

# **Membership Committee Charter**

## **1. Membership**

1. Chairman appointed by the President
2. Three members appointed by the Administrative Council
3. Four other members, co-opted by the Chairman and the three members appointed by the Council
4. The members of the committee shall be members of the Member Organizations of the Federation

## **2. Term of Appointment**

3 years

## **3. Committee function, scope and responsibilities**

1. The Membership Committee [MC] shall recommend criteria and procedures for admission and termination of the members of the Federation as specified in the Bye-laws; national societies or sub-groups and transnational organizations who have a major interest in the field of medical and biological engineering, who have applied for membership in the Federation and have been accepted by the General Assembly under the conditions set out in the Bye-laws.
2. The Membership Committee shall receive and review applications for membership in the Federation.
3. The Membership Committee shall determine the eligibility of a Society for membership, or time may be necessary to consider the advantages or disadvantages of membership to the society or to the Federation. Under these circumstances temporary status as an Observer Group can be given at the

discretion of the Administrative Council, pending clarification, subject to the conditions laid down in the Bye-laws.

4. The Membership Committee shall recommend solicit candidates to be nominated for Honorary Life Membership from the Member Organizations, for the preparation of a list of applicants under Article 4 of the Constitution, and for the presentation of this list to the General Assembly. The list shall be accompanied by a citation of the qualifications of each applicant.

#### **4. Responsibilities of Chair**

1. The Chair of the Membership Committee shall notify the Secretary General at least 30 days prior to the General Assembly meeting, for promotion of new memberships or termination of memberships.
2. The Chair shall solicit evaluate for memberships' clarification.
3. The Chair shall communicate with members of the committee asking them to make publicity for promotion of new memberships.
4. The Chair shall assure that all Federation members take part in promoting the new memberships.

#### **5. Responsibilities of Vice Chair**

1. Prepare a final list of applicants for promotion of new memberships.
2. Inform the Chair of Membership Committee at least 150 days before the General Assembly of the list of applicants.
3. Respond for promoting, evaluating, and determining according to membership applicant's status to the Committee meeting prior to the General Assembly.

## **6. Procedures**

1. From that list of potential national societies or sub-groups thereof and transnational organizations who have a major interest in the field of medical and biological engineering, who have applied for membership in the Federation and have been accepted by the General Assembly under the conditions set out in the Bye-laws, the Membership Committee shall prepare a final list of applicants for motion to the General Assembly as recommended applicants. The consent of each applicant to be recommended shall be obtained in writing by the Chairman of the Membership Committee before the list is presented to the General Assembly.
2. The final list shall be presented to the General Assembly at its Ordinary Session, and voting shall proceed in the following sequence: Members, Observers, and Honorary Life Members. Unsuccessful applicants for the Members, Observers, and Honorary Life Members, may if they so desire and are eligible, be added to the list of applicants for membership of the Federation. Voting shall be by a simple majority, any tied vote being determined on the vote of the presiding officer.

## **7. Time table**

1. A Membership Committee shall be established immediately after Each Ordinary Session of the General Assembly.
2. The Membership Committee is considered to be dissolved following an election of new officers and members of the Administrative Council and the new President shall immediately proceed to appoint a new Chairman of the Committee, and the Council to appoint the new members.

3. The Chair of the Membership committee shall notify the Secretary General at least 150 days prior to the General Assembly session that the Secretary-General must notify the secretary of membership applicants at least 120 days before each Ordinary General Assembly Session.
4. The Secretary-General shall forward to the Chairman and each member of the Committees a list of the applicants.