

E-MCR

Euro-Med Congress for Radiographers

STATUTES

STATUTES OF THE Euro-Med Congress for Radiographers

President

Date:

Article 1 General Clauses

1.1 Name

The name of the Organisation shall be The Euro-Med Congress for Radiographers; in abbreviated form known as E-MCR.

1.2 Address

The registered postal address of the Organisation is PO Box 30, Paola Malta PLA1000 and the electronic address (website) is www.e-mcr.org.

1.3 Establishment

It is agreed that the year of establishment of the Euro-Med Congress for Radiographers is 2003; when the first Scientific and Congress Committees were set-up.

1.4 Logo

The official logo of the Euro-Med Congress for Radiographers consists of white background with the letters E-MC in black or silver grey and the letter R in orange. The colour orange signifies warmth and energy which is a characteristic of the care given to our patients. Circling the letter E-MCR, there is a photon with a trail signifying motion. The photon is a symbol of radiation whether ionising or non-ionising. Underneath E-MCR there is Euro-Med congress for Radiographers written in black and orange.

The background could be changed to black, and the letters E-MC could be changed to white.

No other colours or modifications are acceptable

1.5 Status

The Euro-Med Congress for Radiographers is a not-for-profit and non-political organisation

1.6 Official language

The official working language within the Organisation is English

1.7 Jurisdiction and the Law

The Euro-Med Congress for Radiographers shall be registered as a voluntary organisation in the Voluntary Organisations register of the Republic of Malta (Chapter 492 of the Civil Law). To that effect all laws, by-laws and internal rules are governed by the Maltese law. In case of any disputes in respect to this Statute and the Organisation in general shall fall under the jurisdiction of the Maltese High Court.

Article 2 Purpose, scope of activities and means of delivery

2.1 Purpose

The E-MCR is a not-for-profit and non-political Organisation, aiming to promote the development of and the practical application of Diagnostic Imaging and Radiotherapy Practice through Continuous Professional Development. It fosters co-operation amongst Radiographers and with other Professionals in related disciplines.

The E-MCR is committed to scientific and technical excellence, to innovation and quality in healthcare, to the promotion of knowledge and understanding, and to promote the Radiographer's role into research.

2.2 Scope of Activities

The E-MCR aims to become the main forum in all Radiography sub-specialities within the European and the Mediterranean Region.

2.3 Means

The purpose of the Organisation shall be achieved by

i *Network through Membership*

The Organisation shall maintain a register of members describing their main area of interest, Country of origin and e-mail contact and made available to all members via a secured World Wide Web portal. The setting up of this register shall be compliant with the Data Protection Act.

ii *Congresses and meetings*

The Organisation shall hold congresses, meetings, workshops, provides educational programs and offers a wide variety of on-line services to its members. These are offered either as an independent provider or in collaboration with national and/or international societies in related fields and/or the Industry.

The Organisation shall hold at least one Euro-Med Congress every other year with the first event organised in 2005.

iii. *Publications*

The Organisation shall manage a peer reviewed journal called the European Journal of Radiography in partnership with a prominent publisher. The Journal shall aim to publish high-quality current research, review articles, case studies and audit results on a quarterly basis (4 issues per year) starting in 2009. The Journal shall be available free-of-charge to full members, honorary members and student members. Additional copies shall be available to Corporate and Institutional members. The Journal will be published in both printed and electronic version unless otherwise amended.

From time-to-time the Organisation will also publish a Newsletter to keep its members up-to-date on the progress of the Organisation.

Article 3 Holding of funds, fund raising, investment and disposal

3.1 Holding of Funds

The Organisation shall hold funds in order to achieve the purpose set in Article 2.1 of this statute. These funds will be audited and monitored as specified by the Voluntary Organisations Act (Chapter 492) of the Maltese Civil Law.

3.2 Raising and accumulation of funds - income

The funds shall be generated from:

- Membership dues;
- Proceeds from scientific meetings, congresses and workshops
- Sponsorship from the Industry
- Personal contributions, collections and other donations.
- Any other lawful method

3.3 Investment and Disposal of funds

When appropriate and enough funds are available, a proportion of these funds shall be invested to yield maximum annual interest. The interest shall be used as a supplemental income towards the annual planned work of the Organisation. The annual global value in this portfolio shall be decided by the Finance Committee while the distribution and monitoring of the deliverables will be the responsibility of the Grants and Projects Committee.

The funds shall be used for any of the following purposes:

1. *Research Grants*

Research Grants shall be awarded to student or full members of the Organisation following appropriate submission and approval by the Grants and Projects Committee. The criteria for awarding these grants are determined by the Policy Board and following approval from the Executive Board. An updated copy of these criteria shall be included in the Organisation's Operational Manual.

2. *Supporting Educational and Professional Development Programmes within the Region.*

National and Regional Organisations can request financial support for pan-regional or local projects following appropriate submission to the Grants and Projects Committee. Such proposals are considered if they meet the criteria as determined by the Policy Board and included in the Operational Manual.

3.4 Borrowing Money

The Organisation may from time-to-time borrow funds from its Bankers to facilitate payments and/or pay necessary deposits for forthcoming events. The Maximum amount borrowed should not exceed 20% of the current assets of the Organisation.

Article 4 Definitions

- 4.1 **The period** is the time between two consecutive general Assemblies. The period begins and ends immediately after the general conference.
- 4.2 **Members in good standing** are Members who have paid their annual membership fee or members whose membership fee is waived according to the statutes.
- 4.3 **The Region** covers Countries that are within the Geographic Europe or border with the Mediterranean Sea. List of Regional Countries, Municipalities and Independent states is included in the Operations Manual.
- 4.4 **The Register** holds information about each member of the Organisation. There will be two Registers: one holding details of each individual member (Ordinary, Honorary and Associate Members); and another holding details of Corporate and Institutional Members. Extracts of the Registers will be made available on the Organisation's website (or any other publication) following consent from the individual member/organisation.
- 4.5 **Radiographers** are Healthcare Professional who, by virtue of their profession, administer various types of radiation to patients (or clients) for the purpose of diagnosis and/or treatment. Normally, Radiographers are certified and / or licensed to practise after following vocational education at post secondary level or higher.
- 4.6 **General Assembly** is the highest authority of the Organisation and hosts all members of the Organisation. The rights and obligations of each member depend on the type of membership as specified in Article 5 of this Statute. The General Assembly shall meet biannually during an Ordinary General Meeting or *ad-hoc* during an Extraordinary General Meeting.

Article 5 Membership

In line with the purpose of the E-MCR and the universal nature of scientific research, membership is irrespective of any one country, language area, ethnic group or sex.

5.1 Types of Membership

There shall be the following types of members:

5.1.1 Ordinary Members

Ordinary members are members who participate and support fully the purpose of the Organisation.

- *Full membership* is open for Radiographers who are either working and residing in any country within the Euro-Med region or are nationals of any country within the Euro-Med region but work and reside in other parts of the globe. Admission to the Register as Full member is granted after the annual dues are paid.
- *Student membership* is open for student Radiographers who are studying for an undergraduate Degree or Pre-Registration qualification and are enrolled with an Educational Institution based in the Euro-Med Region. Applications for student membership must be supported by a letter from the Educational Institution confirming the status. Admission to the Register as Student member is granted after the annual dues are paid.

5.1.2 Associate Members

Associate Membership is open for Radiographers and student Radiographers who are not eligible for full membership as per Article 5.1 or other Health Professionals or members of the general public who support the purpose of the Organisation.

5.1.3 Corporate members

Corporate members are members who further the Organisation's activities mainly by the payment of higher membership dues. A corporate member is not an individual person, but may be a corporation, company or other organisation including commercial enterprises.

5.1.4 Honorary members

Honorary members are persons who are nominated because of their special contributions to the Organisation or to its fields of interest. For Honorary Members the annual membership fee is waived.

5.1.5 Institutional Members

Institutional Membership is open for National Societies of Radiographers from any country within the Euro-Med Region, Universities and Educational Institutions based in any country within the Region, Regional, sub-regional, global and International Organisations who harbour Radiographers in their membership

5.2 Admission to the membership registers

5.2.1 Ordinary Membership

Admission for Ordinary Membership (full and student members) of the E-MCR requires that a proposal in writing on such forms as the Executive Board shall from time to time prescribe, be lodged with the Secretary of the E-MCR. An application for membership must include a statement about the profession of the applicant. Application can be submitted either by post or electronically and shall be accompanied by a confirmation of payment of Membership Fees. Decisions concerning acceptance or refusal of Ordinary Membership shall be made by the Membership Committee. The Register will be updated with new Registrants' details within 10 working days of acceptance of membership and clearance of funds.

5.2.2 Honorary Membership

Honorary membership shall be awarded by the General Assembly following recommendation by the Executive Board. Approval of Honorary Membership requires two thirds of the members present.

5.2.3 Associate Membership

Admission for Associate membership of the E-MCR requires that a proposal in writing on such forms as the Executive Board shall from time to time prescribe, be lodged with the Secretary of the E-MCR. An application for Associate Membership must include reasons why the applicant does not fulfil the criteria for Ordinary Membership. Application can be submitted either by post or electronically and shall be accompanied by a confirmation of payment of Membership Fees. Decisions concerning acceptance or refusal of Associate Membership shall be made by the Membership Committee. The Register will be updated with new Registrants' details within 10 working days of acceptance of membership and clearance of funds.

5.2.4 Corporate Membership

Corporate membership shall be open to corporations, companies or other commercial entities playing an active role in research, education, development or patient care in the fields of Diagnostic Imaging and Radiotherapy. The Executive Board shall have the final decision on the acceptance of corporate members and the amount of fees applicable. A contract of co-operation shall be drawn up stipulating the terms and duly signed by competent authorities from both Organisations. Corporate membership may be refused without providing reasons. Each Corporate Member shall appoint a representative for the General Assembly.

5.2.5 Institutional Membership

Institutional Membership shall be open to any National Radiographers Society, Regional or sub-regional Organisation, University or Educational Institution that functions in any country within the Region. Institutional Membership is also open for Global and International Organisations. The six recognised Founder Members have automatic institutional membership. Applications from such Organisations shall be received in writing by the Secretary and each application shall include a statement justifying the application. Applications for Institutional Membership will be reviewed by the Executive Board and the Membership fee shall be decided on individual basis by the same Board and after consultation with the Finance Committee. A contract of co-operation shall be drawn

up for a period covering at least the next 2 Congresses and duly signed by competent authorities of both Organisations. Each Institutional Members shall appoint a representative for the General Assembly.

5.3 Membership Fees

An annual membership fee shall be paid by Ordinary and Associate members. Student members shall pay 75% of the annual membership fee for full membership. The amounts shall be proposed by the Finance Committee and approved by the General Assembly. Any change in membership fee must receive a simple majority of the General Assembly. This fee shall be paid to the E-MCR not later than the end of January of the applicable year. Delayed payment from Ordinary Members will result in immediate suspension of the subscription for the European Journal of Radiography (EJRadi) and other benefits.

Any Ordinary or Associate member failing to pay his or her fees for 3 years in spite of two warnings shall lose his or her membership. The reminders, for which a record of posting will be made, shall stipulate a time limit of payment of within not more than eight weeks.

Special financial arrangements may be accepted for members (ordinary, Associate or Institutional) from countries with difficulties in transferring funds.

5.4 Termination of membership

Membership shall expire through death (in the case of corporations, companies or other organisations including commercial enterprises through the loss of their legal personality), voluntary withdrawal, cancellation or exclusion.

5.4.1 Voluntary withdrawal

Voluntary withdrawal shall be possible at any time. It is to be notified to the Membership Committee at the address of the E-MCR office in writing at least 3 month prior to the end of the calendar year, preceding the year in which the withdrawal shall become effective. If the notification occurs late, the withdrawal shall become effective at the next withdrawal date, which is the end of the calendar year following the notification of withdrawal.

5.4.2 Cancellation

Cancellation of membership may be decided by the Executive Board if the member is, despite two written reminders, more than three years in arrears with the payment of his/her membership dues. The annual membership fee shall be paid until the end of the preceding year.

Cancellation shall not affect the member's obligation to pay outstanding dues.

5.4.3 Exclusion

Exclusion from membership may be sanctioned by the Membership Committee and approved by the Policy Board on grounds of a serious violation of membership obligations or of misconduct. Appeal against exclusion decisions must be received directly by the President and forwarded to the General Assembly not later than 6 weeks prior to the next General Meeting. The membership rights may be suspended until a decision is taken by the General Assembly.

5.4.4 Withdrawal of honorary membership

Withdrawal of honorary membership may be decided by the General Assembly upon request by the Executive Board for reasons listed in the Operations Manual.

5.5 Rights and duties of members

Members shall be entitled to participate in all events of the Organisation and to use the facilities of the Organisation. Corporate and Institutional Members shall have the right to nominate one person as representative who shall be accepted according to the conditions laid down for the class of membership concerned.

All ordinary and honorary members shall have the right to nominate and vote to elect officers. Only Ordinary Members for more than 3 years have the right to take office in the Executive Board.

Members shall be obliged to further the interests of the Organisation as far as their resources permit it and to refrain from activities which could harm the image and purpose of the Organisation. Members are to observe the statutes of the Organisation as well as the decisions taken by the bodies of the Organisation. Ordinary and Associate members shall be obliged to pay the membership dues in the amount determined by the General Assembly in time.

Article 6 Organs of the Organisation

The organs of the Organisation shall be

- The General Assembly
- The Executive Board
- The Finance Committee
- The Policy Board
- The Grants and Projects Committee
- Membership Committee
- Public Relations and External Relations Committee
- The Congress Committees
- The Scientific Committee
- The Editorial Board
- Ad Hoc committees and Task groups

6.1 General Assembly

6.1.1. Function

The General Assembly is the highest authority of the Organisation and hosts all members of the Organisation. The General Assembly shall meet during an Ordinary General Meeting every two years during the E-MCR.

6.1.2 Extraordinary General Meeting

An Extraordinary General meeting is to take place by decision of Executive Board, or the General Assembly with a written reasoned request of at least 10% of the members in good standing of the Organisation. In these cases, the Extraordinary General Conference is to be held within three months after the request for such a meeting has been submitted to the Executive Board.

6.1.3 Invitation to the Ordinary General Meeting and Extraordinary General Meeting

As regards both Ordinary and Extraordinary General Meetings, the members are to be invited in writing at least 6 weeks prior to the date of the meeting. The invitation is to include the agenda of the meeting and shall be extended by the Executive Board.

6.1.4 Agenda

Additional items related to the General Meeting are to be received by the E-MCR secretary at least 4 weeks prior to the General Meeting. The final agenda will be available to the members at least 2 weeks prior to the General Meeting on the website of the Organisation. Every member is responsible for informing themselves about the final agenda. Final decisions - except decisions requesting the convocation of an Extraordinary General Meeting - may only be made on items listed on the final agenda.

6.1.5 Right to attend and voting

Ordinary Members in good standing shall have the right to attend and vote during the General Meeting. Every Ordinary Member shall have one vote. Corporate and Institutional members shall be entitled to be represented by duly appointed representative as observers. Associate members can attend the meeting but do not have the right to vote. A transfer of the voting right or voting by proxy shall not be possible. The General Assembly shall reach a quorum if 30% of all Ordinary Members in good standing are present.

If a quorum is not present at the time set for the beginning of the meeting, the General Meeting shall be opened 15 minutes later following the same agenda. In this case however, amendment to the statute could not be carried out.

The General Assembly shall in principle vote and decide by a simple majority of votes. Decisions involving an amendment of the statutes of the Organisation or its dissolution shall require a two third majority of the votes cast. The Chairperson of the meeting shall have the casting vote in the event of a tie.

6.1.6) Chairperson

The General Conferences, both Annual and extraordinary, shall be chaired by the President or any other Ordinary Member in good standing as appointed by the Executive Board.

6.1.7) Duties of the General Assembly

The following duties lie within the authority of the General Assembly:

- Receive and approve the report on the status of the Organisation and the statement of accounts;
- Determine the amount of the membership dues for the coming 2 years;
- Release or exclude Executive Board members upon request by the Executive Board,
- Decide on appeals against exclusion from membership,
- Decide on amendments to the statutes and the dissolution of the Organisation,
- Deliberate and decide on other items on the agenda.
- Elect new Executive Board Members when such positions become vacant
- Nominate and appoint peer members on various organs of the Organisation

Furthermore, the results of the Executive Board elections and the selection of venues and dates of future Congress are to be announced during the General Meeting.

6.2 The Executive Board

6.2.1 Functions

The Executive Board shall be chaired by the President. It should meet at least once per year. The President is responsible for calling a meeting and the Secretary is responsible for notifying members of the Executive Board of the date normally at least 6 weeks before a meeting is to take place, the agenda being presented two weeks in advance. Decisions will be taken by simple majority vote. The President will cast the deciding vote in case of a tie.

The Executive Committee can determine at its own discretion that meetings and the work of the Executive Committee concerning particular matters are confidential and must not be carried outside the E-MCR Executive Committee by any member.

6.2.2 Responsibilities

- Establishing the broad policy guide-lines and forward planning for the Association and the overall budget of the E-MCR, including the Congress Budget.
- Proposing membership fees and the level of contributions from National Societies and administering the funds of the E-MCR.
- Convening the Advisory Council, the General Assembly and reporting its activities to them.
- Carrying out the decisions of the General Assembly.
- The decision to launch or dissolve Task Groups and Committees and to appoint Chairpersons and members thereof as appropriate.
- Propose Honorary and Corresponding Members
- Agreeing, by simple majority, in advance, liabilities above €80,000.
- Elect the editor in chief
- Appoint the chair of the local Organising committee after the host country has been chosen by the Scientific Committee.

6.2.3 Composition

The Executive Board shall consist of the following members

- President
- Secretary
- Treasurer
- Congress President for Active Congress
- Congress President for next Congress
- Director for Education and Program Delivery
- Director for Public Relations and Marketing
- Member jointly appointed by the Corporate Members
- Member jointly appointed by the Institutional Members

6.3 The Finance Committee

6.3.1 Functions

The Finance Committee shall maintain and document all financial transactions of the Organisation.

6.3.2 Responsibilities

- Appropriate and up-to-date book-keeping of all finances of the organisation

- Prepare a Financial Budget on a bi-annual basis
- Allocate funds for investment, Grants and Projects.
- Prepare a bi-annual financial report
- Prepare an interim financial report for the alternate year with projections and any adjustments necessary
- Explore the Investment market to ensure that any invested funds will yield maximum gross interest
- Prepare all necessary VAT forms and maintains correspondence with the VAT departments
- Assist the Secretary in correspondence with Bankers and other Financial Authorities
- Appoint appropriate Auditors as required by law.
- Authorise any payment in excess of €10,000

6.3.3 Composition

The Finance Committee shall consist of the following members

- *Treasurer* – as Chair of the Finance Committee
- *President*
- *Member* – appointed by the Executive Board
- *2 Members* – appointed by the General Assembly

6.4 The Policy Board

6.4.1 Function

The Policy Board has various functions within the Organisation. The main functions shall be:

- Acting as a 'watch-dog' on all organs of the Organisation; including the Executive Board but excluding the General Assembly
- Devise Policies for the Organisation
- Administer the Organisation during bankruptcy and liquidation
- Acts as an arbitrator in disputes between members of any organ of the Organisation
- Acts as an advisor for any organ of the Organisation
- Other functions as necessary and described in the Operations Manual

6.4.2 Responsibilities

- To investigate complaints against and Organ of the Organisation or the Organisation as such
- Maintain the good standing of the Organisation
- Devise Operational and Procedural Policies, Guidelines and Manuals for all Organs of the Organisation

6.4.3 Composition

The Policy Board shall consist of the following members

- *President* – as Chair of the Policy Board
- *Secretary*
- *Chair for Education and Program Delivery*

- *Executive Board Member* – representing Corporate Members
- *Executive Board Member* – representing Institutional Members
- *Student Member*
- *Associate Member*
- *Ad Hoc Legal Advisor*

6.4.4 Extra Provision

If the Policy Board is carrying out an investigation that involves any Executive Board member/s who also sits on the Policy Board then this/these member/s will not take part in that investigation. If this involves the President, then the Secretary or most senior Executive Board Member will take over the Chair during the investigation.

6.5 The Grants and Projects Committee

6.5.1 Function

The Grants and Projects Committee will have an active role in commissioning Research and specific Projects

6.5.2 Responsibilities

- Evaluate and approve applications for Research Grants according to the guidelines set out from time-to-time by the Policy Board and included in the Operations Manual
- Evaluate and approve applications for project funding
- Allocation of budgeted funds to specific applicants and/or project
- Continuously review and monitor all funded Grants and Projects to ensure that the aims, objectives and deliverables are achieved as proposed in the original application and take the necessary action in cases of failure
- Propose additional or alternative sources for funding where necessary

6.5.3 Composition

The Grants and Projects Committee shall consist of the following members

- *President* – as Chair of the Grants and Projects Committee
- *Treasurer*
- *Secretary*
- *Director for Education and Program Delivery*
- *Executive Board Member* – representing Corporate Members
- *Executive Board Member* – representing Institutional Members
- *Member* – appointed by the General Assembly

6.6 The Membership Committee

6.6.1 Function

The function of the Membership Committee is to be a point of reference for Members. As such the Membership Committee will operate the Office of the Organisation under the Chair of the Secretary and will ensure that all members are kept up-to-date with the progress of the Organisation, any benefits for members and due dates for membership fees.

6.6.2 Responsibilities

- To receive applications for Ordinary and Associate Membership
- To review and approve/reject applications for Ordinary and Associate Membership
- To maintain and keep up-to-date separate Registers for Ordinary and Associate Members
- To notify members when membership fees are due and to keep members up-to-date on any changes to the membership fee.
- To devise strategies to increase both Ordinary and Associate Membership
- To liaise with the publisher in the postal and electronic distribution of the Journal
- Prepare a write-up 'from the E-MCR Office' to be included in the Organisation's Newsletter
- Co-operate with the Congress Committee to confirm membership status for Registration purposes.

6.6.3 Composition

The Membership Committee shall consist of the following members:

- *Secretary* – as Chair of the Membership Committee
- *Director for Public Relations and Marketing*
- *President*
- *2 Members* – appointed by the General Assembly

6.7 The Public Relations and Marketing Committee

6.7.1 Function

The Public Relations and Marketing Committee will function as the Organisation's link to the media, the general public and other non-member Organisations

6.7.2 Responsibilities

- Handle all marketing strategies for the Organisation and its activities
- Prepare and issue statements on behalf of the Organisation, the President or any organ of the Organisation following approval from the Executive Board
- Plan and organise fund raising activities
- Maintain a list of possible sponsors
- Maintain a list of contacts and links with the media
- Support the Congress Committees in marketing the Events
- Support the Publisher in planning marketing strategies for the Journal

- Reports to the Executive Board every 6 months

6.7.3 Composition

The Public Relations and Marketing Committee shall consist of the following members

- *Director for Public Relations and Marketing* – as Chair of the Committee
- *President*
- *Secretary*
- *Current Congress President*
- *Member* – appointed by the General Assembly

6.8 The Congress Committee 2XXX

The Congress Committee shall be appointed 4 years prior to the Congress they are responsible for. At any point there will be 2 Congress Committees identified by the year of the Congress they are responsible for. Each Congress Committee shall meet at least every year for the first 2 years, and more regularly as the Congress approaches.

6.8.1 Functions

The function of the Congress Committee is to carry out all organisational aspects with respect to a specific Congress. The Committee is appointed 4 years in advance of the Congress and remains active until 1 month after the Congress and after completion of a final report to the Executive Board.

6.8.2 Responsibilities

- To organise a successful Congress at a profit to the Organisation
- To prepare a descriptive Prospectus to the Executive Board within 12 months from appointment. The Prospectus shall include choice of venue, dates, logistics, financial budget, attractions in the locality, transport accessibility, marketing strategy and any other relevant information
- To handle all logistics related to the Congress
- The prospectus shall be included in the Operations Manual of the Organisation
- The Congress Committee may from time-to-time ask for the support of any other organ in the Organisation to handle specific tasks, such as; design and preparation of marketing material by the PR and Marketing Committee; distribution of Congress information to the members by the Membership Committee; etc

6.8.3 Composition

- *Congress President of the Current Congress* – to Chair the Committee
- *Director of Education and Program Delivery*
- *Chair of the Scientific Committee* – if applicable
- *Secretary* – or representative
- *Director for Public Relations and Marketing*
- *Executive Board Member representing Corporate Members*
- *Representative from the Local Institutional Members*

- *Representative from the PCO* – if applicable
- *Representatives from collaborating Organisations* – if applicable

6.9 The Scientific Committee 2XXX

The Scientific Committee shall be appointed 2 years prior to the Congress they are responsible for. At least 30% of the Committee members shall be carried over to the next Scientific Committee with a maximum of 3 terms.

6.8.1 Functions

The function of the Scientific Committee is to provide a high-quality scientific Programme during the Euro-Med Congress for Radiographers.

6.8.2 Responsibilities

- Plan the Scientific Programme of the Euro-Med Congress they are responsible for
- Allocate sessions for Refresher Courses, Symposia, and Research Papers.
- Control the quality of the Scientific content by reviewing all submitted abstracts
- Propose a list of Invited Speakers to include their respective field of expertise.
- Act as moderators during the Congress
- Monitor and score presentations and Posters during the Congress
- Provide regular reports to the Congress Organising Committee
- Maintain dialogue with the Congress Organising Committee

6.8.3 Composition

- *Director of Education and Program Delivery (or Representative)* – to Chair the Committee
- *Representative from each of the 6 Founder Organisations*
- *Members* – A maximum of 6 members coming from different non-founder countries with a wide range of expertise in the sub-specialities. The selection process for these members will be written in the Operational Manual

6.10 The Editorial Board

6.8.1 Functions

The function of the Editorial Board is to produce and maintain a high-quality, peer-reviewed journal. The Journal aims to publish original articles, research papers, case studies, reviews and reflective practice material.

6.8.2 Responsibilities

- To review and maintain the quality of the material published in the Journal
- To set up a teams of reviewer expert reviewers in each sub-speciality
- To monitor the Electronic Submission System and urge the reviewers and authors to meet the deadlines set by the publisher
- To continuously search for publishable material and identify possible authors

- To help colleagues to publish their work
- To submit their own work for publication if applicable
- To increase the readership of the journal through marketing and distribution of material
- To prepare an editorial for every issue of the Journal
- Propose members for the Editorial Board

6.8.3 Composition

- *Director of Education and Project Delivery* – as Editor-in-Chief
- *Member appointed by the Publisher*
- *Members* – At least one expert from each sub-speciality coming from different countries within the Region

6.11 Ad Hoc Committees and Task Groups

Ad Hoc Committees and Task Groups may be set up by any Organ of the Organisation. Each Ad Hoc Committee or Task Group must be chaired by either a Member of the Executive Board or a Member of the Organ setting up that group. The number of members in these Committees shall be decided by the Organ setting up the Group.

The function and responsibilities of these Committees and Task Groups shall be determined by the Organs setting up these Committees/Groups. A copy of the Function and Responsibilities shall be included as an Appendix to the Operational Manual.

Article 7 Positions within the Executive Board

7.1 President

Role

The President is the official representative of the Euro-Med Congress for Radiographers. The President is responsible for signing appropriate documents together with either the Secretary or the Treasurer. The President has the right to sit on any of the organs of the Organisation.

Seat

The President will have involvement in all organs of the Organisation

- *General Assembly* as a chair
- *Executive Board* as a chair
- *Policy Board* as a chair
- *Grants and Projects Committee* as a Chair
- *Finance Committee* as a member
- *Membership Committee* as a member
- *Public Relations and External Relations Committee* as a member
- *Scientific Committee* as an observer
- *Editorial Board* as an observer

Position

This position is an Executive Board position and is filled by an election process. The term of office is 4 years and position holders can be re-nominated to the same position or any other Executive Board position to a maximum of 3 terms (or 12 years). This position will next be vacant in 2009.

Accountability and Reporting

The position holder is accountable to the Executive Committee and the General Assembly. The position holder shall submit an annual report of his/her activities to the Executive Board and a bi-annual report to the General Assembly. The position holder may delegate the responsibility of chairing or attending specific Board/Committees on his/her behalf but the final responsibility would remain within the position holder.

Remuneration

This position is voluntary and there is no associated honorarium

7.2 General Secretary

Role

The General Secretary shall be responsible for the day-to-day administration of the Organisation. The General Secretary is responsible for maintaining the membership registers and database, handle correspondence, minute Executive Board

meetings, sign appropriate documents with the President and represent the Organisation on behalf of the President and the Executive Board.

Seat

The Secretary will have involvement in the following Committees:

- *Executive Board* as a member
- *Membership Committee* as Chair
- *Policy Board* as member
- *Grants and Projects Committee* as member
- *Public Relations Committee* as member
- *Congress Committees* as member

Position

This position is an Executive Board position and is filled by an election process. The term of office is 4 years and position holders can be re-nominated to the same position or any other Executive Board position to a maximum of 3 terms (or 12 years). This position will next be vacant in 2011.

Accountability and Reporting

The position holder is accountable to the Executive Committee and the President. The position holder shall submit a 6-monthly report to the Executive Board and a bi-annual report to the General Assembly. Such reports must include progress and work carried out by the Organisation. The position holder may delegate the responsibility of chairing or attending specific Board/Committees on his/her behalf but the final responsibility would remain within the position holder.

Remuneration

At present, there is no Honorarium associated with this position. From time-to-time, The Policy Board may recommend a performance related honorarium for this position to the Executive Board.

7.3 Treasurer

Role

The Treasurer will be responsible for the financial administration of the Organisation. Together with the President, the Treasurer will be responsible for signing all appropriate documents. The Treasurer will be responsible for setting the Organisation's annual budget, budgets related to Congresses, compliance with VAT and TAX regulations, allocation of grants and any investment the Organisation might have.

Seat

The Treasurer will have involvement in the following Committees

- *Executive Board* as member
- *Finance Committee* as Chair
- *Grants and Projects Committee* as member

Position

This position is an Executive Board position and is filled by an election process. The term of office is 4 years and position holders can be re-nominated to the same position or any other Executive Board position to a maximum of 3 terms (or 12 years). This position will next be vacant in 2009.

Accountability and Reporting

The position holder is accountable to the Executive Committee and the President. The position holder shall submit a 6-monthly report to the Executive Board and a bi-annual report to the General Assembly. Such reports must include the status of the Organisation's finances, audited reports and investment proposals. The position holder may delegate the responsibility of chairing or attending specific Board/Committees on his/her behalf but the final responsibility would remain within the position holder.

Remuneration

At present, there is no Honorarium associated with this position. From time-to-time, The Policy Board may recommend a performance related honorarium for this position to the Executive Board.

7.4 Congress President/s

Role

The Congress President will have the full responsibility for the organisation and management of the event on behalf of the President. The specific roles will be set by the Policy Board immediately after the appointment of the post holder and will take into consideration the hosting Country of the Congress.

Seat

- *Executive Board* – as Member
- *Congress Committee* – as Chair
- *Public Relations and Marketing Committee (current only)* – as member

Position

This position is an Executive Board position and is filled by an election process. The term of office is 4 years and position holders cannot be re-nominated to the same position. He/she can be nominated for any other Executive Board position to a maximum of 3 terms (or 12 years) as Executive Board member. There will be 2 Congress Presidents and the term of office finishes at the end of the fiscal year for which he/she was responsible.

Accountability and Reporting

The position holder is accountable to the Executive Committee and the President. The position holder shall submit a 6-monthly report to the Executive Board and a final report to the General Assembly. Such reports must include statistical and financial data on the organised Congress. The position holder may delegate the responsibility of chairing or attending specific Board/Committees on his/her behalf but the final responsibility would remain within the position holder.

Remuneration

At present, there is no Honorarium associated with this position. From time-to-time, The Policy Board may recommend a performance related honorarium for this position to the Executive Board.

7.5 Director of Education and Program Delivery

Role

The Director of Education and Program Delivery will be responsible for the Scientific and Educational Content of the peer reviewed journal, Congresses, Workshops and any other on-line content made available to the Organisation's members.

Seat

The Chair of Education and Program Delivery will have involvement in the following Committees:

- *Executive Board* as a member
- *Scientific Committees* as a chair
- *Editorial Board* as a chair and Editor-in Chief
- *Grants and Projects Committee* as a member and Advisor

Position

This position is an Executive Board position and is filled by an election process. The term of office is 4 years and position holders can be re-nominated to the same position or any other Executive Board position to a maximum of 3 terms (or 12 years). This position will next be vacant in 2011.

Accountability and Reporting

The position holder is accountable to the Executive Committee and the President. The position holder shall submit a 6-monthly report to the Executive Board. Such report must include progress and work carried out by the Editorial Board and the Scientific Committee.

The position holder may delegate the responsibility of chairing a specific Scientific Committees but the final responsibility would remain within the position holder.

Remuneration

There is an Honorarium associated with this position funded by the publisher. From time-to-time, The Policy Board shall recommend a supplemental annual honorarium for this position to the Executive Board.

7.6 Director for Public Relations and Marketing

Role

The Director for Public Relations and Marketing will be responsible for proposing and managing marketing strategies for the Organisation and all its activities. The post holder will be responsible for issuing statements to the media and the Public in general on behalf of the President.

Seat

The Director for Public Relations and Marketing will have involvement in the following Committees:

- *Executive Board* – as Member
- *Public Relations and Marketing Committee* – as Chair
- *Membership Committee* – as Member
- *Congress Committees* – as Member

Position

This position is an Executive Board position and is filled by an election process. The term of office is 4 years and position holders can be re-nominated to the same position or any other Executive Board position to a maximum of 3 terms (or 12 years). This position will next be vacant in 2009.

Accountability and Reporting

The position holder is accountable to the Executive Committee and the President. The position holder shall submit a 6-monthly report to the Executive Board and a bi-annual report to the General Assembly. Such reports must include progress and marketing activities related to the Organisation. The position holder may delegate the responsibility of chairing or attending specific Board/Committees on his/her behalf but the final responsibility would remain within the position holder.

Remuneration

At present, there is no Honorarium associated with this position. From time-to-time, The Policy Board may recommend a performance related honorarium for this position to the Executive Board.

7.7 Members representing Corporate and Institutional Members

Role

The role of the Members representing Corporate and Institutional Members is to maintain a link between the Executive Board and such members and at the same time providing transparency on the administration of the Organisation and its funds. Each member is responsible for reporting back to his/her respective group and also brings forward concerns that might arise from that group.

Seat

Executive Board Members representing Corporate and Institutional Members will have involvement in the following committees:

- *Executive Board* – as members
- *Policy Board* – as members
- *Grants and Projects Committee* – as members
- *Congress Committee (Corporate representative only)* – as member

Position

Each member is appointed by the respective group and therefore lies within the responsibility of Corporate and Institutional Members. Post holders can be re-appointed for the same position for not more than 3 consecutive terms.

Accountability and Reporting

The position holder is accountable to the Executive Committee, the President and the group of members he/she represents. Each Member shall submit a 6-monthly report to the Executive Board and a bi-annual report to the General Assembly. The position holders shall comply with any conditions set down by the group he/she represents. Such reports must include progress and collaborative work carried out with the group. The position holder may delegate the responsibility of attending specific Board/Committees on his/her behalf as long as the Secretary is duly notified. The final responsibility would remain within the position holder.

Remuneration

Any remuneration for these positions will be under the responsibilities of the represented parties.

Article 8 Nomination and Election Procedures

8.1 Announcement of elections and nominations

The Secretary must circulate to all members at least 12 weeks before the General Meeting information about positions open for elections. All nominations for positions within the Executive Board must be sent in writing to the Secretary of the E-MCR and should:

- State the name and membership details of the person proposed, the office nominated for, the name and membership details of the proposer and two seconders. All nominees, proposers and seconders must be Ordinary Members of good standing at the time of submitting the nomination.
- Include a consent/acceptance letter from the nominated person.
- A CV of the nominee.
- Statement of conflict of interest
- All nominations must be received by the Secretary at least 9 weeks before the date of the General Meeting at which such nominations for election are due.

The Secretary of the E-MCR must circulate to all Members and Delegates of the E-MCR, at least 6 weeks before the General Meeting, the details of the nominations for officers of the Executive Committee, proposers and seconders, etc. as set out in the Operational Manual.

No nominations will be accepted from the floor of the General Assembly, except if no nominations have been received for an office or position.

8.2. Election Procedure

The Elections process will be specified in the Operations Manual and is subject to any changes proposed by the Policy Board and approved by the General Assembly.

Article 9

Other Clauses

9.1 Indemnity

Members of the Executive Board for the time being shall be indemnified out of the funds of the Organisation against all costs, charges, losses, damages and expenses which they shall respectively incur or be put to on account of any act, deed, matter or thing which shall be executed, done or permitted by them respectively in good faith in or about the execution of their respective offices.

9.2 Changes in Statute

Proposals to change the Statutes can be made by the Executive Committee or by individual members. In the latter case, they must be lodged in writing with the E-MCR Secretary not later than 12 weeks before the General Meeting and must be supported by at least 20 Ordinary members. Such proposed changes must be submitted for advice to the Policy Board and be on the Agenda for discussion by the General Assembly. All changes and amendments to the Statutes must receive a two-thirds majority of those present.

9.3 Dissolution of the Organisation

9.3.1 Voting

The voluntary liquidation of the Organisation may only be resolved with a majority of two thirds of the votes in a General Assembly convened for this purpose.

9.3.2 Liquidation of the Organisation

This General Assembly is also to pass a resolution for the Policy Board to administer the Organisation with immediate effect. The Policy Board shall appoint a liquidator and consider the transfer of the assets of the Organisation remaining after the payment of the debts. In the case of liquidation of the Organisation, these assets, as far as it is possible and permitted, shall be transferred to a non-profit Organisation for the promotion of non-profit purposes preferably promoting research and science in the field of medical imaging. The same shall be valid in case the Organisation ceases to promote its non-profit purpose.

9.3.3 Announcement of liquidation to the competent authorities

The Policy Board shall be responsible to inform the competent authorities (e.g. VAT Dept.) of the voluntary liquidation in writing.