

**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.