

# EFRS

European Federation of Radiographer Societies

## INTERNAL RULES

Final proposal for the AGM in November 2008

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## **I: DEFINITIONS**

Radiographer – see appendix

## **II: MEMBERSHIP**

### **II.1 Full members**

Full membership is open to European professional societies, that are legally founded and that represent the profession of radiographers in the fields of medical imaging, nuclear medicine and radiotherapy.

### **II.2 Affiliate members**

Affiliate membership is open to European organisations, that are legally founded and that share the values and beliefs of EFRS, but due to the nature of their interest, composition or constitution, fail to meet the criteria for full membership.

### **II.3 Associate members**

Individual members of the EFRS full member societies will automatically be associate members of the EFRS.

### **II.4 Duties**

Each member organization shall:

- a. share the values and beliefs of the EFRS;
- b. accept and abide by the EFRS Constitution, Internal Rules and Code of Ethics;
- c. work towards the EFRS objectives;
- d. be willing to co-operate with other organisations;
- e. support the objectives of the EFRS within their own organisation;
- f. publish the activities of the EFRS in their journal and web site.

### **II.5 Rights**

Each full member society:

- a. has one vote in the EFRS General Assembly;
- b. has the right to appoint two representatives in the General Assembly;
- c. has the right to nominate candidates for EFRS committees and project groups;
- d. receives all the EFRS information;
- e. has the opportunity to take part in all EFRS activities.

Each affiliated member organisation:

- f. has the right to attend the EFRS General Assembly with one observer;
- g. has the right to nominate candidates for EFRS committees and project groups;
- h. receives all the EFRS information;
- i. has the opportunity to take part in all EFRS activities.

Each associate member:

- j. will have privileges above non-members of national societies.

### **II. 6 Criteria for membership**

In order to be considered for membership the applicant must fulfil the following criteria:

for **full membership**:

- a. to be a European professional society, that represents the profession of radiography in the fields of medical imaging and/or nuclear medicine, radiotherapy;
- b. to have a non-profit status;
- c. (For a country without a national society, the General Assembly may accept, as a temporary alternative, another professional society or entity, which is actively engaged in radiography);
- d. to be self-governed, independent of governments, political parties and economic pressure groups. In case of industry funding, the organisation should have more than one sponsor;

for **affiliated membership**:

- e. to be a European organisation that, due to the nature of their interest, composition or constitution, fails to meet the criteria for full membership;

for **both**:

- f. to be legally founded.

For **associate membership**:

- g. to be registered as member of an EFRS full member society.

## **II.7 Procedure for application**

Organisations can apply to join the EFRS by sending:

- a. an application letter stating that the organisation wants to join the EFRS as member or affiliated member and has knowledge of the EFRS Constitution, Internal Rules and Code of Ethics;
- b. proof of legal status;
- c. permanent contact information of their organisation including address, telephone, fax, e-mail and website;
- d. documents for application have to be submitted in English and to be signed by the empowered person.

Admission:

- e. The Board will decide about membership of the applying organisation on a provisional basis until ratification in the next AGM.
- f. After having been provisionally accepted as a full member, the organisation is asked to send the nomination of its representatives in the General Assembly, by letter signed by the empowered person.
- g. Membership has to be agreed upon by more than 2/3 of the members of the General Assembly, present in the AGM or represented by proxy.
- h. Membership will be effective as from the first of January following the AGM.

## **II.8 Membership fee (additional to art. 5 of the constitution)**

- a. Each full or affiliated member will pay an annual fee.
- b. The amount of the annual fee is decided by the General Assembly in the AGM, following a proposal from the Board.
- c. The annual fee shall be paid every year before the **1<sup>st</sup> of April**.
- d. Organisations that fail to meet this deadline will be charged with a 20% penalty on top of the fee.
- e. Should an organisation fail to pay the annual fee before the **1<sup>st</sup> of July**, they will lose their membership capacity, until payment is received.
- f. The General Assembly has the right to grant a reduction to organisations in special circumstances, following a proposal from the Board.

### **Constitution Article 5**

1. The General Assembly – on a proposal from the Board – can decide about payment of a membership fee by the members. They can be classified in categories that pay a different fee.
2. The Board is empowered, in special cases, to exonerate members, partly or completely, from the obligation to pay the subscription.

## **II.9 Termination of membership (in addition to article 6 of the EFRS constitution)**

Membership of the EFRS will end:

- a. On request of the member organisation by a letter of resignation, signed by the empowered person and sent by registered post to the EFRS Board, before the 1<sup>st</sup> of November.
- b. By cessation of payment of the annual fee followed by an expulsion decision of the General Assembly.
- c. By breach of the EFRS Statutes, Internal Rules or Code of Ethics, followed by an expulsion decision of the General Assembly.

### **Constitution Article 6**

Membership ends:

- a. with the dissolution of the member organisation;
- b. on request of the member organisation;
- c. on cancellation by the Federation;
- d. by expulsion;
- e. by bankruptcy or moratorium of the member organisation;

## III INTERNAL ORGANISATION

### III.1 Language

The official language in the EFRS is English

On request of member societies and with the approval of the General Meeting the constitution, internal rules and Code of Ethics can be provided in other languages at the cost of the EFRS.

### III.2 General Assembly (GA)

The Federation is governed by a council of representatives, called the General Assembly.

The General Assembly

- a. is the highest authority in the Federation;
- b. is composed of one delegate and one substitute delegate from each EFRS full member organization, carrying a single vote and a written mandate

The General Assembly is empowered to:

- c. plan the strategy and determine the policy of the EFRS;
- d. amend the policies and action planning proposed by the Board;
- e. elect and dismiss the Board;
- f. nominate, elect and dismiss the members of the Financial and Election Committee;
- g. approve reports and proposals from the Board, in particular: the annual financial report over the past corporate year and the annual membership fee and budget proposal for the next corporate year;
- h. amend the Constitution and Internal Rules;
- i. dissolve the EFRS.

### III.3 Annual General Meeting ((AGM)

- a. After approval of the GA the AGM will be organised the next corporate year in November (additional to art. 13 of the constitution).
- b. The draft agenda will be sent out for comments at least 2 months in advance (additional to art. 14.1 of the constitution).
- c. Additional items may be added to the final agenda if these are announced until three hours before the start of the meeting and are accepted by the majority of the attendees at the beginning of the meeting advance (additional to art. 14.1 of the constitution).

#### **Constitution Article 12.2**

The Board will present its annual report on activities and policies in an annual general meeting, within 6 months after termination of the corporate year, unless the General Assembly has agreed an extension of this term.

#### **Constitution Article 13**

Every year, within six months after the termination of the corporate year, the Annual General Meeting is organised, unless the General Assembly has agreed with prolongation of this term.

#### **Constitution Article 14.1**

The Annual General Meeting is convened by the Board, with a written notice of the meeting sent to the addresses of the members as kept in the member register, at least 14 days beforehand, not counting the date of the notice and the date of the meeting. The notice of meeting can also be sent out electronically in a readable and reproducible message to the address that is made known to the Federation.

### III.4 The Board (additional to the articles 7 – 12 of the constitution)

is composed of:

- the president,
- the vice president,
- the treasurer
- 2 members

#### **Article 7**

1. The Board consists of five persons. Only private individuals are eligible for appointment. Appointment to the Board is made by the General Assembly, following a nomination and election procedure. From the member organisations those persons are eligible for a Board position, who directly or indirectly manage the member organisation, or those who are recognized by the member organisation as their representative.
2. The nomination and election procedures are laid down in the EFRS internal rules.

is charged with the day to day management of the federation and empowered to:

- a. execute the decisions of the General Assembly and the approved action plans;
- b. manage the EFRS financial funds;
- c. convene the annual and extraordinary meetings of the General Assembly;
- d. install and conclude project groups;
- e. contract staff or services as deemed necessary and within the approved budget;
- f. assess all matters and activities, working proposals and requests to join the federation;
- g. inform the member organizations about all developments and activities;
- h. build up and maintain contacts with relevant external organizations.

#### **Specific responsibilities of the Board members**

The **President** shall:

- a. chair the meetings of the General Assembly and the Board;
- b. implement and assess the outcomes of all actions of the Board;
- c. sign all documents and agreements on behalf of the EFRS General Assembly, together with the Vice Chairperson or Treasurer.

The **Vice-President** shall:

- d. represent, substitute and support the president;
- e. supervise the secretariat.

The **Treasurer** shall:

- f. manage the financial funds;
- g. monitor the payment of the annual membership fees;
- h. draw up the annual financial report
- i. draw up and submit a budget proposal for the following corporate year;

The **2 members** shall:

- j. be responsible for steering and managing the EFRS project groups;
- k. support the other Board members in their specific tasks.

#### **III.5 Executive officer**

With a mandate and under the responsibility of the Board the executive officer will:

- a. be the central information and contact point of the Federation;
- b. support the Board, committees and project groups in policymaking and execution of their actions and tasks;
- c. carry out the election procedures;
- d. supervise all administrative processes and actions;
- e. organize, maintain and update the archives and the web site.

The executive officer will receive a remuneration, that is agreed upon by the General Assembly

#### **Constitution Art. 10**

1. The Board is charged with the management of the Federation. As such, and well described, the Board can delegate one or more executive authorities to others. Those who execute these authorities act in the name and under the responsibility of the Board.

### **Constitution Article 22**

The Board of management is fully competent in all matters that are not consigned to other organs by law, constitution or other regulations.

### **III.6 Finance Committee** (additional to art. 12 nr. 3 of the constitution)

At each AGM 2 persons will be elected from the General Assembly as members of the Finance Committee.

The Finance Committee shall:

- a. consult with the president and treasurer on the EFRS annual budget process;
- b. review the annual report, audit the accounts and make specific recommendations to the Board including, comments on expense levels, revenue structures, fees and charges, adequacy of proposed funding levels of projects and adequacy of provision for reserves;
- c. act as scrutineers during the election of the election committee.

The Finance Committee is elected for one corporate year.

### **Constitution article 12.3**

The General Assembly will yearly appoint a financial committee from its members. Those persons cannot be member of the Board. The financial committee scrutinizes the financial documents as mentioned under 2 above and reports its findings to the General Assembly.

### **III.7 Election Committee:**

At each AGM in the year prior to the year of the Board elections 3 persons will be elected from the General Assembly as members of the Election committee.

The Election Committee shall:

- a. together with the executive officer, check if the candidate lists for the Board and nominations for the committees meet the EFRS criteria;
- b. shall appoint one of its members to chair the AGM during the Board election;
- c. act as scrutineers, except for the election of their own committee. In this case the financial committee will count the votes;
- d. assess the execution of the election procedures by the executive officer and the Board;
- e. watch over the time table as described under IV.4;
- f. members of the election committee cannot vote in elections.

The Election committee is elected for a term of three corporate years in the year before the Board election

## **IV: ELECTION and VOTING PROCEDURES**

### **IV.1 Election of the Board**

The EFRS General Assembly elects the Board as a team, without individual nominations. Every three years there will be an opportunity to present teams of five candidates for election as the EFRS Board. Teams are presented by a lead candidate, who normally will become the president upon election of the team.

Criteria for the candidates:

- a. Candidates must come from the General Assembly or need the written support of their own EFRS full member society.
- b. At least three members of the proposed team shall have been member of the General Assembly for at least one year.
- c. The fiveteam members have to come from five different EFRS full member societies in five different countries.

The candidate list shall be accompanied by:

- d. a specification of the allocation of the Board positions, with a statement of interest and a CV of each candidate;
- e. a strategic policy plan for the term of three years that is consistent with the agreed EFRS long term plan;
- f. a detailed action plan for the first year in office;

- g. a budget estimate for the whole term of three years;
- h. a budget proposal for the first year in office;
- i. proof of eligibility (criteria a and b of this article).

If no list is proposed or if none of the teams proposed is approved by the General Assembly, the General assembly is empowered to nominate and elect a Board during the meeting. The term of the new Board starts at the end of the AGM in which they are elected.

#### IV.2 Election of the committees

On nomination of the full member societies committee members will be elected from the General Assembly at the AGM. Each candidate shall be free from any relationship that, in the opinion of the General Assembly, would interfere with the exercise of his or her independent judgment as a member of these committees. Committee members cannot be candidate on the election lists for the Board.

#### IV.3 Voting (additional to art. 15 of the constitution)

Right to vote:

- a. Each EFRS full member society is entitled to one vote.
- b. Members of the Board do not have the right to vote
- c. **Members of the election committee do not have the right to vote during elections.**

#### Proposal to delete IV.3 c.

This phrase was copy/pasted from an example document. In practice it appeared that it is difficult to nominate members for this committee if they cannot vote during elections. In this case the society is forced to send both their GA-members to the AGM, which for financial or other reasons is not always possible.

The transitional Board proposes to delete IV.3 c.

Proportion of votes:

- d. Except for special cases, as laid down in the EFRS constitution, all decisions of the General Assembly shall be made with simple majority of valid votes.

Quorum:

- e. To be able to vote at least 50% of the full members shall be present in the meeting.
- f. In the event that this quorum is not achieved, a second General Assembly shall be convened with the same agenda at which the quorum requirements shall no longer apply.

Validity of votes:

- g. Abstentions and blank votes will not be counted as valid votes and will be deducted from the total number that defines the simple majority of votes (art. 15.2 of the constitution).

Procedure:

- h. Voting is to continue until a clear majority is reached: where simple majority of vote is not achieved in the first round of voting, the candidate or motion receiving least votes will be excluded and the process repeated, until the majority is reached.
- i. In Board elections the team that is elected by this process will be voted upon again to confirm approval by a simple majority of votes.
- j. All elections of persons shall be conducted by written ballot.
- k. The ballot notes and counting results will be open to inspection to every EFRS member.

Proxies (additional to art. 15 nr. 1 of the constitution):

- l. Voting by proxy will be accepted in the annual and statutory General Meetings subject to the following conditions:
  - the issue or object of the decision is known in advance and is not subject to change as far as its content is concerned at the time of the decision;
  - the proxy states the object and the limits of the same.

#### IV.4 Time table

- a. Every year in **January** the executive officer will send out a call for candidates for election in the next AGM.
- b. Before the **1<sup>st</sup> of June** nominations for the committees, candidate lists for the Board and all related documents must be submitted to the executive officer.
- c. If by the first of June no nominations or lists are presented the Board will undertake actions to have these submitted to the election committee before the first of July.
- d. After a check the documents will be forwarded to the election committee before the **1<sup>st</sup> of July**. In the situation as described under IV.4 c, this will be as soon as possible after this date.
- e. The election committee will assess all nominations for the committees, candidate lists and related documents and will return these to the executive officer before the **15<sup>th</sup> of August**.

- f. The executive officer will forward the nominations, candidate lists and related documents to all full member societies at least two months before the Annual General Meeting.

## **V. EFRS SPONSOR POLICY**

- a. EFRS activities cannot be dependent on or influenced by sponsors.
- b. In principal different sponsors should be found for each project although it would be possible to use one sponsor for different and separate projects.
- c. EFRS will avoid competition for funds with the member organisations who apply to national sponsors.
- d. The EFRS Board decides on the terms of cooperation with the Sponsor in a contract.
- e. Main Sponsors – three year sponsorship – will have an acknowledgement and logo on the EFRS web site.
- f. A Sponsor for a particular project will be acknowledged in publicity with regard to that project.
- g. The EFRS logo may only be used with agreement beforehand with EFRS.
- h. The EFRS name or logo may never be used in connection with commercial advertising for products



## Appendix

### DEFINITION OF A RADIOGRAPHER:

#### Radiographers:

- are responsible for the patients' physical and psychosocial well being, prior to, during and following examinations or therapy;
- take an active role in justification and optimisation of medical imaging and radiotherapeutic procedures.

**Diagnostic radiographers** are responsible to perform safe and accurate imaging examinations, using a wide range of sophisticated equipment and techniques. In most European countries these techniques not only include the traditional use of X-rays, but also:

- high frequency sound = Ultrasound
- strong magnetic fields = Magnetic Resonance Imaging (MRI)
- radioactive tracers = Nuclear Medicine

**Therapeutic radiographers** are responsible for the preparation and performance of safe and accurate high-energy radiation treatments, using a wide range of sophisticated equipment and techniques, such as:

- simulation with X-rays or magnetic fields, to target the area to be treated.
- computer planning to produce a plan of the dose distribution across the area to be treated, based on the simulation
- the production of individual immobilization or beam attenuation devices
- irradiation of the tumour with external beams, or with small radio-active sources placed on or in tumours (Brachytherapy)

	<b>Title registered by law</b>
Austria	Radiologietechnologin/Radiologietechnologe
Belgium	Medisch Beeldvormer (NL) Technologue en imagerie medicale (FR)
Croatia	Medical Radiology Engineer
Cyprus	Aktinografos diagnostikis (diagnostic radiographer) Aktinografos therapeias (therapy radiographer) Technologos aktinologos (radiologic technologist) qualified from TEI Athens combined course
Czech Republic	Radiologicky technik Radiologicky asistent
Denmark	Radiograf
Finland	Röntgenhoitaja Röntgenskotare
France	Manipulateur d'electroradiologie medicale
Germany	Medizinisch-technische Radiologieassistentin Medizinisch-technische Radiologieassistent
Greece	Technologos radiologias – aktinologias (TEI) X-ray machine worker
Iceland	Geislafræoingur
Italy	Tecnico sanitario di radiologia medica
Malta	Radiographer
Netherlands	Radiodiagnostisch laborant Radiotherapeutisch laborant Medische Beeldvormings- en Bestralingstherapeut (MBB to be registered shortly)
Norway	Radiograf
Portugal	Tehcnico de radiologia Tecnico de radiotherapia
Serbia	Radioloških tehničara Tehničara nuklearne medicine
Slovakia	Radiologicky asistent
Slovenia	Diplomirani radioloski inženir
Spain	Tecnico especialista de radiodiagnostico Tecnico especialista de radiotherapia
Sweden	Röntgensjukskoterska
United Kingdom	Radiographer