

INTERNAL RULES

of the European Federation of Radiographer Societies

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1 MEMBERSHIP

1.1 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.

1.2 Affiliate members

Affiliate membership is open to organisations/institutions that share the values and beliefs of EFRS, but due to the nature of their interest, composition, constitution, or geographical location fail to meet the criteria for full membership.

1.3 Associate members

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

1.4 Responsibilities

Each member organisation 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. actively engage in EFRS meetings, activities and projects;
- e. be willing to cooperate with other organisations;
- f. support the objectives of the EFRS within their own organisation;
- g. communicate ongoing EFRS activities and outputs with their members, staff and students;
- h. publish the activities of the EFRS in their journal and website.

1.5 Rights

1.5.1 Each full member society:

- a. has one vote in the General Assembly;
- b. has the right to appoint two representatives in the General Assembly;
- c. has the right to attend the Educational Wing Annual Meeting with one observer;
- d. has the right to nominate and elect candidates for EFRS financial and election committees and to nominate candidates for the expert committees, project- or working groups;
- e. receives all the EFRS information;
- f. has the opportunity to take part in all EFRS activities.

1.5.2 Each affiliate member organisation:

- a. has the right to attend the EFRS General Assembly with one observer;
- b. has the right to nominate candidates for the expert committees, project- or working groups;
- c. receives all the EFRS information;
- d. has the opportunity to take part in all EFRS activities.

1.5.3 Each associate member:

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

1.6 Criteria for membership

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

1.6.1 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 and/or radiotherapy;
- b. To have a non-profit status;
- c. To be self-governed, independent of governments, political parties, economic pressure groups and sponsors;
- d. To be legally founded;

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;

1.6.2 For affiliate membership:

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

1.6.3 For associate membership:

- a. To be registered as member of an EFRS full member society.

1.7 Procedure for application and admission

1.7.1 Full membership

Professional societies as described under Article 1.1 can apply for full membership of the EFRS by sending:

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

1.7.1.1 Admission of full members:

- a. The Board decides about membership of the applying organisation on a provisional basis until ratification by the general Assembly in the upcoming AGM.
- b. After having been provisionally accepted as a full member, the organisation is asked to send the nomination of its two representatives in the General Assembly.
- c. After payment of the membership fee for the remaining months of the running year the full member will be included in all EFRS mailings, will receive the logon codes for the web site member area and is invited to delegate two observers to the EFRS AGM and one observer to the EFRS EW annual meeting.
- d. Membership has to be agreed upon by more than two-thirds of the members of the General Assembly, present in the AGM or represented by proxy.
- e. Membership will formally be effective as from the first of January following the AGM.

1.7.2 Affiliate membership

Organisations/institutions as described under Article 1.2 and can apply for affiliate membership by sending:

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

1.7.2.1 Admission of affiliate members:

- a. The Board will decide about membership of the applying organisation/institution on a provisional basis until ratification in the upcoming AGM.
- b. Applications of educational institutions need the approval of the Educational Wing Management Team.
- c. After payment of the membership fee for the remaining months of the running year the affiliate member will be included in all EFRS mailings, will receive the logon codes for the web site member area and is invited to delegate one observer to the EFRS AGM and two observers to the EFRS EW annual meeting.
- d. Membership has to be agreed upon by more than two-thirds of the members of the General Assembly, present in the AGM or represented by proxy;
- e. Membership will formally be effective as from the 1st of January following the AGM.

1.8 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 1st 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 Constitution, Internal Rules or Code of Ethics, followed by an expulsion decision of the General Assembly.

2 INTERNAL ORGANISATION

2.1 General Assembly (GA)

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

The General Assembly:

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

The General Assembly is empowered to:

- a. plan the strategy and determine the policy of the EFRS;
- b. amend and vote the Internal Rules, documents, reports and proposals from the Board
- c. elect and dismiss the Board;
- d. nominate, elect and dismiss the members of the Financial and Election Committee;
- e. dissolve the EFRS (Constitution article 21).

2.1.1 Annual General Meeting (EFRS AGM) (in addition to article 13 of the constitution)

- a. The AGM is held on the 2nd Friday and Saturday of November annually.
- b. The draft agenda will be sent out for comments two months in advance (additional to Article 14.1 of the constitution).
- c. Additional agenda items may be added 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, however decisions on such items cannot be taken in the same meeting (additional to Article 14.1 of the constitution).

2.2 Educational Wing (EW)

All educational institutions **from the geographical region of Europe** will, after acceptance as affiliate member, automatically be part of the EFRS Educational Wing.

2.2.1 Mandate

The Educational Wing has a mandate from the General Assembly to focus on educational matters that are important for the realisation of the EFRS purpose and role as laid down in Article 2 of the Constitution and to develop and undertake activities that fit in and are complementary to the EFRS annual and long term activity plans.

2.2.2 Aim and objectives

The Educational Wing aims to promote and develop all levels of radiography education and research across Europe.

Objectives:

- a. To develop, advance and promote agreed educational standards for radiographer education in Europe;
- b. To develop, promote and evaluate European Qualifications Framework (EQF) benchmarking documents for radiographers at levels 6 and 7;

- c. To promote and facilitate evidence-based practice;
- d. To promote and facilitate radiographer-led academic and non-academic research;
- e. To promote patient-centred care, patient safety and radiation protection education;
- f. To facilitate communication between educators, students and all professionals involved in medical imaging, nuclear medicine and radiotherapy about European activities, policies, rules and funding possibilities in education and research;
- g. To encourage the development of lifelong learning opportunities including continuing professional development;
- h. To encourage and support active participation of radiographers in scientific meetings and congresses;
- i. To encourage and support the publication of radiographer-led academic and non-academic research in peer-review journals;
- j. To research, disseminate and publish materials and knowledge generated by the Educational Wing;
- k. To provide assistance to those institutions wishing to develop or enhance radiography programmes;
- l. To raise public awareness of radiation protection issues through education.
- m. To initiate and prepare bids in the field of education for funding from European agencies and be the lead in any resultant projects;

2.2.3 Organisation

- a. The EFRS board member in the MT chairs the on line meetings and the EW annual meeting.
- b. All organisational and financial EW matters are taken care of by the EFRS CEO.

2.2.3.1 Annual Meeting (EW AM):

- a. The EW AM is held in the first week of March annually.
- b. The draft agenda is sent out for comments at least one month in advance.
- c. Additional agenda items may be added 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, however decisions on such items cannot be taken in the same meeting.
- d. The EW AM may be combined with a seminar and a student session.

2.2.3.2 Management Team (EW MT)

- a. For the daily management the Educational Wing elects a Management Team (MT).
- b. The EW MT consists of the three persons elected by and from the EW member institution, an EFRS board member and the EFRS CEO.
- c. Elected members should preferably come from three different European countries with a good spread over Europe.
- d. The elected MT members hold a term in office of three years.

2.2.3.2.1 ORGANISATION

The EW MT:

- a. is charged with the daily management of the educational wing activities;
- b. is involved in all EFRS policies and projects with regard to radiographer education;
- c. meets monthly through internet;
- d. meets with the EFRS board in March (ECR) and November (EFRS AGM);

- e. continuously liaises with and reports to the EFRS Board through the delegated Board member and the CEO;
- f. reports about EW activities and achievements in the EW AM and the EFRS AGM;
- g. prepares the agenda of the EW AM and the content of the seminar and student session;
prepares the EW activity plan and budget proposal for approval in the EW AM
- h. designs and coordinates the biannual EFRS education survey and other surveys related to education.

2.3 Board

Board (additional to the Articles 7 – 12 of the constitution) is composed of:

- the president;
- the vice president;
- the treasurer;
- members.

Board members shall not be employed by any commercial companies and/or any sponsors

The Board 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 finances;
- c. convene the annual and extraordinary meetings of the General Assembly;
- d. establish and oversee committees, project- and working groups;
- e. contract staff or services as deemed necessary and within the approved budget;
- f. inform the member organisations about all developments and activities;
- g. establish and maintain contacts with relevant external organisations;
- h. delegate a member as member of the EW MT.

2.3.1. Specific responsibilities of the Board members

The President shall:

- a. chair the meetings of the General Assembly and the Board;
- b. implement and assess all actions of the Board;
- c. sign all documents and agreements on behalf of the-General Assembly, together with the CEO.

The Vice-President shall:

- a. represent, substitute and support the president;
- b. supervise the secretariat.

The Treasurer shall:

- a. manage the finances
- b. monitor the payment of the annual membership fees;
- c. draw up the interim financial report over the running year for the AGM;
- d. draw up and submit a budget proposal for the following corporate year.

The 2 members shall:

- a. monitor the EFRS committees, project- and/or working groups;

- b. support the other Board members in their specific tasks.

2.4 Staff

2.4.1 Staff members

- a. are selected and appointed by the Board.
- b. receive a remuneration that is agreed upon by the General Assembly as part of the budget planning cycle.
- c. shall not be employed by any commercial companies and/or any sponsors

2.4.2 Chief executive officer (CEO)

With a mandate and under the responsibility of the Board the CEO:

- a. supports the Board, committees and project groups in policy making and execution of their actions and tasks;
- b. is the central information and contact point of the Federation;
- c. organises the EFRS AGM and the EW AM and prepares the documents;
- d. drafts minutes and short reports of all meetings;
- e. carries out the election- and all other procedures;
- f. keeps the financial and member administration;
- g. keeps the on line archives;
- h. keeps and updates the EFRS web site and EFRS Radiography Research Network.
- i. signs all documents and agreements on behalf of the-General Assembly, together with the President.

2.5 Committees

2.5.1 Advisory Committee

- a. Consists of those members of the previous Board who agree to fulfil an advisory role in the next term;
- b. Will ensure the transfer of knowledge, information and activities to the new Board;
- c. Has a proactive and reactive advisory role;
- d. May represent or act on behalf of the EFRS by appointment by the EFRS Board;
- e. Membership of the Advisory Committee is limited to three years.

2.5.2 Finance Committee

The Finance Committee shall:

- a. consult with the president and treasurer on the EFRS annual budget cycle;
- b. review and audit the accounts and bookkeeping of the past corporate year;
- c. report their findings to the EFRS members before the first of July of the following year;
- d. if deemed necessary formulate specific recommendations to the Board about expense levels, revenue structures, fees and charges, adequacy of proposed funding levels of projects and adequacy of provision for reserves;
- e. act as scrutineers during the election of the election committee.

2.5.3 Election Committee:

The Election Committee shall:

- a. check if the candidate lists for the Board and nominations for the committees meet the criteria;
- b. 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;
- d. assess the execution of the election procedures by the Board and CEO;
- e. watch over the timetable as described in the timetable.

2.5.4 Expert Committees

2.5.4.1 Aim

The expert committees support the EFRS to fulfil its role as described in the EFRS constitution, Article 2 in the specific fields of the Radiography profession.

2.5.4.2 Expert committee members

- a. are nominated by the full and affiliate members and appointed by the Board;
- b. promote the visibility and involvement of their professional field within the EFRS;
- c. draft plans for the Board to add to the EFRS activity plans with regard their professional field;
- d. consult on and review EFRS or European documents related to their professional field;
- e. represent the EFRS in European meetings and congresses, if required;
- f. will be informed of all EFRS actions relating to their professional field;
- g. meet online with the Liaison person and the CEO.

2.5.4.3 Expert Liaison person

For each expert committee a liaison person is nominated by the full and affiliate members and appointed by the Board for their specific professional field to:

- a. lead the expert committee;
- b. be the central point of communication with the EFRS board;
- c. be the contact person for the EFRS member organisations;
- d. be involved in establishing and maintaining cooperation at board level with stakeholder and umbrella organisations at the European level and their radiographer committees;
- e. be the EFRS contact person for these organisations.

2.6 Language

The official language in the EFRS is English

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

3 FINANCES

3.1 Membership fee (additional to Article 5 of the constitution)

Each full or affiliated member organisation will pay an annual fee;

3.1.1 Fee calculation

- a. The amount of the annual fee depends of the approved budget;
- b. The budgets are automatically indexed with the Eurostat percentage for inflation;
- c. The fee is calculated for each member organisation separately with two factors:
 1. the Eurostat index for purchasing power in their country and
 2. for full members: their number of paid memberships per 31st December of the preceding year; (example: calculation for 2015, number of 31-12-2013)
for affiliate members in the educational wing: their number of first year students in the running academic year.
- d. For affiliate members outside the educational wing the Board will determine the fee;

3.1.2 Fee payment

- a. The fee shall be paid within 30 days of receiving the invoice;
- b. Organisations that fail to meet this deadline will be charged with a 20% penalty on top of the fee, unless reasons for non-payment are accepted by the board;
- c. Should an organisation fail to pay the annual fee within 60 days, without further notice, they lose their membership rights until payment is received;
- d. In special circumstances, the Board has the right to grant extension of time for payment or a fee reduction to organisations on a temporary basis. Such arrangements will be (anonymously) reported in the AGM.

3.2 Registration fee AGM and EW AM

- a. For the AGM a registration fee is charged to cover meeting costs.
- b. For the EW AM a registration fee may be charged to cover meeting costs.

3.3 Budget planning cycle

- a. The Board drafts a budget proposal for the coming year for approval in the AGM in November. The approved EW budget is added to the document.
- b. The EW MT drafts a budget proposal for the coming year for approval in the EW AM in March
- c. The EW has decided that the fee should stay at the same level and that therefore the budget can only be raised if more members join the EW.

3.4 Bookkeeping

- a. Income and expenses for the full and affiliate members in the EW are kept separate, as well as positive results.

3.5 Financial reports

- a. The annual finance report is written by the finance committee and sent out to the members, before the first of July, including the balance sheet and detailed information.
- b. Discussion and approval of the report is on the agenda of the AGM in November.
- c. The Board and the EW MT provide interim reports respectively at the AGM and EW AM.

3.6 Remunerations and reimbursements

- a. Board, EW MT, liaison persons, committee and working group members do not receive remuneration for man hours, if there is no external funding.
- b. The remuneration of the staff is included in the budget planning cycle and needs approval of the General Assembly,
- c. Within the budget limits the Board can decide to hire external paid manpower for specific activities.
- d. Expenses for the EW MT to attend the AGM and EW AM are paid from the EW travel budget, unless they also represent their educational institution in the meeting.
- e. Expenses for EFRS representation with European organisations is paid from the representation budget.
- f. If EFRS representatives are invited to present the EFRS at national congresses or seminars all expenses have to be borne by the inviting organisation.
- g. For the participants of the AGM and the EW AM all travel, subsistence and accommodation cost will be borne by the delegating organisations.

4 ELECTIONS

4.1 Election of the Board

The 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.

In addition to the five members of the Board, one non-participating board member will also be elected who will be called up to the Board should any Board members resign during their term of office.

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 a full member society and need the written support of their society;
- b. At least two members of the proposed team shall have been member of the General Assembly for at least one year;
- c. The five team members have to come from five different full member societies in five different countries.
- d. Candidates shall not be employed by any commercial companies and/or any sponsors.
- e. The candidate deputy should also meet the criteria listed above and would preferably not come from the countries of the candidates for election.

The candidate list shall be accompanied by:

- f. a specification of the allocation of the Board positions, with a statement of interest and a curriculum vitae (CV) of each candidate;
- g. a strategic policy plan for the term of three years that is consistent with the agreed EFRS long-term strategic plan;
- h. a detailed action plan for the first year in office;
- i. a budget estimate for the whole term of three years;

- j. a budget proposal for the first year in office;
- k. proof of eligibility (as stated above).

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.

4.2 Election of the Finance and Election 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.

4.2.1 Finance Committee

- a. At each AGM two persons will be elected from the General Assembly as members of the Finance Committee.
- b. The Finance Committee is elected for one corporate year.

4.2.2 Election Committee

- a. At each AGM in the year prior to the Board elections three persons are elected from the General Assembly as members of the Election committee.
- b. The Election committee is elected for three corporate years.

4.3 Election of the EW MT

- a. The EW member institutions receive a call for nominations of academic staff 6 months before the EW AM.
- b. Nominations are submitted with a CV of the candidates.
- c. If there are more nominations than vacancies, names and CV's are distributed to the EW members and election will take place in the EW AM.
- d. If the number of candidates equals the number of vacancies the MT members are appointed by the EW members in the annual meeting.
- e. If no, or not enough, nominations are submitted it is the responsibility of the educational wing to find a solution.
- f. To guarantee continuity of experience elections will be organised with an overlap of one person in the next term.

4.4 Voting procedure for the EFRS General Assembly (additional to Article 15 of the Constitution)

4.4.1 Right to vote:

- a. Each full member society is entitled to one vote.
- b. Members of the Board do not have the right to vote.

4.4.2 Proportion of votes:

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

4.4.3 Quorum:

- a. To be able to vote at least 50% of the full members shall be present in the meeting;
- b. 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.

4.4.4 Validity of votes:

- a. Blank votes will not be counted as valid votes and will be deducted from the total number that defines the simple majority of votes (Article 15.2 of the Constitution).

4.4.5 Procedure:

- a. 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.
- b. 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.
- c. All elections of persons shall be conducted by written ballot.
- d. The ballot notes and counting results will be open to inspection to every full member.

4.4.6 Proxies (additional to Article 15.1 of the Constitution):

- a. 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.

4.5 Timetable for elections in the AGM

- a. Every year in January the CEO will send out a call for candidates for election in the next AGM.
- b. Before the 1st of June nominations for the committees, candidate lists for the Board and all related documents must be submitted to the CEO.
- 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 1st of July.
- d. After a check the documents will be forwarded to the election committee before the 1st of July. In the situation as described under III.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 15th 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 AGM.

EFRS SPONSOR POLICY

- a. EFRS activities cannot be dependent on or influenced by sponsors.
- b. In principle 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.

Appendix

* In the EFRS AGM 2013 the General Assembly decided to define the **European Region** as it is applied by the World Health Organisation (WHO).

Albania	Greece	Romania
Andorra	Hungary	Russian Federation
Armenia	Iceland	San Marino
Austria	Ireland	Serbia
Azerbaijan	Israel	Slovakia
Belarus	Italy	Slovenia
Belgium	Kazakhstan	Spain
Bosnia and Herzegovina	Kyrgyzstan	Sweden
Bulgaria	Latvia	Switzerland
Croatia	Lithuania	Tajikistan
Cyprus	Luxembourg	The former Yugoslav Republic of Macedonia
Czech Republic	Malta	Turkey
Denmark	Monaco	Turkmenistan
Estonia	Montenegro	Ukraine
Finland	Netherlands	United Kingdom of Great Britain and Northern Ireland
France	Norway	Uzbekistan
Georgia	Poland	
Germany	Portugal	
	Republic of Moldova	