Internal Rules of
the European Alliance for Medical and Biological Engineering and Science
(EAMBES)
(approved September 8, 2021)

ARTICLE 1
THE DUTIES OF THE OFFICERS OF EAMBES

The President shall:

a) Serve as Chief Executive Officer of EAMBES,
b) Chair the General Assembly, the Council and the Executive Board meetings,
c) Appoint chairs of committees of the Council,
d) Be an ex-officio member of all committees of the Council,
e) Have the power to call special meetings of the General Assembly, Council, Executive Board and committees,
f) Assign duties to the President-Elect,
g) Assign duties to the Vice-Presidents.

The President-Elect shall:

a) Advise and assist the President in his/her duties,
b) Assume the duties of President in his/her absence,
c) Assume the duties of President on completion of his/her term of office.

The Past-President shall:

a) Advise and assist the President in his/her duties,
b) Chair the Nominating Committee.

The Secretary-General shall:

a) Be responsible for records of meetings of the General Assembly and Council,
b) Maintain a record of Member Organisations and Fellows, Representatives of the Member Organisations and Fellows and of the Council members,
c) Maintain a copy of the current articles of association and internal rules,
d) Conduct correspondence as directed by the General Assembly, Council, Executive Board and/or President.

**The Treasurer shall:**

a) Be responsible for the financial management of EAMBES and shall maintain books and records as required,

b) Present a balanced budget to the Council and to the General Assembly,

c) Disburse such funds of EAMBES as directed by the General Assembly, Council or Executive Board,

d) Be responsible for the collection of annual fees and other monies as required in the articles of association.