

Constitution of the Cyprus Association of Medical Physics and Biomedical Engineering

Article 1: Title

This Society shall be known as the "Cyprus Association of Medical Physics and Biomedical Engineering" hereafter called "The Association".

The Association constitutes the umbrella organisation for the Medical, Biomedical Engineering and Medical Physics Professionals of Cyprus and any other professional groups working in the health sector and involved in the fields of interest and serving the objectives set in Article 4 of this Association.

Article 2 : Status

The Association is an independent, non-governmental body. It is strictly a non-profit organisation, its resources being exclusively used to foster and promote the objective given in Article 4, with the ultimate goal of furthering knowledge and understanding in its fields of interest and thus contributing to the enhancement of health care delivery.

Article 3: Location and Language

The Association's headquarters shall be in Nicosia, Cyprus. Greek, Turkish or English language will be used according to need.

Article 4 : Objectives

The objectives of the association are as follows :

to promote, develop and disseminate technology and science related to Biomedical Engineering and Medical Physics for the public benefit;

to further an enhance Radiation Protection by promoting relevant knowledge, information, training and research;

to encourage and enhance the development of research activities in its fields of interest;

to foster interdisciplinary collaboration and activities and thus encourage the exchange of experiences and transfer of technology amongst professionals working in the health and training sectors;

to act as a forum for promoting conferences, publication of articles, training courses, meetings and seminars;

to establish collaboration with other international and national societies and agencies;

to publish within its financial means a newsletter to inform its members and interested parties of developments in its fields of interest;

to undertake such activities, as resources permit, which promote public awareness in the fields of Biomedical Engineering, Medical Physics and related fields;

to reflect and promote the interests of its affiliate groups of professionals and seek participation in relevant Governmental Committees, forums or meetings which may be set-up concerning their fields of interest, with the aim of presenting the Association's views;

to encourage educational programmes which develop scientific and technical expertise in Biomedical Engineering, Medical Physics and related fields;

to ensure that the professional groups which compose the Association develop bilateral links with associated bodies and maintain and strengthen their individuality and particular fields of interest.

the Association is non-unionised and non-profitable.

Article 5 : Membership

The Association has five classes of membership known collectively as corporate members :

Members shall be persons elected as such who:

have a University Diploma or equivalent professional qualification in a field of medicine, engineering or science acceptable to the Council;

are involved in the fields of Biomedical Engineering, Medical Physics, Medicine or other associated professions acceptable to the Council.

Associated Members shall be persons elected as such who :

- have a Technical Engineering Diploma or equivalent in the field of engineering, paramedical and other sciences acceptable to the Council;

- are involved in the fields of Biomedical Engineering, Medical Physics, Clinical Science or other associated professions acceptable to the Council.

Honorary Members shall be persons selected by Council who have, in the opinion of the Council, attained distinction and/or offered exceptional services to Medicine or Biomedical Engineering or Medical Physics or to the Association and approved at the Annual General Meeting.

Student Members shall be persons elected who are following courses in disciplines associated with medicine, engineering or sciences acceptable to the Council.

Affiliated Companies shall be companies elected by Council, who have their main sphere of activities related to the delivery of Health Care. Each company is allowed one delegate at the Annual General Meeting with full voting rights, but cannot be elected to the council of the Association.

Article 6 : Members Rights and Obligations

Every Member and Associate Member, has the following rights and obligations :

to be elected or elect others for the various offices of the Association.

to participate with voting rights at the Regular or Extra-ordinary General Meetings.

to submit items for discussion by Council or General Assemblies according to the relevant rules.

to benefit from any rights emanating from the Constitution.

to abide by the articles of the Association.

to settle subscriptions and other commitments to the Association in the time limits set by various Articles or by Council,

to foster the objectives of the Association.

Each Affiliate Company will have the right to place advertisements at reduced charges to all the Association's publications.

The name of each Affiliated Company will be listed on all the programmes of the various functions of the Association.

Article 7 : Termination of Membership

Upon written notice by a corporate member to the Secretary.

Upon the death of a member.

When a corporate member fails to settle subscription or other dues after being duly notified by the Treasurer.

When the AGM has approved a council recommendation that a corporate member has behaved in a manner, which has brought disrepute to his profession and the Association. Any corporate member whose membership is terminated loses all benefits, rights and obligations arising from the articles of the Association.

Article 8 : Conditions of Admission

No person shall be elected to membership, unless the candidate has been approved by Council in accordance with the relevant articles concerning membership.

Every candidate for election shall complete the required application form currently approved by Council, having two sponsoring signatures from members in good standing and who have known the candidate professionally for at least two years.

Every proposal for election or transfer to another class of membership must be sent to the Secretary, together with the appropriate entrance fee. The Council shall determine the class of membership to which the candidate may be elected.

Any request for re-admission to any class of membership shall be dealt with in the same manner as an original request for membership.

When a candidate has been elected by Council the Secretary will notify the member accordingly and membership shall become effective after the subscription and registration fees have been paid.

Article 9 : Fees and Subscriptions

Registration fees, annual subscriptions and any other fees shall be decided by the General Assembly.

Candidates not elected will have their entrance fee returned.

Any corporate member who satisfies Council that he has retired from remunerative employment may, at the discretion of the Council, pay half the annual subscription fees.

Article 10 : Governing Bodies

The Governing Bodies of the Association are the following :

General Meetings

Council

Executive Board

Article 11 : General Meetings

The Association shall hold a Regular Annual General Meeting (AGM), once a year at a date to be decided by Council.

All other General Meetings shall be considered as Extra-ordinary General Meetings (EGM's) and shall be convened at the discretion of the Council or following a written signed request giving the reasons for the meeting by 1/3 of the corporate members in good standing.

All EGM's shall be convened at a date set by Council. EGM's called by members shall be convened not later than 15 days from any written request satisfying 11 b) above.

The Secretary shall circulate to all members the Agenda and any Background documents for all meetings.

All corporate members, in good standing, have the right to vote in any of the meetings.

Any corporate member who wishes to have an item discussed during the AGM should submit this in writing, together with a brief Background Note to the Secretary 15 days before the date set for the AGM.

At the AGM the President presents the Yearly Report of the Association, the proposed Budget, Activities and Policy for the forthcoming year. The Treasurer presents the Accounts and Financial Standing of the Association. The Secretary records the minutes. The AGM or EGM's set the general guidelines and policy which the Council should follow.

Any meeting will have a quorum if half plus one of the members in good standing are present. In the case where a quorum is not secured, then the meeting will be considered as having secured its quorum by any number present after 15 minutes from the original starting time set.

All decisions at meetings are carried by simple majority vote of the members present.

The President chairs all meetings. In the absence of the President the Vice-President takes the chair. In the case that the Vice-President is unavailable, the Council appoints another of its members to chair the meeting.

In the case of voting for new Council members a Ballot Committee of three persons, who are not candidates, constituted as Chairman, Secretary, Member, are appointed by the meeting to carry out elections, by secret ballot.

Ballot papers, approved by Council, are prepared by the Secretary and made available to the ballot Committee.

Article 12 : The Council

The Council is the governing body of the Association. It executes policy and manages the affairs of the Association.

Council is convened regularly at least four times a year and extraordinary at the discretion of the President or half plus one of its members.

The council is composed of nine members with ex-officio member the immediate Past President and should be drawn from the following disciplines as follows :

1 Engineer, 1 Doctor, 1 Medical Physicist and 1 Associate Member from any discipline, each group electing their own representatives separately. In the case where no nomination exists from a given discipline then the seat remains vacant. Candidates from other disciplines may not take the places left vacant in other disciplines. Five other members, from any discipline, are elected by all the members, in good standing.

The term of office for any member is two years. All members are eligible for re-election. The Presidency will alternate between a representative of the Engineers and Medical Physicists.

The elected Council members will constitute themselves into body within one week after their election, by secret ballot, as follows :

- President
- Immediate Past President
- Vice-President
- Secretary
- Treasurer
- Members

For each office a Council member will need to be nominated and seconded by two other Council members.

If a Council member resigns during his/her term of office then Council appoints his/her replacement to the Council from the first runner-up in his discipline, who will serve the remainder of his/her term. If no runner-up exists, Council appoints a corporate member to fill the post.

If five members of the Council resign within any period of six months then elections for new Council will have to be held. The new Council will serve the remainder of the term of the previous Council. In this case the Secretary remains in an acting capacity with the only charge of preparing for new elections and convening the relevant EGM.

The Council is considered to be in quorum when any 4 members are present. If a member of Council is unjustifiably absent from two consecutive meetings he loses his post and is replaced by the first runner-up in his discipline. If no runner-up exists then the Council appoints one of the corporate members to fill the post.

Council will nominate members to represent the Association in any Government or other Committees.

The Secretary keeps regular minutes of the meetings of Council.

Each member of Council has one vote. In the case of equality in votes, the President has the casting vote.

Any disciplines covered by this Association may form professional or scientific groups affiliated to international organisations, following council's authorisation, as well as their own societies.

Council may set-up standing Committees composed of members to facilitate any of the Association's specialised work.

Article 13 : The Executive Board

The Executive Board shall execute the policies and directives agreed by the Council. It shall consist of the President, Immediate Past President, Vice-President, Secretary and Treasurer. It may second other members to assist in the execution of its activities.

The Executive Board represents the Association in its dealings with other bodies.

The Board meets at the discretion of the President.

Article 14 : The President

Chairs the AGM's, Council and Executive Board Meetings.

Co-signs with the Secretary all correspondence concerning the convening of meetings.

Co-signs with the Secretary the minutes of Council and Meetings

Co-signs with the Treasurer bank withdrawals and authorisations for payments.

Signs any routine correspondence related to Association business; represents the Association in all legal and non-legal matters.

Article 15 : The Vice-President

Stands-in for the President, in all duties, when the President is unavailable.

Article 16 : The Secretary

The Secretary keeps a Book of Minutes and a Register of Members.

Carries out all correspondence of the Association.

Prepares Ballot Papers and all related correspondence.

Keeps a record of applications for membership and submits them to Council.

Article 17 : The Treasurer

Keeps the Accounts of the Association and prepares its Budget following the directives of Council and the President.

Collects all fees and dues owed to the Association, issues receipts and makes relevant bank deposits.

Keeps in his charge a Petty Cash account to the amount approved by Council.

Keeps a Register of Members' subscriptions and other fees.

Presents Accounts for audit to any Auditors that Council may decide to appoint.

Article 18 : Funds

The Association will have funds available from the following sources :

Annual subscriptions from members, as determined by AGM.

Income from any property owned by the Association.

Special activities, such as seminars, training courses, conferences, etc.

Any subscriptions and donations from other sources.

Article 19 : Constitutional Amendments

This statutes or Articles thereof may be amended by a ? majority of the corporate membership at a specially convened EGM.

Council may also submit proposed amendments in writing to the above EGM.

Members wishing to have amendments considered by the above EGM must submit these to Council in writing together with signatures of 1/3 of the membership.

Any Articles of the Association may be changed only by a specially convened EGM following majority vote of members present. The proposed constitutional changes should be circulated to all members 15 days prior to the EGM.

Article 20 : Dissolution

The Association will be considered dissolved if this is decided by a secret ballot of 2/3 majority, by a specially convened EGM or if its members are reduced to less than 20.

Its property will be given to charitable organisations.