



## International Society of Biomechanics

### Codes of Practice for ISB AFFILIATE SOCIETIES

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#### **ISB Affiliate Membership Policy**

The primary purpose of the International Society of Biomechanics (ISB) is to promote and stimulate the development of biomechanics at the international level. ISB recognizes that numerous national and regional societies of biomechanics or related topics have emerged in various parts of the world. In some countries several biomechanics societies exist which represent sub disciplinary interests. Future enhancement of the quality and scope of biomechanics research depends upon mutual co-operation and support of all of these groups and for these reasons ISB has AFFILIATE SOCIETY MEMBERSHIP.

#### **Codes of operation**

##### **I. Liaison officer of affiliate societies.**

- The affiliate society liaison officer is named by the executive of the affiliate society to handle the matters concerning the relations with ISB. This liaison person of each affiliate society should preferably be an individual who has a more permanent status within each society.
- The ISB officer of the Affiliate Societies is named by the ISB president among the elected members of the Executive Council and is responsible for affairs regarding the Affiliate Societies

##### **II. Affiliate Society Membership**

- There are no fees to be paid to become an Affiliate Society of ISB.
- **The requirements and procedure for application:** The letter of intent to be considered as an ISB affiliate society must be submitted to the ISB officer of the Affiliate Societies with the following information by May 1<sup>st</sup> in odd numbered years.

1. State the objectives of the society. State the scope and nature of the group the Society serves.
  2. List the names and professional or academic affiliations of the executive committee (with email addresses).
  3. Include the number of members registered in the Society.
  4. Send a copy of the Constitution of the Society (in English, or with English translation).
  5. Indicate a liaison officer named by the executive of the affiliate society, preferably a more permanent officer for communication with the ISB officer of the Affiliate Societies.
- ISB officer of the Affiliate Society will examine if the request includes the necessary requirements and transmit the request to the ISB president at least 30 days prior to the Congress.
  - The General Assembly of ISB approves a recommendation from the ISB Council for acceptance or application from a potential affiliate society.
  - Once approved, membership is active for 2 years (between biennial Congresses) and the renewal request can be submitted by May 1<sup>st</sup> in odd numbered years.

**The requirements for renewal of Affiliate Society status:**

1. Update the list of officers and their affiliations every year by May 1<sup>st</sup> and mark “done” on the shared document (Reminder will be sent by an ISB officer of Affiliate Societies sometime in April  
([https://docs.google.com/spreadsheets/d/1\\_JkckDn0TYSVW5QNPGO\\_TFu1ZzOFkJU9E8OO8I7BJcg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1_JkckDn0TYSVW5QNPGO_TFu1ZzOFkJU9E8OO8I7BJcg/edit?usp=sharing)).
2. Submit a letter requesting renewal every second year May 1<sup>st</sup> (odd numbered years when the ISB congress is held) if you are interested in continuing the Affiliation with ISB.
3. When the affiliate societies do not comply with these procedures, the ISB officer of the Affiliate Societies will communicate with the liaison officer of the affiliate society; if no answer is received, the ISB liaison officer will communicate with both the liaison person and the president of the Affiliate Society. If there is no response, the society’s Affiliate Status will be withdrawn.

**II. Benefits of Affiliate Membership**

- Affiliate societies may apply for biennial financial support. Generally, this is proposed to support Plenary Speaker Invitation (up to \$2000) and Young Investigator Award (up to \$500) at their major conferences; however, alternative funding usage may be considered by ISB if they are more appropriate to the needs of the affiliate society. Applications are reviewed and the support amount may vary depending on demands and available budget of the fiscal year.
- Affiliate societies may publish their society activities, excerpts from their own newsletters, announcements, etc. in the ISB newsletter at no charge. ISB materials may be extracted for publication in newsletters of the affiliate societies. It is clear that the

Newsletter editors of both the ISB and the affiliate society maintain their rights for editing the content and format of the text to be published.

- The executives officers of the affiliate societies may participate at the ISB General Assembly, but they do not have the right to vote on behalf of their affiliate society.

#### **IV. Duties of the liaison officers of affiliate societies**

- The liaison officer of the affiliate society is responsible of all affairs regarding the application and renewal of status of the affiliate society to ISB. The following duties must be undertaken:
  1. Fill the requirements for application (see codes of Operation no II) and send them to the ISB officer of the Affiliate Societies. This is done only once.
  2. For renewal of status, provide the information required (see codes of Operation no II) and send them to the ISB officer every second year by May 1st (odd years). This is the year when the ISB congress is held.

#### **V. Duties of the ISB officer of the Affiliate Societies**

1. Receives the applications for ISB Affiliate Society status, and processes them for submission at the ISB Executive Council Meeting and General Assembly.
2. Receives the information for the renewal of status by the affiliate societies. Report on this matter at the ISB Executive Council Meeting.
3. Sends the information related to affiliate societies to the ISB Newsletter editor for the proper circulation of the Newsletters.
4. Maintains the list of affiliate societies' executive committee contact details for the ISB.
5. Receives funding applications from affiliate societies. Submits recommendations to the ISB president and treasurer for consideration of funding allocations to affiliate societies.