

# OPERATING CODES FOR THE INTERNATIONAL SOCIETY OF BIOMECHANICS (ISB)

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## INTRODUCTION

Under Article 5.1 of the Constitution, The Executive Council consists of the President, President-Elect, Past-President, Council Members representing various disciplines in Biomechanics, and a Student Representative. A Treasurer, Secretary-General, and Publications Officer are appointed officers, upon recommendation of the President, with approval of the Council. The Archives Officer can also be appointed in this fashion unless this position is a portfolio of an elected Council Member. Upon assuming office, the President assigns each Council Member a portfolio, with the relevant duties associated with each portfolio described in the Operating Codes. Each Officer is responsible for ensuring that the description associated with their portfolio in the Operating Codes is up-to-date and communicating, on an annual basis, any necessary changes to the Secretary-General. If no updates are necessary, this should also be communicated to the Secretary-General, annually. Each Officer is also responsible for transferring information requisite to their duties to their successor upon leaving the Council. The following descriptions of Officers and their responsibilities are considered working documents and should be monitored and updated as needed. Most changes to the Codes can be administered by a simple majority vote of the sitting Council. However, if changes require Constitutional amendments, then the formal procedures to follow are outlined in Article 6.12 of the Constitution.

## OPERATING CODE FOR THE PRESIDENT OF THE ISB

The President is the Chief Executive Officer of the Society and is responsible for providing leadership and continuity during his/her two (2) year term of office. The President of the Society shall be elected according to the Constitution by the members “at large” two (2) years in advance of the time when he/she assumes office and will serve as “President-Elect”, assuming all responsibilities of that office for that two (2) year period. The President shall call at least one meeting of the Executive Council each year (Article 5.9). The first meeting shall be near the conclusion of the biennial Congress at which he/she assumes the office of President. The last of these Council meetings shall be just prior to the opening of the biennial Congress at which his/her term of office expires. The intervening meeting(s) should be held at a time and place of other important meetings concerning Biomechanics at which at least three quarters of the elected Council members plan to attend, as a quorum consists of at least three quarters of these members (Article 5.8). The President shall also call a meeting of the General Assembly of members at the time of the biennial Congress. All members of the Society may attend the General Assembly (Article 6.1).

### **Specific duties include:**

1. Preside at all meetings of the Executive Council, the General Assembly and other official functions of the Society. Decisions of the Council shall be made by simple majority of the Council members present at the meeting, or if voting by other means, by simple majority of the respondents (Article 5.8).

2. Present a report to the General Assembly, together with the Treasurer and other Executive Council members (Article 6.2.1).
3. Guide the President-Elect in overseeing the planning and conduct of the International Congress scheduled during his or her term of office.
4. Participate in the Opening and Closing Ceremonies of this Congress, together with Congress organizers, and present a President's Lecture during the Congress.
5. Provide for the regular publication of the Quarterly ISB Newsletter, ISB NOW, by appointing a new or confirming the existing Publications Officer to serve during his/her term of office.
6. Appoint a new or confirm the existing Treasurer to serve during his/her term of office.
7. Appoint a new or confirm the existing Secretary-General to serve during his/her term of office. Although the Treasurer and Secretary-General can be elected members of Council, it is preferable that at least one, if not both, of these positions remain an appointed rather than an elected position to ensure there are sufficient members on the Executive Council to perform all Council duties.
8. Appoint other Council Officers as deemed necessary for duties either especially necessary at the time or for representation of geographical regions not otherwise represented on Council. These appointments are for a two (2) year period and shall be re-evaluated by the following President.
9. Recommend, as the need arises, any subcommittees of Executive Council as he/she deems desirable to assist Council members undertake their duties for the Society. Under Article 5.5, the Executive Council then appoints all subcommittees as considered desirable.
10. Represent the Society in all communications with other scientific and professional organizations.
11. Speak for the Executive Council in matters of Society policy.
12. Serve as Chief Public Relations Officer of the Society.
13. Provide appropriate guidance to the President-Elect during his/her term of office to ensure a smooth transition to the next administration and the proper continuity of Society business.
14. Serve with the President-Elect and Past-President as a member of the Committee of Presidents of the Executive Council to make decisions on urgent business that may arise between scheduled Council meetings.
15. Inform the Executive Council members of their election and of their duties.
16. Correspond at regular intervals with the elected Executive Council members in order to keep them informed of new developments of concern to the Society and encourage them in their individual and collective efforts regarding Society responsibilities. This should be done at least every six (6) months.
17. Write at least two (2), and preferably more, short editorials to be printed in the ISB Quarterly Newsletter.
18. In the case of a tied vote during any election, make the casting vote.
19. In conjunction with the Treasurer, arrange for appropriate certificates or plaques of recognition to be presented to retiring Executive Council members, including the Past- President, at the end of each member's term of office.
20. Ensure that all Honorary members are invited to attend the Congress and that their registration fees for the Congress are waived (Article 8.3).
21. Review who is serving as the ISB representatives on the Editorial Board of the Journal of Biomechanics. The two representatives should be ISB Council members or other active ISB members who are deemed suitable to represent ISB on the Editorial Board.
22. In conjunction with the Economically Developing Countries Liaison Officer, oversee relevant applications for the Training Assistance Economically Developing Countries Laboratory

Development Scheme and, where appropriate, support applications of up to a maximum of \$5,000 from this scheme. The President can allocate up to the amount specified in the most recent budget that was approved by the General Assembly.

## OPERATING CODE FOR THE PAST-PRESIDENT OF THE ISB

The Society President shall assume the office of Past-President following the installation of the President-Elect to the office of President. This will take place during the General Assembly meeting at the biennial Congress. The immediate Past-President shall serve as an officer of the Society, and a voting member of the Executive Council, for two (2) years, terminating at the General Assembly meeting at the following biennial Congress.

### **Specific duties include:**

1. Serve as an advisor to the President and Executive Council concerning protocol, Society business and other matters of importance to the ISB.
2. Be responsible for setting up a working party, of which he/she may or may not be a member, to select Honorary members of the Society. Honorary members are a restricted number of individuals who have made outstanding contributions to the field of biomechanics (Article 3.1). They are nominated by three full members through correspondence (including a letter of recommendation and curriculum vitae at the time of nomination) to the Executive Council, who shall award this status by two-thirds majority vote of the Executive Council (Article 6.4).
3. In conjunction with the Society Treasurer, arrange for an appropriate plaque of recognition to be available to present to new honorary members and to send letters of invitation to current Honorary members to attend ISB Congresses.
4. Responsibility for setting up and acting as Chair of the Muybridge Award Committee. The Muybridge Award is the most prestigious award of the Society and is awarded for career achievements in biomechanics.
5. In conjunction with the Society Treasurer, arrange for a Muybridge Medal to be engraved and an appropriate certificate to be available to present to the recipient at the time of the Muybridge Award Lecture.
6. Serve as Chair of a Nominating Committee and solicit nominations for the office of President-Elect and Council members from the members of the Society. Specifically:
  - Solicit nominations for President-Elect and Council members (Article 6.3) from the members through the ISB Newsletter, web-site and/or any other medium deemed appropriate. This should be done on two occasions, approximately nine (9) and six (6) months prior to the biennial Congress. Self-nominations should be endorsed by current members of the executive council or fellows.
  - Prepare a slate of nominees and an appropriate ballot that may be distributed in two (2) issues of the Newsletter, electronically, or in a separate mailing at least three (3) months prior to the biennial Congress. Election shall be by secret ballot (Article 6.3.1).
7. Nominate a teller (unassociated with the voting process) to check and collate the results of the ballot. In the event of a tie in Council elections, the President shall have the casting vote. (Note: the number of elected Council members is currently ten (10). However, this number is at the discretion of the President, whereby additional members can be voted onto Council to enable the Council to achieve its goals).
8. Announce the results of the elections prior to the biennial Congress so that the new Council members can attend all meetings associated with their portfolio during the Congress.
9. Represent the Society in the absence of the President.

## OPERATING CODE FOR THE PRESIDENT-ELECT OF THE ISB

The President-Elect shall assume office at the meeting of the General Assembly during the biennial Congress when the current President-Elect assumes the office of the President.

### **Specific duties include:**

1. Coordinate the selection of the next Congress site. Specifically:
  - Publish a call for proposals in at least two (2) issues of the Newsletter, on the web-site and/or any other medium deemed appropriate, four (4) years in advance.
  - Distribute application forms to interested parties.
  - Answer questions from applicants regarding their proposal and the application process.
  - Arrange for presentation of all proposals at a meeting of the Executive Council, three (3) years in advance of the Congress.
2. Serve as liaison between the ISB Executive Council and the organizers of the Congress that occurs at the end of the President-Elect's term as President.
3. Observe activities of the President in preparation for his/her term of office in order to maintain the best possible continuity of the business of the Society.
4. Arrange for a new Executive Council meeting at the end of the congress at which he/she assumes the office of the President.
5. Oversee other Council Members in recruiting sponsors and maintaining a relationship with all present and proposed sponsors interested in Society activities.
6. Collaborate with the Treasurer to ensure timely payment of invoices related to sponsorship.
7. Liaise with the Publications Officer to ensure proper credit is given to sponsors in advertising and the Informatics Officer to ensure proper exposure for all sponsors on the web-site.
8. Liaise with the ISB Fellows assessors to promote Fellows involvement in ISB matters.
9. Ensure that naming of the Emerging Young Scientist Award is listed as an agenda item for discussion at least once during the term of each new Council.

## OPERATING CODE FOR THE SECRETARY-GENERAL OF THE ISB

The President appoints the Secretary-General for a two (2) year term of office. This may be either an elected member of Council or an appointed position. If an appointed officer, the Secretary-General attends all Executive Council meetings, participates in discussions, but does not have an official vote at these meetings.

### **Specific duties include:**

1. Record the official minutes of all Council meetings and meetings of the General Assembly. These minutes will then be distributed to all appropriate parties in a timely manner following each meeting.
2. Maintain a file of the official minutes of both the Council and General Assembly meetings. Records of the minutes should be arranged in chronological order as an official file for the Society and maintained by the Secretary-General.
3. Prepare a summary of all General Assembly minutes for submission to the Publications Officer to be published in the next regular issue of the Newsletter.
4. At the conclusion of his/her term of office, pass the file of the official minutes of both the Council and General Assembly meetings to the succeeding Secretary-General.

5. Assist the President in preparing and distributing meeting agendas.
6. Assist the President in gathering official committee reports and distribute them to Executive Council members before or at meetings.
7. Work with all Council members to maintain up-to-date Operating Codes of the Society, including a description of the responsibilities of all Council members and appointed officers. These codes will be maintained on the web-site and be available to all members of the Society. The Codes will be reviewed each year and, if necessary, updated.
8. Provide a copy of the ISB Operating Code to each of the Society officers at the time when they assume office. Each officer should read the Operating Code for their respective office, revise it as deemed appropriate, in conjunction with the President, and have the revised Code tabled for consideration/approved by the Executive Council at its next regularly scheduled meeting. The purpose of this procedure is to ensure that the Operating Codes are kept current.
9. Maintain a copy of the Society's Constitution and make any approved changes in these documents when appropriate.
10. Ensure a copy all official records are forwarded to the Archives Officer so they can be in repository at the ISB Archives.
11. Update the ISB letterhead and distribute this to all Council Members at the beginning of a new Council Member's term.

#### **Meetings to schedule during a Congress year:**

1. ***Executive Council Meeting:*** For the two (2) days immediately prior to the biennial ISB Congress Opening (usually Saturday and Sunday prior to the Congress). All outgoing Executive Council Members attend. Newly-elected (incoming) Executive Council Members, who will assume office at the General Assembly, are to be invited as non-voting observers to enhance transition of Council Members).
2. ***General Assembly:*** For 1-2 hours, approximately midway through the biennial ISB Congress (usually lunch-time of the Wednesday of the Congress). All outgoing and incoming Executive Council Members attend, together with ISB members.
3. ***Executive Council Meeting:*** For 1-2 hours, near the end of the biennial ISB Congress (usually lunch-time of the Thursday of the Congress). All incoming Executive Council Members attend.

#### **Meetings to schedule during a non-Congress year:**

1. ***Executive Council Meeting:*** For two (2) days and held at a time and place of another important meetings concerning Biomechanics at which at least three quarters of elected Council members plan to attend. The site of the meeting should be decided by consensus and, if necessary, by majority vote of all Council members.

#### **Preparation schedule for Executive Council meetings:**

<b>Month</b>	<b>Action</b>
~ 4 months pre-meeting	<ul style="list-style-type: none"> <li>▪ Call for reports and agenda items (<i>Secretary-General</i>).</li> </ul>
~ 2 months pre-meeting	<ul style="list-style-type: none"> <li>▪ ISB Council Members to send their reports to Secretary-General</li> <li>▪ Submission of agenda items for the ISB Executive Council Meeting</li> </ul>
~ 1 month pre-meeting	<ul style="list-style-type: none"> <li>▪ Distribution of ISB Council Member reports, ISB Executive Council minutes and agenda for the meeting to all Council members (<i>Secretary-General</i>)</li> </ul>

## OPERATING CODE FOR THE TREASURER OF THE ISB

The President appoints the Treasurer for a two (2) year term of office to maintain all financial and membership records of the Society. As an appointed officer of the Society, the Treasurer attends all Executive Council meetings, participates in discussions but does not have an official vote at these meetings, unless he or she is also an elected member of the Council.

### **Specific duties include:**

1. Collect all Society dues, corporate sponsorship and pledges. Safeguard all credit card transactions and maintain all records of the income and expenditures of the Society. The General Assembly shall determine the dues following a recommendation made by the Treasurer (Article 6.7).
2. Maintain a file of all members, namely ‘Active’ members (Charter/Full, Student, Honorary, Fellow, Emeritus, Affiliate and EDC member categories); as well as ‘Inactive’ members (those who have failed to remit dues for three (3) successive years (Article 8.4)). The names of those members who have deceased, have resigned from the Society, or whose contact details have been lost, should also be retained on file (with appropriate designation) unless a specific request is received to remove such a name. Honorary members are those restricted number of individuals with particular merit in the development of Biomechanics who have made outstanding contributions to the field (Article 3.1). Fellows of the ISB have been recognized for their distinguished professional achievement in biomechanics. Fellows of the ISB are encouraged to provide continued professional service and leadership to the Society, particularly to foster the activities of Early Career Researchers within the Society (Article 3.4). Emeritus members are those retired, due to age or illness, from professional employment in Biomechanics, who have held membership of the Society for at least ten (10) years (Article 3.5).

**Membership List:** The ISB membership list shall only be available to ISB Council members for purposes directly associated with their role on Council, or in exceptional circumstances as agreed to by the ISB President. The Council is at liberty to distribute information to ISB members on behalf of other people or groups, if the information is likely to be relevant to and of interest to ISB members. The procedure to distribute information on behalf of others is up to the discretion of the ISB Executive. All requests to mail out information (including electronic distribution) on behalf of others will be circulated to the ISB Executive for their prior approval. According to Article 3.3.1, the use of membership for any kind of political, sales or public relations promotion is prohibited.

3. Prepare a membership report to be presented at the annual meeting of the Executive Council (Article 3.2.2) and to the General Assembly at its meeting held during the biennial Congress. (Article 6.2.1).
4. Send dues notices to all active members near the end of the calendar year. A list of membership benefits should be included when sending out membership renewals. All payments of dues are to be made on-line by the members. Follow-up notices should be made in May of each year to those members who have not paid their dues.
5. Inform active members who have not paid dues for two (2) consecutive years they will be placed on “inactive status” and relinquish all membership privileges. These notices will be sent in November and if not paid will automatically result in “inactive status” in July (or immediately following the ISB Congress) of the following year. This information should be updated in the Membership records.

6. Be responsible for the payment of all financial obligations of the Society as designated by the Executive Council and/or the President.
7. Submit a financial report to the Executive Council at its annual meeting and to the General Assembly of the Society during the biennial Congress.
8. Present an estimated biennial budget to the Executive Council and the General Assembly for approval during the meeting of the biennial Congress.
9. Hold funds in trust for the Society's working groups and technical groups, where appropriate. All funds are to be held in a secure location as stipulated by the Executive Council. This location will provide for the most efficient handling of funds and the greatest financial benefit to the Society. The President and Treasurer, alone, have access to these funds unless otherwise stipulated by the President with Council approval.
10. If required, a second ISB account can be established and maintained in order to facilitate the Treasurer's administration of international payments in a specified currency (e.g. USD if the primary accounts are outside the US). This account will be maintained by an appropriate member of Council, approved by the President, who resides in the country where the second account is located. The President, Treasurer and Executive Council member approved to maintain this account, alone, have access to these funds unless otherwise stipulated by the President with Council approval.
11. The Treasurer, together with the Executive Council and final approval of the ISB General Assembly, is to invest Society earnings as approved by the Council.

**Responsibilities for membership records include:**

Maintain membership lists with records of dues payments. It is suggested that these records be kept in the form of computer listing with appropriate back-up made on a regular basis, i.e. every month.

**Other relevant duties:**

1. In conjunction with the Past-President, arrange for an appropriate certificate and the Muybridge Medal to be engraved and available to present to the recipient at the time of the Muybridge Award Lecture.
2. In conjunction with the President, arrange for appropriate certificates or plaques of recognition to be presented to retiring Executive Council members, including the Past-President, at the end of each member's term of office.
3. In conjunction with the Past-President, arrange for appropriate plaques of recognition to be available to present to new Honorary members.

**Relationship of Treasurer to the Executive Council**

The Treasurer shall be appointed by the President of the Society immediately upon assuming office. This appointment shall be approved by the Executive Council during the first meeting at which the incoming President presides. The Treasurer need not necessarily be an elected member of the Executive Council. If he/she is not an elected member of the Council, the Treasurer shall become a non-voting member of the Executive Council upon approval of his or her appointment, with the privilege of engaging in all official discussions of the Council. Two important considerations by the President-Elect in deciding on a Society Treasurer for his/her term of office shall be:

1. The prospective appointee should be familiar with the activities of the Society and should have some international experience so that appropriate efforts are put forth to facilitate Society function.
2. The prospective appointee should be familiar with banking and accounting procedures to ensure accurate and appropriate functioning of the Treasurer's obligations.

## OPERATING CODE FOR THE SPONSORSHIP OFFICER

The Sponsorship Officer is an elected member of the Council and is appointed by the President of the Society for a two (2) year term of office. The primary responsibility of the Sponsorship Officer is to maintain contact with existing and facilitate support from new Society sponsors.

The Society seeks financial contributions from commercial, industrial and philanthropic sources to support the mission of the Society. Any potential sponsor must consider their support as underwriting the scientific and educational activities of the ISB. This support does not imply any role for the sponsor in Society policy or decision-making. Support for sponsorship is sought according to the specifications listed below.

***Sponsorship of Awards:*** The main avenues for sponsoring ISB via awards are listed in the *ISB Award Sponsorship document*. Other awards may be established by the President, Past-President or President-Elect, after approval of the Executive Council, in response to interest shown by a potential sponsor. Further details of the awards are described in the duties of the ISB Congress Awards Officer.

***Undesignated ISB Sponsorship Options:*** See *Undesignated ISB Sponsorship Options* document.

## OPERATING CODE FOR THE PUBLICATIONS OFFICER

The President appoints the Publication Officer for a two (2) year term of office. This may be either an elected member of Council or an appointed position. If an appointed officer, the Publication Officer attends all Executive Council meetings, participates in discussions, but does not have an official vote at these meetings.

### **Specific duties include:**

1. Responsible for the collection and layout of material and articles, suitable for inclusion in the Newsletter, ISB NOW.
2. Work in direct collaboration with the Informatics Officer to ensure the Newsletter is uploaded on the ISB web-site.
3. Responsible for publishing a minimum of four (4) regular issues per year (with or without copy).
4. Contact Executive Council members and ISB members to request material.
5. Accept or refuse paid and/or free publicity.
6. Accept or refuse material that is sent to him/her for publication. When in doubt, he/she will consult Officers of the Council.
7. Facilitate the publication of any scientific materials, e.g. the ISB book series and working with Congress organizers in publishing the invited presentations from the biennial Congress.
8. Collect and organize Society materials and send them to the Society Archives when appropriate at the end of each year.

### **ISB Newsletter and its distribution**

The ISB Newsletter, known as ISB NOW, is published quarterly at approximately the following time frame:

- Issue 1 - February/March.
- Issue 2 - May/June.
- Issue 3 - August/September.
- Issue 4 - November/December.

Typical topics for the Newsletter include:

- President's Blog.
- Students' Corner.
- ISB and Membership News.
- Technical Groups News.
- Affiliate Societies News (profile at least one Society each issue).
- Special articles (including from the Archives), such as profiles and stories of Congress Award winners, including the Muybridge Award winner, and Honorary members.
- Profile biomechanics laboratories around the world (e.g. research and teaching programs).
- Congress news and information.

The Publication Officer is responsible for sourcing sufficient copy in order to complete the Newsletter.

### OPERATING CODE FOR THE INFORMATICS OFFICER

The Informatics Officer is an elected member of the Council and is appointed by the President of the Society for a two (2) year term of office. The primary responsibility of the Informatics Officer is development and maintenance of the ISB web-site, <http://isbweb.org/>.

**Specific duties include:**

1. Maintain and develop, in a user-friendly manner, the ISB web-site. Ensure that all material on the web-site is kept up-to-date.
2. Include information regarding membership, conferences, employment opportunities, links to Affiliate Societies, and other information that would be of interest to ISB members.
3. Provide access to all ISB documents including the Constitution and Operating Codes, history of the ISB, and ISB Technical Group sections.
4. Assist all Council members in use of the web-site to enhance their function within the ISB Council.
5. Promote the field of Biomechanics and the ideals and goals of the ISB via the web-site and support other appropriate web-sites to foster biomechanics throughout the international biomechanics community.

### OPERATING CODES FOR THE ARCHIVES OFFICER OF THE ISB

The Archives Officer is either an elected or an appointed member of the Council and is appointed by the President of the Society for a two (2) year term of office. The Archives Officer is responsible for the collection and organization of the Society's documents.

**Specific duties include:**

1. Archive all documents related to the Society, including Newsletters, Congress proceedings, minutes of Executive Council and General Assembly meetings, financial records, details of nominees and recipients of Society awards, copies of correspondence, and other relevant

materials.

2. Solicit material suitable for archiving, and reporting to the Executive Council and the General Assembly on relevant activities.
3. Facilitate the electronic archiving of relevant information for the ISB web-site, including past and present officers, congresses, Congress proceedings, and similar information.
4. Make archived material available to ISB members, where appropriate.
5. At the end of his/her mandate, the Archives Officer will pass to the incoming officer all relevant material and instruct him/her about pending matters.

### **OPERATING CODE FOR THE AFFILIATE SOCIETIES OFFICER**

The Affiliate Societies Officer is an elected member of the Council and is appointed by the President of the Society for a two (2) year term of office. The Affiliate Societies Officer is responsible for all matters related to the Affiliate Societies of the Society and reporting to the Council and the membership on such matters.

#### **Specific duties include:**

1. Keep all documents related to the Affiliate Societies and provide the Secretary-General, Treasurer and Congress organizer with relevant updated membership lists of these societies, where possible.
2. Coordinate all matters regarding the application and continuation of the status of the Affiliate Societies to the ISB. This includes the application process, renewal status, and updating of contact details for the Executive of each Affiliate Society. The General Assembly approves, by open vote, and grants affiliate memberships upon recommendations by the Executive Council (Article 6.5).
3. Report all matters related to Affiliate Societies to the Executive Council and membership of the ISB.
4. Serve as the liaison person to existing national societies of Biomechanics.
5. As soon as possible after ISB Congress dates have been set, contact all Affiliate Societies and notify them of the Congress dates to ensure these dates do not conflict with other congresses to be held by Affiliate Societies.
6. The Affiliate Societies Officer may appoint as many committees as he/she deems necessary to assist with the running of activities within this portfolio.
10. Regularly check any section(s) of the ISB web-site that are related to his/her portfolio to ensure that all information is accurate and up-to-date, and liaise with the Informatics Officer to ensure these sections of the web-site are properly maintained.
11. Oversee the Affiliate Societies Meeting Grant scheme, whereby the Affiliate Societies Officer can allocate money to fund an appropriate keynote lecturer (USD \$2,000) and/or a young investigator-type award (USD \$500) for Affiliate Societies' annual or biennial meetings. The Affiliate Societies Officer can allocate up to the amount specified in the most recent budget that was approved by the General Assembly. Affiliate Societies may not receive funding for keynote speakers in consecutive years.

### **OPERATING CODE FOR THE ECONOMICALLY DEVELOPING COUNTRIES (EDC) LIAISON OFFICER**

The Economically Developing Countries Liaison Officer is an elected member of the Council and is appointed by the President of the Society for a two (2) year term of office. The Economically

Developing Countries Liaison Officer is responsible for all matters related to promoting opportunities to develop Biomechanics in Economically Developing Countries and reporting to the Council and the membership on such matters.

**Specific duties include:**

1. Keep all documents related to ISB activities in Economically Developing Countries and report all matters related to these activities to the Executive Council and membership of the ISB.
2. Liaise with locations/groups in Economically Developing Countries where ISB has established projects to assist the development of Biomechanics in order to ensure these projects are sustainable. A description of current projects in Economically Developing Countries is listed at <https://isbweb.org/activities/economically-developing-countries>.
3. Ensure that a Memorandum of Understanding (MoU; <https://isbweb.org/activities/economically-developing-countries/get-involved>) is completed before any new project in an Economically Developing Country is initiated. Information contained within each MoU can be used to review the progress of each project.
4. In conjunction with the President, notify relevant applicants of the availability of the Training Assistance Economically Developing Countries Laboratory Development Scheme and, where appropriate, support applications of up to \$5,000 per application from this scheme.
5. Identify and work with ISB members, including Council members and members in general, to promote and stimulate international collaboration in Biomechanics with Economically Developing Countries, and to ensure activities are consistent with identified needs of these countries.
6. The Economically Developing Countries Liaison Officer, with the President's approval, may appoint as many committees as he/she deems necessary to assist with the running of activities within this portfolio.
7. Regularly check any section(s) of the ISB web-site that are related to his/her portfolio to ensure that all information is accurate and up-to-date, and liaise with the Informatics Officer to ensure these sections of the web-site are properly maintained.

<b>OPERATING CODE FOR THE STUDENT AWARDS OFFICER</b>
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The Student Awards Officer is an elected member of the Council and is appointed by the President of the Society for a two (2) year term of office. The Student Awards Officer is responsible for the affairs regarding the Matching Dissertation Grant Program, the International Travel Grant Program, the ISB Congress Travel Grant Program and the International Affiliate Development Grant Program.

**Specific duties include:**

1. Ensure up-to-date descriptions and deadlines for the following grant schemes are listed on the ISB web-site (<https://isbweb.org/students/student-grants>) and in relevant issues of the Newsletter, ISB NOW:
  - Matching Dissertation Grant Program.
  - International Travel Grant Program.
  - ISB Congress Travel Grant Program.
  - International Affiliate Development Grant Program.
2. Constitute the Grants Review Committee and serve as the Chair of this committee, to evaluate applications for each of the four granting schemes. The Student Representative should be

invited to serve on the Grants Review Committee.

3. Respond to requests for information about the grant schemes.
4. Accept grant applications and disperse appropriate materials to the Grants Review Committee.
5. Verify ISB student membership status, with the Treasurer, and communicating with all applicants.
6. Compile scores, announce results and secure award cheques for successful applicants.
7. Receive reports and follow-up on any delinquent reports from successful applicants.
8. Maintain communication with the Publications Officer related to any reporting of grant activity.
9. Prepare a final report in relation to all student grant schemes for presentation to the ISB Council.
10. Regularly check any section(s) of the ISB web-site that are related to his/her portfolio to ensure that all information is accurate and up-to-date, and liaise with the Informatics Officer to ensure these sections of the web-site are properly maintained.

## OPERATING CODE FOR THE EDUCATION OFFICER

Two Education Officers are elected members of the Council and are appointed by the President of the Society for a two (2) year term of office. The Education Officers are responsible for all matters related to the educational mission of the Society, including organizing and implementing the educational tutorials, which are run immediately prior to the biennial ISB Congress.

### **Specific duties include:**

1. Coordinate, in conjunction with the organizers of the ISB Congress, pre-Congress tutorials or workshops scheduled around the biennial Congress. Typically, four tutorials are scheduled prior to the opening ceremony of the Congress. In non-Congress years, the Officers are encouraged to consider organizing an ISB-sponsored tutorial at another relevant conference, such as the conference at which the ISB Council meeting will be held.
2. Identify tutorial and/or workshop themes and appropriate speakers. Themes must be of potential interest to groups of ISB members.
3. The fee to attend a tutorial for ISB members will be approximately half the fee that will be charged to non-members to attend the same tutorial. In 2011 the fees were 20 Euros for ISB members and 40 Euros for non-members.
4. Ensure that tutorial speakers agree to have their tutorials recorded and provide copies of their supporting materials, for use as an ISB educational resource. If a tutor agrees to this, they are to receive an honorarium of USD \$2,000; if not, the honorarium will be USD \$1,000. Tutorial speakers will be responsible for all other costs they incur in attending the tutorials and/or the Congress.
5. Maintain appropriate deadlines for notification of confirmed speakers at such events, i.e. 12 months prior to the event.
6. Co-ordinate, in conjunction with the organizers of the ISB Congress, for all tutorials and any other relevant lectures (e.g. the Muybridge lecture) to be recorded using high-quality video. The quality of the video recordings must be suitable to allow the tutorials to be used as a web-based educational resource.
7. In conjunction with the Informatics Officer, prepare the video recordings and supporting materials so they are suitable to be used as a web-based educational resource.
8. Send the Publications Officer any education information for possible publication in the

Newsletter, including information in relation to tutorials and workshops.

9. Coordinate the organization of any educational events, not associated with the biennial Congress, that are sponsored by the ISB, e.g. serve as liaison between the ISB and educational events surrounding a meeting of an Affiliate Society.
10. Solicit and accept applications for workshops, symposia or workshops presented between biennial Congress meetings, requesting approval of ISB support of such events, i.e. requesting the patronage of the ISB.
11. Regularly check any section(s) of the ISB web-site that are related to his/her portfolio to ensure that all information is accurate and up-to-date, and liaise with the Informatics Officer to ensure these sections of the web-site are properly maintained.
12. Oversee any relevant committee on issues such as terminology and units of measurement used in biomechanics. He/she will report to the Executive Council and the General Assembly on all relevant activities. At the end of his or her term, this officer will pass to the incoming officer all relevant material and instruct him/her about pending matters.

### **OPERATING CODE FOR THE AWARDS OFFICER**

The Awards Officer is an elected member of the Council and is appointed by the President of the Society for a two (2) year term of office. The ISB Awards Officer is responsible for all matters related to the awards presented and processed by the ISB at each ISB Congress and reporting to the Council and the membership on such matters.

The Awards Officer is responsible for seven (7) awards that are presented and processed by the ISB at each ISB biennial Congress. These five awards include the:

1. Young Investigator Award (Podium)
2. Young Investigator Award (Poster)
3. Clinical Biomechanics Award
4. Promising Scientist Award
5. Emerging Scientist Award
6. World Athletics Award for Biomechanics
7. Jacquelin Perry Emerging Female Scientist Award

The ISB Awards Officer serves as Chair of the Awards Committee for each of these awards. Other local awards will be sponsored and processed by the local organizing committee of the ISB Congress.

The Awards Officer is responsible for the administration of ISB Awards according to the *ISB Awards Guidelines* document.

### **OPERATING CODE FOR THE TECHNICAL GROUPS OFFICER**

The Technical Groups Officer is an elected member of the Council and appointed by the President of the Society for a two (2) year term of office. The Technical Groups Officer is responsible for all matters related to Technical and Working Groups of the ISB and reporting to the Council and the membership on such matters. Technical groups of the Society are created for the purpose of advancing knowledge in a specialized area, or on a specific topic within the field of Biomechanics (Article 9.1).

**Specific duties include:**

1. Oversee the establishment of new Working Groups.
2. Guide the establishment of new Technical Groups. Members of the Society who have worked together informally to advance knowledge in a specialized area, or on a specific topic, for a period of at least four years (during which they may be referred to as a Working Group) may apply to the Executive Council for their group to be designated as a Technical Group of the Society (Article 9.2).
3. Process applications for designations as a Technical Group. Applications for designation as a Technical Group of the Society shall be decided on a majority vote of those members of the Executive Council present at the meeting for which the formation of the group has been proposed as part of the circulated agenda (Article 9.3).
4. Report to the Council and the General Assembly on the activities of both Working and Technical Groups, including keeping up-to-date records of contact details for each group.
5. Ensure that the Chairperson of each Technical Group, or a person designated by him or her, presents, in person, a written report of the activities of the Technical Group to the Executive Council of the Society, at the time of each Congress (Article 9.8).
6. Communicate with the Technical Groups to ensure that their scientific meetings are conducted according to the Guidelines for the Technical Group & Working Group Scientific Meetings, as described below, and according to Article 9.6 of the Constitution.
7. Oversee the process to disband a Technical Group, if this has been recommended by the Executive Council. Technical Groups may be disbanded by the Executive Council of the Society when, through failure to meet the obligations of any of the clauses of Article 9 of the Constitution, or for other reasons, they cease to serve the best interests of the Society (Article 9.9).
8. At the end of his/her term, this Officer will pass to the incoming officer all relevant material and instruct him or her about pending matters.

**Guidelines for the Technical Group and Working Group scientific meetings**

Technical Group and Working Group Scientific Meetings are considered to be subordinate to an ISB Congress, which has the precedence in decisions concerning possible conflicts. Only Technical Groups and Working Groups of the ISB are entitled to organize such scientific events, provided prior approval for such meetings is obtained from a committee consisting of the President-Elect, President (Chairperson) and Past-President of the Society (Article 9.6).

**Application**

Groups shall plan and conduct Technical Group & Working Group Scientific Meetings, provided that prior approval for such meetings is obtained from the Technical Groups Officer and ultimately from the ISB Council. To this purpose groups must submit a proposal to the Technical Groups Officer at least 12 months prior to the event.

**Dates and Venues**

Technical Group and Working Group Scientific Meetings can be held anytime deemed suitable by the relevant Technical Group or Working Group. However, the Scientific Meeting must end prior to the starting date of an ISB Congress and associated pre-Congress Tutorials or begin later than the end of the ISB Congress. The time lag must be sufficient for the participants to comfortably displace themselves from one venue to the other.

**Financial support**

Technical groups can apply for a loan of up to USD \$5,000 from the ISB for organization of a scientific

meeting. No other financial commitment of the Society is admitted. When granted, the loan must be reimbursed, without interest, no later than three (3) months after the end of the Congress.

### **Liaison with the ISB Congress organization**

If held in conjunction with an ISB Congress, the groups involved in the organization of a Technical Group or Working Group Scientific Meetings must collaborate with the ISB Congress organizers and Technical Groups Officer of the ISB Council to ensure all meetings complement each other.

## **OPERATING CODES FOR THE STUDENT REPRESENTATIVE TO THE COUNCIL**

The Student Representative shall be elected by the ISB membership every two (2) years from the student members of the Society. Student members of ISB include full time students in an academic program related to Biomechanics (Article 3.5). Elections for the Student Representative will be held at the same time as that for Council members and election shall be by secret ballot (Article 6.3.1). In the event of a tie in the elections, the President shall have the casting vote. The Student Representative will serve for a single term of two (2) years. This member will be a voting member of the Council.

### **Specific duties include:**

1. Maintain a list of student members, working with the ISB Treasurer, and maintaining contact with all students on matters related to the ISB.
2. Work with the Informatics Officer to maintain and moderate a section of the ISB web-site for student matters and efficient communication between students. Regularly check any other section(s) of the ISB web-site that are related to this portfolio to ensure that all information is accurate and up-to-date, and liaise with the Informatics Officer to ensure these sections of the web-site are properly maintained.
3. Ensure all student members are informed of the Student Grant deadlines, Congress meeting places and dates, location and dates of all satellite symposia, workshops and seminars, and important facts for students to know about Society function.
4. Provide a “chat room” or other appropriate forum for student interactions on the web-site.
5. Work with Council members to attract new members to the Society.
6. Organize, together with the Congress organizers, a student meeting at the biennial Congress, such as a luncheon, with invited senior members of the Society to attend.
7. Maintain communication with student members of the Society related to possible student meetings at the biennial Congress to discuss student concerns and development of student chapters.
8. Maintain communication with the Affiliate Societies Officer and the Economically Developing Countries Liaison Officer on matters related to student members in these Affiliate Societies and Economically Developing Countries.
9. Assist the Past-President in soliciting nominations for the next Student Representative.

The Student Representative is entitled to receive a proportional amount of reasonable costs they incur in attending the Council meetings, as agreed to by the President.

## **OPERATING CODE FOR THE ISB CONGRESS ORGANIZER**

The Congress Organizer of the upcoming ISB Congress will plan, organize and conduct the Congress

under the supervision of the President-Elect, with guidance from the President, Past-President and Executive Council. The Congress organizer will report on the status of the organization to the Executive Council during its meetings or whenever he/she is asked by the Council.

The ISB Congress Organizer will plan, organize and conduct the ISB Congress according to the *ISB Congress Hosting Guidelines* document.