attends.

### **The Society's Financial Resources and Budget:**

The Society's Financial Resources include:

1. Registration and annual subscription of the members.
2. Proceeds from the sale of the Society's publications and printouts.
3. Dues from any workshops or training programmes held by the Society, and other institutions established to serve the purpose of the Society.
4. Gifts, grants, voluntary contributions and other financial support given to the Society by the Government or the public or private institutions or individuals and which the Executive Committee accepts.

The Executive Committee shall nominate from its members a Treasurer who will keep the society's accounts and prepare the budget. The budget will be reviewed by the Executive Committee and ultimately be submitted to the General Assembly for approval.

The financial year of the Society shall begin on the first of November and end on the last day of October of the year after.

An Auditor shall be appointed to audit the Society accounts at the end of each financial year. The Auditor's report shall be submitted to the Executive Committee and the General Assembly of the Society.

The Executive Committee may review and amend the responsibilities of the President, the Vice President, the Treasurer and the Secretary when the need arises.