

# INTERNATIONAL SKELETAL SOCIETY BY-LAWS

Last revised October 2024

## Article I: Purpose

### Section 1

This organization shall be known as The International Skeletal Society (ISS) hereafter called the Society.

The ISS provides leadership in the practice, science, and teaching of musculoskeletal medicine through an interdisciplinary and international membership recognized for its achievement in this field.

## Article II: Objectives of the Society

### Section 1

To bring together, through an educational, non-profit Society, radiologists, pathologists, orthopedic surgeons, and other specialists dedicated to the furtherance of the art and science of musculoskeletal imaging, and to the understanding, diagnosis, and therapy of musculoskeletal disorders.

### Section 2

To stimulate the exchange of knowledge and ideas among ISS members and between ISS members and non-members.

### Section 3

To provide meetings for the presentation and discussion of clinical case studies, scientific papers, and reviews on all aspects of musculoskeletal disorders including their imaging, pathology, and clinical management.

### Section 4

To provide continuing education in the field of musculoskeletal disorders.

### Section 5

To establish and maintain a Journal that will be the official publication of the Society.

### Section 6

To foster the development of groups or societies in countries and regions where the diagnosis and clinical management of musculoskeletal disorders remain subordinate.

## **Article III: Membership**

### Section 1

Membership in the Society shall be restricted to radiologists, pathologists, orthopedic surgeons, and individuals in related fields of medicine and science, as indicated in Article II, Section 1, who have a substantial interest in the causation, diagnosis and treatment of musculoskeletal disorders.

### Section 2

The Society shall consist of Members, Honorary Members and Emeritus Members.

Members: Shall consist of radiologists, pathologists, orthopedic surgeons and others as specified in Section 1, elected as members in accordance with the provisions of Article XI. Members may resign from the Society by written notice to the Secretary. Members who fail to pay their annual dues in accordance with Article XIII of these by-laws will, at the discretion of the Executive Committee, be deemed to have resigned from the Society, and will be so notified by the Secretary. Former members who have retired from the active practice of medicine may attend a Members' Meeting only on payment of a fee to be set annually by the Executive Committee. Former members who wish to avail themselves of this special fee must apply in writing to the Secretary at least 30 days prior to the Annual Meeting that they wish to attend.

Honorary Members: Shall be chosen from physicians, scientists or other individuals outside of the Society who have made outstanding contributions to the furtherance of the understanding, diagnosis or treatment of musculoskeletal disorders, or who have made significant contributions to the Society. Honorary members shall be nominated by the Executive Committee and appointed and approved by vote of the membership.

Honorary members will have no voting rights or committee memberships but will have all other rights and privileges of membership in the Society, and be exempt from the payment of dues.

Emeritus Members: An Emeritus member shall be an individual who has been a member of the ISS for over 25 years who has retired and is not working more than half time in their respective subspecialty disciplines. Dues will be waived for Emeritus members. Emeritus members will pay the customary member registration rate for the Members meeting and Annual meeting if they attend. Subscription to Skeletal Radiology will be optional with a fee based upon cost to the ISS to provide that subscription.

## **Article IV: Officers**

### Section 1

The elected Officers of the Society shall be the President, President-Elect, Vice-President, Secretary, Secretary-Elect, Treasurer and Treasurer-Elect. The term of office of each Officer shall be one (1) year except that the Treasurer will normally be elected as Treasurer-Elect and serve in that capacity for 1 year before succeeding and serving two years as Treasurer and the Secretary will normally be elected as Secretary-Elect and serve in that capacity for 1 year before succeeding and serving two years as Secretary. Each Officer shall be a member in good standing.

### Section 2

The President shall be presiding Officer of the Society, and Chairperson of the Executive Committee. He/she shall perform all the duties which custom and parliamentary practice commonly associate with the office of President. His/her term of office as President shall begin at the adjournment of the annual meeting during which he/she was installed as President. The President shall serve on the Executive Committee for one (1) year after his/her term of office expires.

### Section 3

The President-Elect shall succeed the President. The President-Elect shall be a member of the Executive Committee. If the President is temporarily unable to act, the President-Elect will perform the duties of the President. In the event of the death or resignation of the President, the President-Elect will automatically become President. In the event of prolonged incapacitation of the President, he/she may be replaced only upon decision of the Executive Committee taken at either the annual meeting or, at other times, by a postal/fax/e-mail ballot conducted by the Secretary, the President-Elect then assuming the office of President. Upon replacement of the President because of death, resignation or incapacitation, the Executive Committee shall direct the Secretary/Assistant Secretary to notify the Membership forthwith. The term of office of this succession will extend for one annual meeting from the time of appointment.

The election of a replacement President-Elect will be deferred until the next annual meeting of the Society. The term of office of the replacement President-Elect will extend until the new President completes his/her term of office.

### Section 4

The Secretary shall be a member of the Executive Committee.

The Secretary shall keep, or cause to be kept, a correct and permanent record of the proceedings of the Society. He/she shall perform all other duties that usually and customarily pertain to the office of Secretary. Not later than three (3) months after each annual meeting of the Society he/she shall make available to each member of the Society a transcript of the minutes of the annual business meeting which shall include reports of all officers and committees.

### Section 5

Secretary-Elect. A Secretary-Elect may be elected at the Annual Business Meeting prior to

the last year of the current Secretary leaving office shall assist the Secretary during the ensuing year and, if in office, shall succeed the Secretary at the subsequent Business Meeting. The Secretary-Elect, if in office, will assume the role of Secretary after the Annual Meeting when the current Secretary leaves office. In the absence of a Secretary-Elect, the Nominating Committee will put forward the name of a proposed candidate for the position of Secretary. The Secretary-Elect shall attend the meetings of the Executive Committee but not be a voting member of that body. The Secretary-Elect shall be an ex-officio [non-voting] member of the Membership Committee.

#### Section 6

The Treasurer shall be a member of the Executive Committee. He/she shall collect and be accountable for all funds of the Society and shall disperse from the treasury such funds as approved by the Executive Committee. He/she shall keep a current alphabetical list of the members specifying their current addresses, year of election, classification of their membership, and medical specialty. He/she shall keep the complete and permanent preceding five-year records of the financial transactions of the Society. The Treasurer shall employ a certified public accountant to conduct a yearly audit of the accounts of the Society. The type of audit shall be determined by the Executive Committee. The Treasurer shall submit the accountant's report to the Executive Committee and the Audit Review Committee. He/she shall make a full financial report at the annual business meeting of the Society. The Treasurer shall transfer all pertinent financial records of the Society over five (5) years old to the Historian.

In the event of the Treasurer leaving office before the completion of his/her term the Treasurer-Elect, if in office, will automatically become Treasurer. The term of office of this succession will extend for two annual meetings from the time of succession.

#### Section 7

Treasurer-Elect. A Treasurer-Elect may be elected at the Annual Business Meeting prior to the last year of the current Treasurer leaving office, shall assist the Treasurer during the ensuing year and, if in office, shall succeed the Treasurer at the subsequent Business Meeting. The Treasurer-Elect will assume the role of Treasurer after the Annual Meeting when the current Treasurer leaves office. In the absence of a Treasurer-Elect, the Nominating Committee will put forward the name of a candidate for the office of Treasurer. The Treasurer-Elect shall attend the meetings of the Executive Committee but not be a voting member of that body. The Treasurer-Elect shall be an ex-officio [non-voting] member of the Research & Education Committee.

#### Section 8

The Vice President shall succeed the President-Elect. He/she shall perform the duties of the President if both the President and President-Elect are unavailable to act. He/she shall be a member of the Executive Committee. The Vice President generally assists with the planning of the annual meeting that is upcoming in two years (i.e., the annual meeting when he/she will

be president).

#### Section 9

If a vacancy occurs that is not allowed for in the preceding Articles, the Executive Committee at its discretion may redistribute the duties of the post among the other Officers, co-opt a replacement to hold office until the next meeting or hold an election under the principles outlined in Article X.

#### Section 10

The membership and voting rights of the elected Officers on the various standing Committees of the Society are tabulated in Appendix A of these By-Laws.

#### Section 11

A Professional Management Company may be employed by the Society, employed by the Executive Committee. If such an organization is hired, it will serve to facilitate the duties of the Officers and standing committees.

### **Article V: Committees**

#### Section 1

The standing committees of the Society shall be as follows: Executive Committee, Members Meeting Program Committee, Refresher Course Committee, Audit Review Committee, Nominating Committee, Membership Committee, Rules Committee, Awards Committee, Annual Meeting Promotion Committee, Global MSK Societies Committee, Prize Committee, Sponsorship Committee, Outreach Committee and Electronic Exhibit Committee, Social Media Committee, Research & Education Committee, Scientific Session Committee, Online Education Resources Committee, Archive and History Committee, Diversity Equity, and Inclusion Committee, Ultrasound Committee, and the Finance Committee.

Committee appointments, including the Chairpersons, shall be made by the President in consultation with the Executive Committee, unless otherwise provided for in these by-laws. Composition of committee membership should reflect the diversity cross-section of the International Skeletal Society general membership as baseline guidance. Equality, diversity and inclusion efforts and succession planning on the part of the society may be considered to increase diversity across committee membership.

Committee members are elected for two years, and the term can be renewed once, unless stated otherwise. The committee chair stays on the committee as past chair for two years even if he/she has already served two terms.

#### Section 2

The Executive Committee shall consist of the elected Officers of the Society, the immediate Past-President, and six (6) Elected Members (Members-at-Large), at least three of whom shall be from outside the United States. Three of the Elected Members shall be non-radiologists. The Elected Members shall serve for a period of two (2) years and not be eligible for consecutive re-election. The terms of office of the Elected Members shall be staggered such that three are replaced each year. If extant, the Treasurer-Elect and Secretary-Elect shall

be non-voting members of the Committee. The Chairpersons of the Members Meeting Program and current and immediate future Refresher Course Committees shall be non-voting members of the Executive Committee.

The President shall be the Chairperson of the Executive Committee. The Executive Committee shall be empowered to carry out the business of the Society between meetings of the Membership and to manage the funds and expenditures of the Society. No money or other valuable property of the Society shall be expended or otherwise disbursed without the sanction of the majority of the Executive Committee, unless ordered by a three-fourths vote of the members present voting at the annual meeting. It shall require a three-fourths vote of the members present to reject any recommendation of the Executive Committee relative to the finances of the Society. The Executive Committee shall fix the time and place of meetings, as well as the apportionment of the time and nature of the various portions of the meetings. Dues for the ensuing year, which shall be consistent with the operational needs of the Society, shall be fixed by the Executive Committee. Changes in dues must be ratified by vote of the Membership.

The Refresher Course fee shall be set each year by the Executive Committee and shall be consistent with the operational expenses of the course. The Executive Committee shall have general supervision of the affairs of the Society not otherwise provided for in these by-laws.

### Section 3

The Members' Meeting Program Committee shall consist of a Chairperson (a pathologist), a Co-Chairperson (a radiologist), and eight (8) members representative of the meeting format. A Chairperson-elect (a pathologist) and Co-Chairperson-elect (radiologist) shall assist the Chairperson/ Co-Chairperson in the preparation of at least one annual meeting prior to succeeding the Chairperson/Co-Chairperson. Additional Co-Chairpersons may be appointed (pathology or radiology). The terms of office of the Chair and Co-Chairpersons shall be for a period of five (5) years but may be extended with the approval of the Executive Committee. The terms of office of the other committee members will be at the discretion of the Chairperson of the Committee in consultation with the President. It shall be the duty of the Committee to determine the character and scope of the educational/ scientific proceedings of the Members Meeting of the Society.

### Section 4

The Refresher Course Committee shall consist of as many members are required to help with arrangements for a particular meeting. Each member shall be appointed for one year. Appointments to the Committee may be renewed annually. One of the members shall serve as Chairperson and shall serve for two years. The Chairs of the Refresher Course Committees for the immediately preceding and subsequent meetings shall be members of the Committee. The Radiology Co-Chair of the Annual Meeting Promotion Committee shall be an ex-officio member of the Committee.

A Refresher Course shall be given each year following the Members' Meeting. It shall be the duty of the Refresher Course Committee to determine all aspects of the meeting. The program for the Refresher Course must be finalized no less than eight (8) months prior to the course.

#### Section 5

The Audit Review Committee shall consist of three (3) members appointed for a two-year period one of whom shall be appointed Chair. The Audit Review Committee shall review the audited accounts of the Society at least once a year. The results of the review shall be reported to the Executive Committee and to the Membership at the annual business meeting.

#### Section 6

The Nominating Committee shall consist of the President, President -Elect, the Chairperson of the Rules Committee, and three (3) members one of whom shall not be a radiologist, who shall serve for a period of two (2) years. One of these three members shall be designated to serve as Chairperson. The Nominating Committee shall perform its duties in accordance with the provision of Article IX and X of these by-laws.

#### Section 7

The Membership Committee shall consist of seven (7) members, one of whom shall be Chairperson, each of whom shall serve for two (2) years. The Membership Committee shall review all applications for membership in accordance with the provisions of Articles III and XI of these by-laws to ensure that they fulfill the requirements for membership. The Chairperson shall receive the applications for membership and present these to the members of the Committee for their consideration according to the provisions of Article X, Section 4. Constructive feedback and targets for successful candidacy should be provided to those who may not meet selection criteria.

#### Section 8

The Rules Committee shall consist of 6 members in total: the president, president elect and three (3) non- executive members, one of whom shall be Chairperson. Each committee member shall serve for two (2) years, except for the Chairperson, who shall serve as Chairperson for an additional two (2) years.

The Rules Committee shall be responsible for the By-Laws and may be called upon to interpret the By-Laws when questions arise. It shall, on order of the Executive Committee, prepare and submit amendments to the By-Laws, edit and present to the members any amendments proposed by members of the Society, and may, on its own motion, preface and present to the members any amendments which it deems necessary. It shall receive all resolutions introduced by members; it may reword them or combine those having the same intent for presentation.

#### Section 9

The Awards Committee shall consist of five (5) members, one of whom shall be appointed chair. One member should be designated to be also a member of the Social Media Committee in order to facilitate communication between the two committees. Members of the Awards

Committee will serve for two [2] years during which time they shall not be eligible for these awards.

Awards shall take the following form:

1. The Founders' Medal:

This medal is presented in honor of the founders of the International Skeletal Society and its presidents, Harold G. Jacobson, Ronald O. Murray, and Jack Edeiken, that they may be preserved in memory for future generations.

This medal honors those who not only distinguished themselves through their outstanding dedication to the International Skeletal Society, but have further distinguished themselves by excellence in their field of science. It shall usually be awarded to not more than one person each year.

2. The Medal of the International Skeletal Society:

This medal is presented in honor of Akbar Bonakdarpour's contributions to the development of the International Skeletal Society over many years. The medal is presented to persons who have provided outstanding support to the endeavors of the International Skeletal Society. The prospective recipient of this award therefore need not be a member or an honorary member of the International Skeletal Society.

3. The Presidents' Medal:

This medal is presented in honor of all former Presidents of the Society. The medal is intended for members of the International Skeletal Society in special recognition of their outstanding scientific achievements on an international level. Candidates should not have reached their 46th birthday by the 1st of October in the year in which the award is announced.

### Section 10

The Annual Meeting Promotion Committee shall consist of at least twelve [12] members each of whom shall serve for two [2] years. One or more additional members may be appointed to help with the promotion of a particular meeting. The responsibility of the committee will be the promotion of the activities of the Society on a world-wide basis and in particular the Society Refresher Courses. There shall be separate Radiology and Pathology Co-Chairpersons. The Chairpersons of this Committee shall directly coordinate activities with the Secretary and Treasurer of the Society.

### Section 11

The Research & Education Committee shall consist of a Chairperson and at least ten [10] members each of whom will serve for two [2] years. It will be responsible for Research Seed Grants, Early Career Grants and Travel Grants. Decisions of the Committee will require the approval of the Executive Committee.



1. Research Seed Grants:

The Committee shall review applications from applicants at all stages of career are eligible for this grant as long as it is mentored by an ISS member. Grant recipients will receive up to \$30,000 that can be budgeted over a one- or two-year period. The sum will be awarded to the applicant's institution and may not be used to fund indirect costs but may provide salary support limited to 40%. Final work will be presented at the first ISS meeting that follows project completion.

2. Early Career Grants:

In order to encourage research on musculoskeletal topics by researchers early in their careers, the ISS will award 4-5 research grants each year to develop projects in the field of musculoskeletal disorders. Projects can be proposed by residents, fellows or attendings within 5 years of completion of their residency or fellowship. Each project should be sponsored by a member of the ISS or a member of a national MSK society that is affiliated with the ISS. No thematic areas are stipulated, although it has to be linked to the musculoskeletal field. ISS will award the sum of at least \$2,500 per grant. The sum will be awarded to the applicant's department and may not be used to fund salary support or indirect costs. Final work will be presented at the first ISS meeting that follows project completion.

3. Travel Grants:

The Committee shall review applications for travel from members of good standing and from non-members actively contributing to the annual Society meeting. Awards for travel should take into consideration the resources of the applicant, applications from developing countries, previous travel grant awarded, geographic location and proximity to the meeting site and previous travel grants awarded. In general travel grants will only be awarded once per person.

Section 12

The Global MSK Societies Committee shall consist of the President or his nominee as chairperson and a member of each of the following National/Regional Societies: European, North American, South American, Asian, Australian, and Japanese. The responsibility of the Committee will be to coordinate mutually beneficial activities between these Societies and the ISS.

Section 13

The Prize Committee consists of the Chairperson of the Members Meeting, Case Report Editor of Skeletal Radiology and two or more members of the Society. The responsibilities of the Committee are to select the best tumor paper presented at the Members Meeting of the ISS and the best tumor or tumor- like paper published in Skeletal Radiology in the preceding calendar year for Corinne Farrell Awards, and the best-case report in Skeletal Radiology in

the preceding year for the Darby Memorial Prize.

#### Section 14

The Finance Committee shall support the Treasurer in his/her activities. The Finance Committee shall consist of 7 members, including the treasurer, the two past treasurers, the treasurer-elect, the president-elect, and two additional society members. These two society members should preferably have financial experience, and they shall be elected for two years, which can be renewed once. The Treasurer shall act as the Chairperson for the committee. The committee has the following purposes: 1) Increase accountability of financial expenditures, 2) Strengthen mid- and long-term financial discipline, 3) Make sure that the principal fund of the Corinne Farrell and Alan Darby donations is never spent, 4) Plan a substantial budget for research and education which has to be approved by the Executive Committee, 5) Solicit donations for research and education, 6) Review new society projects >\$10 000 from a financial angle, 7) Support the Treasurer in his/her discussion with the publisher of Skeletal Radiology. The committee shall report on its activities once per year as part of the Treasurer's report that is mentioned in Appendix B.

#### Section 15

The Sponsorship Committee shall be responsible for raising funds to help run the Members Meeting and Refresher Course. The Committee shall consist of a Chairperson appointed for 2 years and at least 8 members, including the local organizers of the next two Meetings.

#### Section 16

The Outreach Committee shall consist of at least five [5] members (with at least one pathologist) who will serve a two [2]-year term. The Committee will be responsible for planning and arranging educational and service visits by members of the International Skeletal Society. The Committee shall consist of a Chairperson and 4 other members, including the treasurer and a pathologist. The overall composition of the committee should aim to reflect the international scope and diversity of Society membership.

#### Section 17

The Electronic Exhibits Committee shall be responsible for the review and scoring of abstracts submitted for the Electronic Exhibition at the Annual Meeting. The committee shall consist of a chairperson appointed *for 2 years and 5 other members*. The committee shall be responsible for awarding the prize for the best e-poster and shall choose the best submissions for publication on the website.

#### Section 18

The Archive and History committee shall consist of 6 members, one of whom shall be appointed chair. The members will serve for a period of 2 years. The historical committee shall work with the Society's management group to ensure that all significant Society documents are accurately collected, organized, and archived safely and redundantly. This includes a list of past Presidents, annual Society meeting dates and locations, annual Society meeting programs, annual Society meeting minutes, Executive Committee meeting minutes, Committee Chairs meeting minutes, award winners, official Society acknowledgments, significant correspondence, photographs, relevant recordings,

Society artefacts, and other business of the Society as appropriate. They will also work with the managing company of the ISS and the Online education resources committee and education committee to display a timeline, and pertinent events related to the history of the ISS on the ISS website. The Chair of the committee will ensure that the Society's management group has designated an official Society photographer to be responsible for taking photographs during the course of the annual Society meeting.

#### Section 19

The Scientific Session committee shall consist of a chair and at least eight [8] members who will serve a two [2]-year term. The committee is responsible for selecting the abstracts for the Scientific Session and the Breakout Scientific Session held during the ISS Annual Meeting. Review and grading of submitted abstracts is performed electronically. Members of the Scientific Session Committee also serve as moderators of the Scientific Session and the Breakout Scientific Session and select the Award for the best presentation during the Scientific Session.

#### Section 20

The Social Media Committee shall consist of a chair and at least twelve [12] members who will serve a two [2]-year term. The committee promotes noteworthy aspects of the ISS on social media by preparing specific content. A large part of the committee should consist of members from other committees: These members act as liaison so that relevant content from these committees is received and edited by the Social Media Committee.

#### Section 21

The Online Education Resources Committee shall consist of a chair and at least ten [10] members each of whom will serve for two [2] years. The committee is responsible for the ISS website, which is being updated and maintained by the managing company of the ISS. The committee is also in charge of online lecture series and future online projects on education.

#### Section 22

The Ultrasound Committee shall consist of at least seven [7] members: The Chairperson and the past Chairperson shall serve for two [2] years each; The local organizer for the upcoming Members Meeting shall be a member of the committee; The other committee members shall be drawn from those ISS members who serve as ultrasound course faculty and serve for two [2] year terms. The new Chairperson shall have served as a member of the committee before being selected as Chairperson.

The Committee will be responsible for keeping an up-to-date list of ultrasound course faculty (ISS members with interest in ultrasound, through annual solicitation of interest from the ISS membership) who will provide lectures and demonstrations for the ultrasound course. The Committee will be responsible for formulating the program for the ultrasound course each year, for liaising with the professional management company regarding the planning of the

ultrasound course, for obtaining participant feedback, for liaising with the Sponsorship committee to ensure provision of ultrasound scanners for the hands-on component of the course and for live ultrasound demonstrations.

#### Section 23:

The Diversity, Equity and Inclusion (DEI) Committee shall consist of a chair and at least ten [10] members. The committee is responsible for fostering the diversity of our membership and work toward an inclusive and equitable engagement in the society's activities from members of diverse backgrounds at all stages of their professional careers.

Committee members will suggest programing for the annual meeting and refresher course to incorporate aspects of DEI into our meeting. The chair of the DEI committee will serve as the liaison to the refresher course committee. Members of the DEI Committee will also work on initiatives to increase diversity of our membership and implement mentoring programs and educational activities to advance the mission of DEI. A representative from the DEI committee will also serve on the membership and the awards committee.

Committee members are elected for two years, and the term can be renewed once. The committee chair stays on the committee as past chair for two years even if he/she has already served two terms.

#### Section 24

All other necessary working groups and representatives not specifically mentioned previously shall be appointed by the President in consultation with the Executive Committee.

#### Section 25

Reporting requirements of the Standing Committees are tabulated in Appendix B of these by-laws.

### **Article VI: Meetings**

#### Section 1

The Society shall meet annually and such meetings shall consist of business and scientific sessions, followed by a refresher course.

#### Section 2

A quorum for conducting business at the annual business meeting for election of officers shall be 25% of the Membership registered for the Annual Meeting.

### **Article VII: ISS Endowment Fund**

#### Section 1

A trust fund shall be established to further the philanthropic and scientific aims of the Society, as determined by the Executive Committee and the Membership.

### **Article VIII: Procedures**

### Section 1

The fiscal year shall begin on the first of June and shall end on the thirty-first of May.

### Section 2

In the absence of contrary statements in these by-laws, Robert's Rules of Order shall govern procedure.

### Section 3

The agenda of the annual business meeting shall be set by the Secretary and the President of the Society.

## **Article IX: Elections**

### Section 1

Officers and Elected Members of the Executive Committee shall be elected at the annual business meeting to serve for periods as indicated in these by-laws.

### Section 2

The procedure for election of Officers and Elected Members of the Executive Committee shall be as follows: When election of a new President-Elect, Vice-President, Secretary, Secretary-Elect, Treasurer or Treasurer-Elect is required, the Nominating Committee shall nominate one candidate for each office. The Nominating Committee shall nominate the same number of candidates as there are vacancies (normally three) for Elected Members of the Executive Committee. Having obtained the candidates' consent the Committee shall forward the names of its recommended candidates to the Secretary at least four months before the date of the Annual Business Meeting. The Secretary shall, within one week of receiving the list of recommended candidates, circulate the list to the members.

It shall be open to any five Members of the Society (not more than three of whom shall come from the same country) to nominate a candidate who gives his/her consent.

Written nominations must be received by the Secretary at least two months before the date of the annual Business Meeting. The Secretary shall report the names of all nominees to the Membership at the annual meeting.

### Section 3

In all cases where more than one person shall be nominated for the same office, votes shall be cast by secret ballot organized by the Secretary who shall be the presiding officer. Candidates shall have the right to make a written statement of no more than 150 words that shall be on the ballot paper. The ballot shall normally be held during the Annual Business Meeting. The Secretary may delegate the conduct of the ballot to another member or members. Each member present at a Business Meeting at which elections are held shall have one vote for each vacancy.

#### Section 4

In case of a tie between the candidates who receive the greatest number of votes, a run-off ballot shall be held between these candidates. In the case of Members-at-Large, a run-off ballot would only be required if there were a tie vote that prevented all vacancies being filled in accordance with Article X, section 5. If the repeat ballot results in a tie, the contest shall be decided by tossing a coin.

#### Section 5

In the event of a ballot for the positions of Members-at-Large the candidates elected into office would be those with the highest numbers of votes that would preserve the balance stipulated in Article V, Section 2.

### **Article X: Procedures for Election of Membership**

#### Section 1

Application for membership may be made by those individuals as defined in Article III, Section 1.

#### Section 2

Applications must be made in writing to the Chairperson of the Membership Committee, accompanied by a completed membership application form and a *curriculum vitae* that includes a listing of all publications of the applicant. Supporting letters from two active members of the Society one of whom must be in the same discipline as the applicant. These shall be sent directly to the Chairperson of the Membership Committee or the management company of the society.

#### Section 3

A candidate for membership shall have been actively engaged in his/her professional career for at least four (4) years following completion of a residency or post-graduate training program; should have a working knowledge of the English language, should have at least 50% of their professional activity related to musculoskeletal disorders. They should have a record of academic publication as evidenced by being first or senior author on a minimum of four (4) publications related to musculoskeletal disorders that have either appeared in refereed journals or are recognized by the membership committee as significant publications. It is recommended that at least 2 of the 4 publications will be hypothesis-driven original research publications and at least 2 out of the 4 publications will be in English. One of the 4 publications can be substituted by a publication in an area related to non-interpretative skills (e.g. diversity, equity, and inclusion, leadership, education), or a lecture in the ISS Core Lecture Series, requiring review and acceptance by the Education Committee. They should have demonstrated support for the Society by having either attended its yearly meeting, published articles in Skeletal Radiology and/or have been a reviewer for Skeletal Radiology. However, the Membership Committee may, at its

discretion, recommend candidates who do not meet these criteria if they feel the candidate meets an unfulfilled need of the society, such as geographic or subspecialty representation.

#### Section 4

The Membership Committee will confer at least annually, either in person or by conference call or other electronic means during the course of the year to review applications for membership. Applicants who are approved by the Membership

Committee during the course of the year will have their names, institutions, sponsor's names and specialties distributed electronically to the membership for comment, with a one-month period for comments by members. If members submit no comments requiring additional discussion of an applicant during the time for comments, the names of the applicants will be forwarded electronically to the Executive Committee for final approval of the membership applications. In the case wherein comments from the membership indicate that additional discussion is needed about an applicant, the

decision about membership will be deferred until the meeting of the Membership Committee at the annual meeting of the society, and then to the Executive Committee at the annual meeting and reported to the membership during the Business Meetings.

#### Section 5

Candidates for membership of the International Skeletal Society will be informed in writing of the outcome of their candidacy within 30 days of approval or disapproval by the Executive Committee. The rights and privileges of membership will not commence until the candidate accepts membership in writing and has paid their dues for the year. Accepted applicants who have paid their dues 30 days prior to the Annual Meeting may attend that year's meeting of the society.

### **Article XI: Terms of Office**

#### Section 1

The terms of office of the elected Officers of the Society shall be in accord with Article IV, Section 1. Terms of office of committee members shall be for a term of one year unless otherwise stated in these by-laws. The terms of office of any appointed member of a committee may be extended or terminated upon majority vote of the Executive Committee, notwithstanding any other provisions of these by-laws.

#### Section 2

The terms of office for all newly elected Officers of the Society, Elected Members of the Executive and new appointments to committees will not begin prior to the close of the current refresher course(s).

#### Section 3

If a Chairperson of any committee is not able to perform his/her duties, the President shall appoint a temporary Chairperson from among the remaining members of that committee, a

permanent Chairperson to be appointed after consultation with the Executive Committee at the next annual meeting.

## **Article XII: Membership Dues and Fees**

### Section 1

The dues of this Society shall be due and payable on a fiscal year basis. Dues so paid shall cover the fiscal year beginning on that date. Subject to the approval of the Membership, the dues shall be set annually by the Executive Committee and shall be consistent with the needs of the Society.

### Section 2

The dues shall be delinquent 90 days following the notification by the Treasurer that they are due. Failure to pay the dues after notification by the Treasurer may result in dropping of the delinquent member from the Society unless there are extenuating circumstances as determined by the Executive Committee.

## **Article XIII: Editors and Editorial Board**

### Section 1

The administration and direction of the Journal of the Society shall be the responsibility of the Editors. The Journal shall be distributed to all members of the Society.

### Section 2

There will be three (3) Editors, all members of the Society, an Editor-in-Chief, Vice Editor, and Vice Editor for Case Reports. Their functions and the distribution of work will be determined by mutual agreement and with the consent of the Publisher. All Editors must have excellent facility with the English language. The acceptance or rejection of manuscripts for publication in the Journal shall be determined solely by the Editors.

### Section 3

The Editors shall serve for a term of nine years, serving sequentially as Vice Editor for Case Reports, Vice Editor, and Editor-in-Chief. Each position will be for three years, although, terms may be extended or reduced with the approval of the Executive Committee. Any Editor who also serves on the Executive Committee shall abstain from voting on that body on the issue of extension of his/her term of office.

### Section 4

In the event that there is need, as determined by the Executive Committee, for a new Editor, the President shall appoint an ad-hoc Search Committee. The Search Committee shall consist of the current Editor(s), Three members of the Editorial Board of Skeletal Radiology, at least one of whom shall be a pathologist, the President, and President-Elect. The current Editor



with the most years of service as Editor will serve as Chair of the ad-hoc Search Committee. The ad- hoc Search Committee shall report its recommendation(s) To the President, who will recommend the new Editor to the Executive Committee for its approval. The approval by the Executive Committee may be accomplished electronically or at the Annual Meeting of the Executive Committee. The new Editor will be announced to the membership electronically or at the Annual Meeting of the Society.

#### Section 5

The Editors will appoint members to serve on the Editorial Board of the Journal. The tenure of the members of the Editorial Board shall be determined by the Editors.

#### Section 6

The Editors shall report annually to the Executive and to the Members at the Annual Business Meeting concerning journal subscriptions, journal finances and other pertinent matters.

#### Section 7

The Editor's Award is given to the best published paper in Skeletal Radiology from Jan 1st to December 31st of the preceding calendar year on a new, novel, or innovative technological application for the diagnosis, management, or treatment of musculoskeletal disease. The award is intended for the first author and is to be used as support for travel to and attendance at the annual meeting of the ISS. The recipient of the award will be invited to attend the Members Scientific Session and Refresher Course of the ISS and will receive a certificate during the Skeletal Radiology Editorial Board Meeting.

### **Article XIV: Balloting**

#### Section 1

Voting at meetings shall be in accord with Robert's Rules of Order unless otherwise specified in these by-laws.

#### Section 2

If the Executive Committee so decides, a mail or electronic ballot may be conducted if it seems desirable. Such votes shall have the same effect as those at any meeting.

Amendments to these by-laws shall not be voted upon by mail ballot.

### **Article XV: Amendments**

#### Section 1

These by-laws may be amended in any annual business meeting of the Society by two-thirds vote of the members present, a quorum being present as defined in Article VI. Notice of the proposed amendments shall be made available by the Secretary prior to the meeting.

## **Article XVI: Dissolution**

### **Section 1**

In the event of the dissolution of the Society all real assets and remaining monies should be donated to US and non-American Radiological educational and charitable organizations subject to satisfactory discussions with the US Internal Revenue Service.

## Appendix A – ISS BY-LAWS

### Principles

- Typically, *one* officer of the ISS is ex Officio Member of any Committee
- For Committees with mainly technical (versus political activities) no Officer is included in the membership list.
- For Committees with two-years planning horizon or longer, two officers may be Committee members in the interest of continuity (one of them typically the secretary elect, treasurer elect or vice president).
- Committees with controlling functions (such as Audit and DEI Committee) must not include any Officers

### General rules

- Ex officio members do not have voting rights in any committee other than the Executive Committee
- Terms of office depend on the rules for Officers

Appendix A: Table	President	President elect	Vice president	Past President	Treasurer	Treasurer elect	Secretary	Secretary elect
<i>Executive Committee</i>	x	x	x	x	x	x	x	x
Members Meeting Program Committee *								
Refresher Course Committee *								
Audit Review Committee								
Nominating Committee	x	x						
Membership Committee							x	x
Rules Committee	x	x						
Awards Committee				x				
Annual Meeting Promotion Committee			x					
Research and Education Committee								
Intersociety Liaison Committee	x			x				
Prize Committee			x	x				
Sponsorship Committee					x	x		
Outreach Committee			x		x	x		
Electronic Exhibit Committee								
Social Media Committee			x				x	x
Research and Education Committee							x	x
Scientific Session Committee								
Online Education Resources Committee		x						
Archive and History Committee							x	x
Diversity, Equity, and Inclusion Committee								
Ultrasound Course Committee		x						
Finance Committee		x			x	x		

\*To be determined: The committee invites one (maximum 2) Officer(s) to the committee meetings, taking into account availability and interest.

## Appendix B – ISS BY LAWS

- All committees send a short activity report to the ExCom no later than 1 month before the Business Meeting, to be approved during the first ExCom meeting held during the Annual Meeting.
- The ExCom decides which reports it wants to discuss in person during this same ExCom Meeting.
- The following reports are submitted to the Business Meeting for approval by the Membership: Minutes of the last Business Meeting, Officers' Reports: President, Treasurer, Secretary, Committee Reports: Members Meeting, Refresher Course, Audit, Nominating, Rules, Awards, DEI.

**ISS Leadership Terms of Office** (This is a visualization of the transition to the new system, which itself is not in the bylaws.)

- Background: terms of office of Officers change from 2 to 1 year
- Decision by membership during 2023 meeting in London --> Start of new system at end of 2024 Meeting in Montreal

Name of officer	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Michael Recht	Past president	Past president							
Juerg Hodler	President	President	Past president						
Michael Tuite	President elect	President elect	President	Past president	Past president				
Christine Chung	Secretary	Secretary	President elect	President	President	Past president			
Anne Cotten	Treasurer	Treasurer	Treasurer	Vice president	President elect	President	past President		
NN		Secretary elect	Secretary	Secretary	Vice president	President elect	President	past President	
NN2			Treasurer elect	Treasurer	Treasurer	Vice president	President elect	President	past President
NN3				Secretary elect	Secretary	Secretary	Vice president	President elect	President

