

Bylaws of the International Organization for Medical Physics (IOMP)

The following amended Bylaws were approved at the Council meeting of the IOMP during WC2015, on the 9 June 2015, at Toronto, Canada

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Sections 1-13 have the same headings as the Sections as the Statues but sections 14 and 15 have no equivalent in the Statutes

Section

1

Aims and Functions of the Organization

There are no Bylaws under this heading

2

Membership

- 2.1 Information requested of countries that wish to become members of the IOMP:
 - 2.1.1 Name of organization.
 - 2.1.2 List of present officers with their email addresses, and the postal addresses of President, Secretary and Treasurer.
 - 2.1.3 Brief history of the organization, year founded etc.
 - 2.1.4 Copy of Statutes, Bylaws and Rules or equivalent.
 - 2.1.5 Categories of membership and approximate percentage of members in each category, together with total membership.
 - 2.1.6 Names and addresses of other organizations in the country that have medical physicists as an important part of their membership.
 - 2.1.7 Affiliations of the organization with other national or international organizations, listing names and addresses.
 - 2.1.8 Whether the organization publishes a bulletin or newsletter, with sample copies if possible.
 - 2.1.9 Such other information as the President and Secretary General consider relevant.
- 2.2 Each National Organisation member of the IOMP shall make available, on request, to the Secretary General of IOMP the same information, reports, and correspondence as normally distributed to full members of the association, at no charge to IOMP.
- 2.3 Corporate members will normally receive all information sent to national and regional organisation members. Privileges are specified in Appendix 4.
- 2.4 Regional Organization
 - 2.4.1 Any group, normally of four or more member national organizations, may apply to Council to become a Regional Organization of IOMP.
 - 2.4.2 Regional Organizations that wish to join IOMP shall supply the following information:
 - Same as 2.1.1 – 2.1.4 and 2.1.9 above
 - 2.4.3 Regional Organization may include countries which do not have established medical physics societies and/or which are not themselves members of the IOMP. However, Regional Organizations should encourage all their national member organizations to be members of IOMP.
 - 2.4.4 The Statutes and Bylaws of Regional Organizations shall not conflict with those of the IOMP.
- 2.5 Affiliate Member
 - 2.5.1 Affiliate International Organisation

- 2.5.1.1 An international organisation whose field of activity is within the scope of the IOMP and which seeks for closer cooperation may apply for IOMP membership as an Affiliate Member.
- 2.5.1.2 The application of an international organization as an Affiliate Member requires a joint document of cooperation (e.g. Memorandum of Understanding).
- 2.5.1.3 Affiliated Members are expected to foster the aims of the IOMP.
- 2.5.1.4 Affiliated Members have the right to attend and speak at Council meetings, and are encouraged to contribute to the activities of IOMP Committees.
- 2.5.1.5 Affiliated Members have no rights of voting and are not required to pay fees.
- 2.5.2 Affiliate National Organization
 - 2.5.2.1 A national organization whose field of activity is within medical physics, which does not qualify as full member, and which seeks for closer cooperation may apply for IOMP membership as an Affiliate Member for up to 5 years.
 - 2.5.2.2 The application of a national organization as an Affiliate Member requires a submission of relevant documents to ExCom (as those for a full member). These should have the support of the relevant Regional Organisation.
 - 2.5.2.3 Affiliated Members are expected to foster the aims of the IOMP.
 - 2.5.2.4 Affiliated Members have the rights to attend and speak at Council meetings and Committee meetings; but not hold office.
 - 2.5.2.5 Affiliated Members have no rights of voting
- 2.5.3 Dues of Affiliated Members are comparable to those of full members, but decided on individual basis by the ExCom and approved by the Council
- 2.5.4 Events organized by an Affiliate National Organization may be endorsed, but not sponsored by IOMP

3 Membership Dues

- 3.1 Membership dues are payable on an annual basis. Dues for national organizations will be on a sliding scale based on UN determinations of per capita income, the exact formula being specified by the Finance Committee and approved by Council.
- 3.2 National member organizations who have difficulty in remitting dues to IOMP may be allowed to set up a special fund in their own country for the following purposes:
- 3.2.1 To organize a conference in their own country with free participation from other member countries, i.e., a regional group meeting held under IOMP auspices and publicized through that body.
- 3.2.2 To pay local expenses of visiting lecturers or experts to further medical physics in that country. The fund need not be disbursed each year but a special IOMP account must be set up, with details submitted to the Secretary-General and reported to Council every three years.
- 3.3 In those countries having more than one medical physics group, IOMP dues shall not be assessed twice for the same individual. The National Committee for Medical Physics shall determine the number of such individuals.
- 3.4 Membership dues of national organisations will be based on the number of working medical physicists in the organization. The following members should not be included in this assessment:
- Members residing outside the country (corresponding members).
 - Junior, Honorary, Emeritus and institutional members.
- The number of members on which the assessment is based will be the number on record at the end of the previous year.
- 3.5 Regional Organizations shall pay an annual dues only with respect to those individual members who belong to IOMP via that group.
- 3.6 Countries that are more than one year in arrears for annual dues and have not applied for reduced fees or waiver of dues as specified in Statute 3.2 or 3.2 above should be listed as “Inactive Members” until they reactivate their membership.
- 3.6.1 Inactive Members cannot receive financial support for any program.
- 3.6.2 If inactive national organizations wish to be reinstated to full Membership, they must supply the updated society information for the current year and pay any unpaid dues for up to maximum of three at the rate specified in the current Dues Scheme for that country. The Executive Committee have the discretion to reduce the number of years of unpaid dues which are required to be paid.
- 3.6.3 The Council may remove an NMO if the NMO has been inactive and not functioning for more than three consecutive years. An organization is not functioning if all reasonable steps taken by ExCom to contact the organisation have been unsuccessful and/or if there are no current officers, elected as required by the Constitution of the Organization.

- 3.6.4 All membership of IOMP is at the discretion of Council and in exceptional circumstances Council may withdraw membership. If ExCom considers the situation merits withdrawal then it must present a detailed case in writing to Council and any parties affected or involved must have the opportunity to submit comments to Council at the same time. Council will then consider the proposal.

4 Council

- 4.1 The Secretary-General shall prepare, in consultation with the other Officers of the Council a draft Agenda and circulate it three months prior to each physical Council meeting and one month prior to each virtual Council meeting. The accounts, budget and other major documents shall be circulated well in advance.
- 4.2 The following shall normally be considered by Council on an annual basis:
- Approval of annual accounts.
 - Ratification of annual budget.
 - Receive reports of Officers and Chairs.
- The following shall be considered by Council at least once every three years:
- Annual dues (formula and actual amount).
 - List of inactive national organizations.
 - List of individuals with designated responsibilities.
- 4.3 Virtual meetings will be conducted much the same as a physical meeting of the Council. A voting period shall be declared, usually for at least one week, following the discussion period, normally of two weeks. A reminder shall be sent to all voting members a few days before the end of the voting period. The Secretary-General shall determine if a quorum has participated, based on those voting.
The Secretary-General shall report the results of any vote within seven days of the end of the voting period.

5 Officers

- 5.1 **President**
- 5.1.1 The President shall call to the attention of the Organization any matter that affects its interests.
- 5.1.2 The President shall take action in accordance with the recommendations of the Council and shall report at each Council meeting. All matters of major policy shall have prior approval of the Executive Committee.
- 5.1.3 The President shall be a non voting member of all committees except ExCom and Nominating Committee where the President is a voting member.
- 5.2 **Vice President**
- 5.2.1 The Vice President shall preside at any meeting of the Council, the Executive Committee and General Assemblies from which the President is absent.
- 5.2.2 Should the office of President be vacated for any reason, the Vice President shall become President for the remainder of the term of office.
- 5.2.3 The Vice-President shall be a non voting member of all committees except the Executive Committee and Nominating Committee where the Vice-President is a voting member
- 5.3 **Secretary General**

- 5.3.1 The Secretary General shall be responsible for generating Agendas and keeping Minutes of all meetings, real and virtual, of the Executive Committee, the Council and the General Assembly.
- 5.3.2 The Secretary General shall keep in permanent form a correct record of all the transactions of the Organization, the Council and the Executive Committee.
- 5.3.3 The Secretary General shall be responsible for all correspondence of the Organization to the members regarding meetings, amendments, and membership status and like matters as specified in the Statues and Bylaws.
- 5.3.4 In the event that the offices of President and Vice President both should become vacated for any reason; the Secretary General shall call a meeting of the Council for the purpose of electing a President.
- 5.3.5 It shall be the duty of the Secretary General to ensure that appropriate communication is maintained with all members and with all other relevant organizations.
- 5.4 **Treasurer**
- 5.4.1 The Treasurer shall Chair the Finance Subcommittee and shall be responsible for the financial records of the Organization and accountable for all funds that may accrue to the Organization.
- 5.4.2 The Treasurer shall disburse such funds as may be necessary to meet the appropriations and expenses of the Organization, in accordance with the financial regulations and procedures
- 5.4.3 The Treasurer shall present a financial report to the annual Council meeting.
- 5.4.4 The Treasurer shall prepare an annual budget for approval by ExCom and ratification by Council.
The Treasurer shall certify the adequacy of the dues structure.
- 5.5 **Immediate Past President**
- 5.5.1 The Immediate Past President is an Officer and shall be a voting member of ExCom, Council and General Assemblies.
- 5.5.2 The Immediate Past President is a member of the Nominating Committee
- 5.5.3 The Immediate Past President shall preside at all Executive and Council meetings and General Assemblies from which both the President and the Vice President are absent.

6 Executive Committee

The charge and organisation of the Executive Committee are set out in Appendix 1.

7. Committees

The membership, charge and organization of individual Committees established by Council are set out in Appendix 1.

- 7.1 Whilst it is for Council to elect chairs, the Nominating Committee, when putting forward nominations, should take into account the following:
- the desirability of a regional balance
 - the desirability of chairs having served as a member of the Committee to which they are being appointed as chair.
- as well as the personal suitability of the nominees.
The Nominating Committee shall consult with current chairs when considering the nomination of new chairs.
- 7.2 The majority of the members of a committee or subcommittee must be members of IOMP.

- 7.3 Chairs may serve a maximum of two terms as chair and members, including the chair, a maximum of three terms.
- 7.4 Chairs shall nominate to the Executive Committee members of their committees after consulting with the Vice-president or President, as appropriate, and these must be approved by the Executive Committee prior to appointment by the Chair. Chairs shall take into account the desirability of a regional balance amongst the membership.
- 7.5 Chairs and members will normally be appointed for a three year period but appointment may be made during a period and then appointments are until the end of the period.
- 7.6 Vice-chairs and secretaries, unless ex-officio, are appointed by the Chair after approval by the Committee.
- 7.7 Any Subcommittees of a Committee may only be established by the Executive Committee and the chair, membership and charge notified to Council.
- 7.8 Task Groups may be formed by a committee with a membership and charge approved by the chair of the committee or subcommittee.

8 Individuals with Designated Responsibilities

- 8.1 Role and duties of ‘Individuals with Designated Responsibilities’ to be agreed by the Executive Committee.
- 8.2 Appointments normally for one period, re-appointment for a maximum of one further period.
- 8.3 The appointee to be notified of his or her appointment by the Secretary-General and informed of his or her role, duties and responsibilities.
- 8.4 Individuals with Designated Responsibilities to prepare an Annual Report to the Executive Committee and a report to Council for the first Council meeting at the World Congress.

9 Administration

There are no Bylaws under this heading.

10 Finance

- 10.1 The IOMP may operate such bank accounts as are necessary for the efficient management of its finances, as detailed in the Financial Procedures, and the Treasurer shall report the operating basis and the authorised signatories of such accounts to the Council. Mandates for opening of the accounts must be approved by the Executive Committee.
- 10.2 The IOMP’s financial year shall be the calendar year.
- 10.3 The approval of contracts shall be in accordance with limits laid down in the Financial Procedures.

- 10.4 The Treasurer shall ensure compliance with all relevant tax and other legal requirements of the country where the bank accounts are based.
- 10.5 Members of the Executive Committee are required to declare promptly and in writing any financial or other relevant interests which may influence their decisions. The Secretary-General will maintain a schedule of these disclosed interests.
- 10.6 The following Procedure Documents to be prepared and approved by the Executive Committee and notified to Council:
- Bank accounts
 - Investments
 - Budgets
 - Payments
 - Financial Monitoring
 - Contracts

11

General Assembly

There are no Bylaws under this heading

12

Modification of Statutes

There are no Bylaws under this heading

13

Dissolution

There are no Bylaws under this heading.

14

International and Regional Conferences

- 14.1 There will a single series of international conferences on medical physics called 'The International Conferences on Medical Physics' (ICMPs), but divided in two classes:
Those incorporated as part of the triennial series of 'World Congresses of Medical Physics and Biomedical Engineering' (WCs) organised jointly with IFMBE through IUPESM.
Triennial 'International Conferences on Medical Physics' arranged approximately half-way between the WCs.
- 14.2 It will be the policy of IOMP to lend as seed money, if requested, an amount as may be agreed to the organizing committee for each IOMP International Conference. It is expected that this money will be repaid in full without interest if the conference is a financial success. If the conference is not a financial success and loses money it is expected that part or all of this loan will be cancelled.

- 14.3 'World Congresses on Medical Physics and Biomedical Engineering '. Guidelines to be prepared by the Executive Committee specifying:
- minimum financial arrangements, including profit share
 - involvement in the scientific programme
 - facilities to be provided free of charge.

The IOMP to have no financial responsibility in the event of the WC making a loss.

The IOMP representatives on the Congress Coordinating Committee of the IUPESM must ensure the guidelines are adhered and incorporated in any contract. Any deviation to be authorised by Executive Committee.

- 14.4 'International Conferences on Medical Physics'. A document on these to be prepared and approved by Council. The document to include:
- Objectives
 - Criteria and procedure for selection of host organisation
 - Financial arrangements, including profit share
 - Involvement in the scientific programme
 - Facilities to be provided free of charge.

- 14.5 Sponsored and Endorsed Conferences or Meetings. The IOMP will consider supporting conference organised by national or regional medical physics organisations or by appropriate international bodies. Support will either involve: Endorsement. No financial involvement
or
Sponsorship. A financial grant will be made.

A policy and procedure document shall be prepared and approved by Council covering:

- Criteria for endorsement or sponsorship.
- Requirements for IOMP endorsement or sponsorship.
- Procedures.

- 14.6 IOMP will publish at cost the abstracts to the International Conferences on Medical Physics in the IOMP Journal Medical Physics International.

15 Data Protection

- 15.1 National laws on data protection will be respected.

- 15.2 All personal information collected will be treated in confidence and for internal IOMP use only, except where the individual has authorized that it may be made available on the website or for other specified purposes.

IOMP Bylaws: Appendices 1 - 4

Appendix 1. Committees

1 Executive Committee

1.1 Finance Subcommittee

2 Science

3 Education and Training

4 Professional Relations

5 Publications

5.1 History Subcommittee

6 Nominating

7 Rules

8 Awards and Honors

9 International Commission for Medical Physics

10 Medical Physics World Board

11 Regional Coordination Board

A1.1 EXECUTIVE COMMITTEE	
1 Name (Abbreviation):	The Executive Committee (ExCom).
2. Reports To:	Council
3 Membership.	The President, Vice-President, Immediate Past President, the Secretary General, Treasurer, all Committee Chairs and the Chair of the Medical Physics World Board. The Executive Committee may invite individuals as non-voting Observers to its meetings.
4 Chair, Vice-Chair, Secretary	<p>4.1 Chair: The President.</p> <p>4.2 Vice-Chair: Vice-President</p> <p>4.3 Secretary: Secretary-General</p>
5 Charge	<p>5.1 To implement the decisions of the Council</p> <p>5.2 To perform the operational business of the Organization</p> <p>5.3 To propose to Council strategies and policies to take forward the objectives of the IOMP.</p> <p>5.4 To approve the annual budget proposed by the Finance Committee</p> <p>The Executive Committee is empowered to act on behalf of the Council where prompt action is deemed necessary in its judgment. Such actions shall be reported by mail or e-mail to all Council members.</p> <p>The Executive Committee may delegate responsibility for specified administrative and financial matters to Officers.</p>
6 Subcommittees and Task Groups	Finance Subcommittee See A.1.1
7 Meetings, Procedures and Other Matters	There will normally be two physical meeting at each World Congress and, if possible, one at the intermediate ICMP, and virtual meetings will be convened on a periodic basis.

A1.1.1 Finance Subcommittee	
1 Name (Abbreviation):	Finance Subcommittee (FSC)
2 Reports To:	Executive Committee
3 Membership:	The Finance Subcommittee shall consist of the Treasurer, the Secretary General and at least three members who are not members of EXCOM Ex-Officio: President and Vice-President
4 Chair, Vice-Chair, Secretary	<p>4.1 Chair. The Treasurer</p> <p>4.2 Vice-Chair. Approved by the Committee and appointed by the Chair</p> <p>4.3 Secretary. Approved by the Committee and appointed by the Chair</p>
5 Charge	<p>5.1 To advise ExCom on all the monetary affairs of the Organization.</p> <p>5.2 To prepare the annual budget for approval by ExCom.</p> <p>5.3 To prepare financial procedures as set out in the Bylaws for approval by ExCom.</p> <p>5.4 To prepare any other guidelines concerning the Organization's income and expenditure.</p> <p>5.5 To formulate and keep under review a dues structure for the national organizations in accord with the structure specified in the Bylaws. Recommend to ExCom the actual dues to be paid by the various categories of member.</p> <p>5.6 To prepare and recommend the overall financial plans for the Organization</p>
6 Subcommittees and Task Group	
7 Meetings, Procedures and Other Matters	The FC will normally work by e-mail. There will be one physical meeting, if required, at each World Congress. Virtual meetings will be convened on a periodic basis.

A1. 2 Science Committee
1 Name (Abbreviation): Science Committee (SC)
2 Reports To: Council, normally through ExCom.
<p>3 Membership: The SC will consist of internationally recognised scientists but ensuring both a regional and a speciality balance. Particular consideration to be given to including representatives from the corresponding committees of Regional Organizations.</p> <p>Ex-Officio: President and Vice-President</p>
<p>4 Chair, Vice-Chair, Secretary</p> <p>4.1 Chair: Elected by Council</p> <p>4.2 Vice-Chair. Approved by the Committee and appointed by the Chair</p> <p>4.3 Secretary. Approved by the Committee and appointed by the Chair</p>
<p>5 Charge</p> <p>5.1. To improve medical physics worldwide by disseminating systematized knowledge derived from observation, study and experimentation.</p> <p>5.2. To promote research to determine the nature or principles of physics in medicine and put such information in a useful form for all countries but especially for developing countries.</p> <p>5.3. To explore frontier areas in physics and biology and their impact on the principles of physics in medicine, emphasizing research within academic physics, in order to promote international cooperation in addressing the science needs of medical physics including participation in the scientific programs of national organizations.</p> <p>5.4. To identify the need for international scientific symposia, research meetings, regional meetings and/or research workshops and assist with the organization, funding and arrangements of these ventures.</p> <p>5.5 To consider applications from national and regional organisations for sponsoring or endorsing meetings. Applications to be considered in accordance with the document '<i>IOMP policy on Scientific, Educational and Professional Meetings</i>'.</p> <p>5.6. To work on any and all alternative mechanisms that will promote international cooperation in addressing the science needs of medical physics, including participation in the scientific programs of other organizations.</p> <p>5.7. To foster scientific publications in IOMP official journals, whenever appropriate.</p> <p>5.8. To consider requests for review, comment or endorsement of documents in accordance with the policy and procedure document '<i>Documents Submitted to IOMP by External Organisations for Review, Comment or Endorsement</i>'.</p>
6 Subcommittees and Task Groups
<p>7 Meetings, Procedures and Other Matters</p> <p>The SC will normally work by e-mail. There will be one or two physical meetings at each World Congress, and virtual meetings will be convened on a periodic basis, depending on the needs of the SC.</p>

A1.3 Education and Training Committee
1 Name (Abbreviation): Education and Training Committee (ETC)
2 Reports To: Council, normally through ExCom.
<p>3 Membership: The ETC will consist of internationally recognised experts but ensuring a regional balance. Particular consideration to be given to including representatives from the corresponding committees of Regional Organizations.</p> <p>Ex-Officio: President and Vice-President</p>
<p>4 Chair, Vice-Chair, Secretary 4.1 Chair: Elected by Council 4.2 Vice-Chair. Approved by the Committee and appointed by the Chair 4.3 Secretary. Approved by the Committee and appointed by the Chair.</p>
<p>5 Charge 5.1. To improve medical physics worldwide by disseminating systemized knowledge through education and training of medical physicists especially in developing countries. 5.2. To advance the practice of physics in medicine by fostering the education, training and professional development of medical physicists, and by promoting highest quality medical services for patients worldwide. 5.3 To promote internationally sponsored education and training programs sponsored or endorsed by IOMP, National Member Organizations and Regional Organizations 5.4 To identify the need for international education and training activities, prioritizes and assesses the applications, and recommends to the IOMP EXCOM the method of support. The ETC can also assist with the organization of the event and suggest suitable changes in the curriculum and faculty of the activity. 5.5 To consider applications from national and regional organisations for sponsoring or endorsing meetings. Applications to be considered in accordance with the document '<i>IOMP policy on Scientific, Educational and Professional Meetings</i>'. 5.6. To consider requests for review, comment or endorsement of documents in accordance with the policy and procedure document '<i>Documents Submitted to IOMP by External Organisations for Review, Comment or Endorsement</i>'. 5.7. To work on evaluation and promotion of medical physics education and training programs and on any alternative mechanisms supporting international cooperation addressing the education/training needs of medical physicists. 5.8 To stimulate the foundation of regional centres for education and training in collaboration with IAEA, WHO and other agencies. 5.9 To compile and update listings of medical physics educational opportunities worldwide for posting on the IOMP web page. 5.10 To support and collaborate with the education and training committees of Regional Organizations on matters relating to education and training, including development of training materials and training methodology.</p>
6 Subcommittees and Task Groups .
<p>7 Meetings, Procedures and Other Matters The ETC will normally work by e-mail. There will be one or two physical meetings at each World Congress, and virtual meetings will be convened on a periodic basis, depending on the needs of the ETC.</p>

A1. 4 Professional Relations Committee
1 Name (Abbreviation): Professional Relations Committee (PRC)
2 Reports To: Council, normally through ExCom.
<p>3 Membership: The PRC will consist of recognised experts but ensuring a regional balance. Particular consideration to be given to including representatives from the corresponding committees of Regional Organizations.</p> <p>Ex-Officio: The coordinators of the Equipment Donation and Library Programs, the President and the Vice-President.</p>
<p>4 Chair, Vice-Chair, Secretary</p> <p>4.1 Chair: Elected by Council</p> <p>4.2 Vice-Chair. Approved by the Committee and appointed by the Chair</p> <p>4.3 Secretary. Approved by the Committee and appointed by the Chair</p>
<p>5 Charge</p> <p>5.1 To promote and support international cooperation on continued improvement in the status of the medical physics profession worldwide.</p> <p>5.2 To advice on and promote the standards of practice in medical physics and professional conduct.</p> <p>5.3 To identify the need for international professional relations and professional standards development through symposia, regional meetings or workshops, and assist with the funding and organization of these ventures</p> <p>5.4 To assist regional or national medical physics organizations to prepare IOMP sponsorship proposals for “professional relations” meetings.</p> <p>5.5 To consider applications from national and regional organisations for sponsoring or endorsing meetings. Applications to be considered in accordance with the document <i>‘IOMP policy on Scientific, Educational and Professional Meetings’</i>.</p> <p>5.6. To consider requests for review, comment or endorsement of documents in accordance with the policy and procedure document <i>‘Documents Submitted to IOMP by External Organisations for Review, Comment or Endorsement’</i>.</p> <p>5.7 To manage the IOMP travel support program, this is to support delegates from developing countries to attend ICMP’s.</p> <p>5.8 To prepare or provide support to develop where appropriate, policy statements, professional recommendations, codes of professional practice, and to establish or help to establish expert groups to address specific national, regional, or worldwide professional issues when needed.</p> <p>5.9 To manage the Used Equipment Donation Program</p> <p>5.10 To manage, in conjunction with the AAPM, the joint IOMP-AAPM Library Program.</p>
6 Subcommittees and Task Groups
<p>7 Meetings, Procedures and Other Matters</p> <p>The PRC will normally work by e-mail. There will be one or two physical meetings at each World Congress, and virtual meetings will be convened on a periodic basis, depending on the needs of the PRC.</p>

A1. 5 Publications Committee
1 Name (Abbreviation): Publications Committee (PC)
2 Reports To: Council, normally through ExCom.
<p>3 Membership: The PC will consist of internationally recognised experts but ensuring a regional balance. Particular consideration to be given to including representatives from the corresponding committees of Regional Organizations.</p> <p>Ex-Officio: The editors (or their nominees) of the official IOMP Journals, the Editor of the <i>Medical Physics World</i>, the President and the Vice-President.</p>
<p>4 Chair, Vice-Chair, Secretary</p> <p>4.1 Chair: Elected by Council</p> <p>4.2 Vice-Chair. Approved by the Committee and appointed by the Chair</p> <p>4.3 Secretary. Approved by the Committee and appointed by the Chair</p>
<p>5 Charge</p> <p>5.1 To improve medical physics worldwide by providing or supporting appropriate publications or knowledge generated as a result of research, education and professional programs of the organization. The focus of the Committee includes both printed and electronic documents.</p> <p>5.2 To manage the operation of <i>Medical Physics World</i>.</p> <p>5.3 To oversee the publication agreements with publishers of the official IOMP journals.</p> <p>5.3 To make nominations of editorial board members and other such appointments as necessary to the IOMP Executive Committee.</p> <p>5.4 To identify the need for international scientific, research and professional publications through consultation and cooperation with other committees and task groups of the Organization.</p> <p>5.5 To assist Regional and National Organizations of medical physics to prepare proposals for publication of new materials in traditional or new formats as necessary to extend the international medical physics knowledge base.</p>
<p>6 Subcommittees and Task Groups</p> <p>History Subcommittee - see A1.5.1</p>
<p>7 Meetings, Procedures and Other Matters</p> <p>The PC will normally work by e-mail. There will be one or two physical meetings at each World Congress, and virtual meetings will be convened on a periodic basis, depending on the needs of the PC.</p>

A1.5.1 History Subcommittee	
1	Name (Abbreviation): History Subcommittee
2	Reports To: PC and through PC to ExCom.
3	Membership: Up to five members with an interest in the history of medical physics Ex-Officio: President and Vice-President.
4	Chair, Vice-Chair, Secretary 4.1 Chair: Approved by ExCom and appointed by the President. 4.2 Vice-Chair. Approved by the Committee and appointed by the Chair 4.3 Secretary. Approved by the Committee and appointed by the Chair
5	Charge 5.1 To recognize the IOMP members who have made major contribution(s) to the IOMP. 5.2 To acknowledge the contributions of EXCOM (P, VP, PP, S-G, Treasurer) 5.3 To acknowledge the contributions of Committee Chairs 5.4 To acknowledge the contributions of Editors of MPW 5.5 To acknowledge the contributions of Curator, International Library Program 5.6 To digitally archive photographs from the past and present WCs, ICMPs, ISEPs, Workshops, Endorsed or Sponsored Courses, etc. 5.7 To interview prominent current and past members. 5.8 To digitally archive interviews.
6	Subcommittees
7	Meetings, Procedures and Other Matters The HSC will normally work by e-mail. There will be, if required, one or two physical meetings at each World Congress, and virtual meetings will be convened on a periodic basis, depending on the HSC needs.

A1. 6 Nominating Committee
1 Name (Abbreviation): Nominating Committee (NC)
2 Reports To: Council , normally through ExCom.
3 Membership: The Nominating Committee (NC) shall consist of the President and Vice-President of the Organization and representatives from all Regions.
4 Chair, Vice-Chair, Secretary 4.1 Chair. The Vice-President 4.2 Vice-Chair. The President 4.3 Secretary. The Secretary-General
5 Charge 5.1. Election of Officers and Chairs. 5.1.1 The purpose of the NC is not to inhibit the Council’s choice of Officers but to oversee the process and provide guidance. Also to ensure that suitable nominations are made by individuals or national bodies or by the NC itself, that those nominated are willing to stand and, if too many nominations should be made, to act as a preliminary filter. 5.1.2 The NC to considers the all posts to be filled and may make nominations for some or all the posts (including those posts where the existing post holder is eligible for re-election) prior to the general invitation to national and regional organisations being sent out. 5.1.3 In making nominations of chairs the NC must consult with the current chairs. 5.1.4 After the closing date for nominations the NC may make additional nominations or co-nominate nominations received. 5.1.5 When considering nominations and when guiding Council the NC must take into account the following: <ul style="list-style-type: none"> • the desirability of a regional balance • the desirability of chairs having served as a member of the Committee to which they are being appointed as chair. as well as the individual merits of the nominees. All nominees should be known internationally for their distinction in the field, for their organizing ability, and for their ability to serve as Officers or chairs their respective terms of office. 5.2 IUPESM Council. The role of the NC is to oversee the IOMP aspects of the IUPESM procedure for electing the At-Large Ordinary Members of the IUPESM Council. All procedures and nominations are to be made in accordance with the Bylaws of the IUPESM. Nominations are to be invited from national and regional bodies. The Committee may make nominations either prior to or after nominations have been received from national or regional organizations. It may also co-nominate any nomination received. If no nominations are made by the national or regional organisations then the NC shall make the required number of nominations.
6 Subcommittees
7 Meetings, Procedures and Other Matters The business of the NC is normally carried out by email.

A1. 7 Rules Committee	
1 Name (Abbreviation):	Rules Committee (RC)
2 Reports To:	Council , normally through ExCom.
3 Membership:	Up to 4 members Ex-Officio: President and Vice-President
4 Chair, Vice-Chair, Secretary	4.1 Chair: Vice-President 4.2 Vice-Chair. Approved by the Committee and appointed by the Chair 4.3 Secretary. Approved by the Committee and appointed by the Chair
5 Charge	5.1. To regularly review the Statutes, Bylaws and relevant policies and procedures of the IOMP and to make recommendations for changes to meet the good governance, organisational and administrative requirements of the organisation. 5.2 To advise on any matter referred to it by ExCom or Council.
6 Subcommittees and Task Groups	
7 Meetings, Procedures and Other Matters	Most business will be carried out by email. Physical and virtual meetings will be convened as required.

A1. 8 Awards and Honors Committee
1 Name (Abbreviation): Awards and Honors Committee (AHC)
2 Reports To: Council, normally through ExCom.
3 Membership: The AHC will consist of at least five members representing a broad range of medical physics expertise, and will consist of representatives from each Regional organisation and other members to ensure geographical diversity. Ex-Officio: President and Vice-President.
4 Chair, Vice-Chair, Secretary 4.1 Chair: Elected by Council 4.2 Vice-Chair. Approved by the Committee and appointed by the Chair 4.3 Secretary. Approved by the Committee and appointed by the Chair
5 Terms of Reference / Charge 5.1 To administer the awards and honors program of the Organization. This includes solicitation of nominees and the ultimate selection of the candidate of choice for each award, and recommendation to the EXCOM for approval. For each IOMP award, the AHC will contact all national member organizations and Regional Chapter to request nominations. 5.2 To be responsible for making appropriate arrangements for presentation of IOMP awards at the World Congress. 5.3 To be responsible for making recommendations to the IOMP Council for the establishment of new awards. Documentation to be supplied to Council shall include suggestions for the name of the award and guidelines for selection, frequency and the type of award. 5.4 To be responsible for participation on behalf of IOMP in the IUPESM Awards Committee and will nominate to the IOMP Executive Committee participants from its members to fill the required positions on the IUPESM Awards Committee.
6 Subcommittees
7 Meetings, Procedures and Other Matters The business of the AHC is normally carried out by email. Procedure – see Appendix 2.

<p>A1. 9 International Commission on Medical Physics Committee Affiliated to the International Union of Pure and Applied Physics (IUPAP)</p>
<p>1 Name (Abbreviation): International Commission on Medical Physics Committee (IComMP)</p>
<p>2 Reports To: Council and IUPAP, normally through ExCom.</p>
<p>3 Membership: 3.1 Five IOMP Elected Officers (President, Vice-President, Past President, Secretary-General and Treasurer) 3.2 Chairs of ETC, SC and PRC. 3.3 Three members nominated by IUPAP. 3.4 Delegates from not more than three related IUPAP Commissions. The IComMP may co-opt up to three members.</p>
<p>4 Officers 4.1 Chair. The President or nominee 4.2 Vice-Chair. Appointed by Committee 4.3 Secretary. Appointed by Committee</p>
<p>5 Charge 5.1 To advance the application of physics to medicine. 5.2 To uphold and support the mission and activities of both IOMP and IUPAP. 5.3 To Establish closer links between medical physicists and medical engineers and other pure and applied physicists. 5.4 To promote the objectives of IUPAP in the area of expertise of IComMP. 5.5 To attract pure and applied physicists to work in medical physics. 5.6 To provide advice to IUPAP on the activities and needs of medical physics. 5.7 To foster research and education.</p>
<p>6 Subcommittees</p>
<p>7 Meetings, Procedures and Other Matters 7.1 The IComMP shall make a written report to the General Assembly of the IUPAP. 7.2 The Chair, or nominee, of the IComMP will be a delegate to the IUPAP General Assembly 7.3 Most business will be carried out by email. Physical and virtual meetings will be convened as required</p>

A1. 10 Medical Physics World Board	
1 Name (Abbreviation):	Medical Physics World Board (MPWB)
2 Reports To:	Reports to Executive Committee
3 Membership:	The MPWB Chair (acting also as editor of the Medical Physics World newsletter), deputy editor, Chair of PC, Treasurer and up to 4 other members appointed by the chair of the PC Ex-Officio: President and Vice-President.
4 Chair, Vice-Chair, Secretary	4.1 Chair: Elected by Council 4.2 Vice-Chair. Approved by the Committee and appointed by the Chair 4.3 Secretary. Approved by the Committee and appointed by the Chair
5 Charge	5.1 To contribute to the advancement of medical physics worldwide by providing a bulletin to all members covering IOMP activities and matters of interest to medical physicists. 5.2 To disseminate information, promote communication and provide news of use for all countries but especially in developing countries. 5.3 To seek out information of use to IOMP members from the Officers, Committee Chairs, World Congress Presidents, Regional meeting Organizers and other representatives of IOMP functions and communicate such information to the worldwide membership. 5.4 To assist the IOMP Officers to improve communications by suggesting publication alternatives and preparing proposals for improved methods of achieving MPW goals. 5.6 To seek advertising support for MPW to achieve self-funding of the bulletin.
6 Subcommittees.	
7 Meetings, Procedures and Other Matters	The MPWB will normally work by e-mail. There will be a physical meetings at each World Congress, if required, and virtual meetings will be convened on a periodic basis, depending on the needs of the MPWB.

A1. 11 Regional Coordination Board	
1 Name (Abbreviation):	Regional Coordination Board (RCB)
2 Reports To:	Executive Committee
3 Membership:	3.1 President IOMP, Vice-President IOMP, Secretary-General IOMP and the Presidents and Secretaries-General of all Regional Organisations - from Africa , Asia-Oceania , S-E Asia, Europe , Middle East, South America and North America (AAPM/COMP).
4 Officers	4.1 Chair. The President IOMP 4.2 Vice-Chair. The Vice President IOMP 4.3 Secretary. Secretary-General IOMP
5 Charge	5.1 To coordinate the exchange of activities and good practices between all members in the Regions of IOMP. 5.2 To regularly share information about the developments in the IOMP Regional Organisations 5.3 To maintain closer links between the leads of IOMP and the Regional Organisations 5.4 To foster inter-regional collaboration for the advancements of medical physics.
6 Subcommittees	
7 Meetings, Procedures and Other Matters	7.1 There will normally be one physical meeting at each World Congress and, if possible, one at the intermediate ICMP, and virtual meetings will be convened on a periodic basis. 7.2 Most business will be carried out by email. 7.3 A brief annual summary of Regional activities will be published at the MPW

Appendix 2

Awards and Honors

1. Marie Sklodowska-Curie Award

The Marie Sklodowska-Curie Award is established to honour scientists who have distinguished themselves by their contributions in:

1. education and training of medical physicists, medical students, medical residents, and allied health personnel; and/or
2. Advancement of medical physics knowledge based upon independent original research and/or development; and/or
3. Advancement of the medical physics profession in the IOMP adhering national and international organizations.

Frequency. This Award is given triennially at the IOMP World Congresses

2 The Harold Johns Medal

The Harold Johns Medal is established to honor scientists who have distinguished themselves through excellence in teaching and contributions to international education.

Frequency. This Award is given triennially at the IOMP World Congresses

3 Young Scientist Award in Medical Physics

IUPAP Affiliated Commission on Medical Physics

Name of the Award:

IUPAP Young Scientist Award in Medical Physics

Frequency/Venue:

One IUPAP Young Scientist Award/year. To be decided by ExCom on recommendations of AHC and given on the occasion of the International Conference on Medical Physics (ICMP). The Award will be \$1000 plus an IUPAP medal.

Criteria for selection:

The recipient of the Award should have a maximum of 8 years research experiences (not including maternity leave) following Ph.D. on January 1 of that year.

The recipient should have performed original and/or applied work of outstanding scientific quality in medical physics.

Nomination procedure:

The award will be widely advertised by the International Organization for Medical Physics (IOMP) mailing list and website.

Self-nomination will not be considered.

Nominations are to be made to the chair of the Awards and Honors Committee and should include the followings:

- A letter of not more than 1,000 words evaluating nominee's achievements and identifying the specific work to be recognized.
- A Curriculum Vita including all publications.
- A brief biographical sketch.
- Closing date: 3 months prior to WC
- Nominations to Chair, Award Committee at awards@iomp.org

4. IOMP Fellows

This honour aims to recognise significant activities for the international development of medical physics. Fellowship will be awarded to persons who have made outstanding contributions to IOMP and its regional organisations over a significant period of time. Other achievements in medical physics would not be considered as primary reason for this honour. The Fellowship consists of a certificate and a pin and it bestows the right to use the designation FIOMP after their names to the awardees. No financial reward is given but a short article on each new fellow will be published in Medical Physics World.

5. IOMP Honorary Membership (MIOMP(Hon))

The award consists of a certificate awarded at the President's Reception at the World Congress on Medical Physics and Biomedical Engineering (WC) or the International Conference on Medical Physics (ICMP). The award will be announced in eMedical Physics World and recipients are allowed to use the designation MIOMP(Hon) after their name.

IOMP Best Presentation Awards

Objective: to recognize excellence in conference contributions whose primary authors are young investigators; based on originality, clarity, and potential impact on practical applications or theoretical foundations. Young Investigators are persons under the age of 40 working in medical physics. Medical physicists working in public and private health care facilities are eligible. Persons employed full- or part time as medical physicists in health care facilities as well as persons working in education and postgraduate students are eligible. Young investigators must be the first authors of a paper presented at the World Congress for Medical Physics and Biomedical Engineering or International Conference on Medical Physics and have to present the paper/poster at the conference in person.

The awards for the best presentations; first, second and third place are awarded at the Closing Ceremony of the Conference or Congress. The awards are presented jointly by a member of the Conference Organizing Committee and by IOMP President. The Award consists of a certificate and of a monetary prize as set in agreement by the Conference Organizer and IOMP. Certificates are provided by IOMP. The award does not cover travel to the conference, accommodation or registration costs.

Appendix 3

Voting Procedure for Virtual Ballot for Election of Officers and Chairs

- 1. Appointment of Tellers.** ExCom will appoint two tellers to receive and count the votes.
- 2. Issue and Return of Voting Papers.** Any Council members unable to participate may nominate a proxy to vote in their place and must inform the S-G at least two weeks in advance of the ballot paper being issued. The Chair of the Nominating Committee, with the help of the S-G, will issue a ballot paper to each Council member (or nominated proxy) eligible to vote three months prior to the triennial World Congress, together with information about each candidate in a format approved by the Nominating Committee. The voting paper will list all the candidates standing for each post. Voting papers will normally be issued and returned to the tellers by email. If any Council member is unable to participate in this way they may agree an alternative method with the S-G. Voting papers must be returned to the two tellers no later than by a date specified by the S-G which must be at least 14 days after issue of the voting papers.
- 3. Recording and Counting Votes.** Council members eligible to vote should record on the voting paper their order of preference (or ranking - 1, 2, 3 etc.) for each candidate for a particular post. A majority of votes (more than 50% of valid votes cast) is required to be cast for a particular candidate for that candidate to be declared the winner. Council members are only required to declare their first preference for their vote to be valid - declaration of second and subsequent preferences is optional.
- 4. First Round.** The first preference votes are counted and if one candidate receives a majority of first preference votes then that candidate is declared the winner.
- 5. Second Round.** If no candidate is identified as the winner in the first round then the candidate with the least number of votes is eliminated and the second preference votes of that candidate are distributed between the remaining candidates. If one candidate now receives a majority of votes cast (first and second preferences) then that candidate is declared the winner.
- 6. Third and Subsequent Rounds.** If no candidate in the second round obtains a majority of the votes cast then the above procedure is repeated, with the candidate with least number of votes cast eliminated and their next preference votes distributed amongst the remaining candidates, and this procedure is repeated till one candidate receives an outright majority.
- 7. Tied Votes.** In the event of a tie (equal number of votes for two candidates) then the President will have a vote.
- 8. Eligible Council Voting Members.** The Chair of the Nominating Committee, with the help of the S-G, will issue to the tellers a list of current Council members who are eligible to vote.
- 9. Quorum.** For the elections to be valid the criteria for a quorum for a Council meeting must be met.
- 10. Tellers.** The tellers will count votes separately but confer and agree on eligibility and spoilt papers. They will report whether the quorum condition has been met and the winner of the election for each contested post, together with the overall number of votes cast for each candidate, to the President, the Chair of the Nominating Committee and the S-G, who will inform the candidates and Council members of the outcome.
- 11. Confidentiality.** The tellers will not disclose the votes of any individual Council member (except, if required, to Council members appointed under section 12 below).

12. Appeal and Re-counts. Any candidate may request a recount. An appeal will only be allowed on procedural grounds. The President will appoint two Council members to investigate and report their findings to Council.

APPENDIX 4

Corporate Members: Privileges

IOMP offers three levels of Corporate Membership:

- Gold
- Silver
- Bronze

Membership Level	Gold	Silver	Bronze
Provide link to your company on the IOMP website	•	•	•
Put name of your company on the IOMP website	•	•	•
Put name of your company on the Medical Physics World which is received by over 16500 members	•	•	•
Receive printed copies of Medical Physics World	•	•	•
Be notified of the sponsored & endorsed meetings	•	•	•
Advertise your products on the IOMP website with up to 3 languages of your choice**	3 Languages (See note below)	2 Languages (See note below)	1 Language (See note below)
Possible but not guaranteed , discounted exhibition rate at the World Congresses & Int'l Conferences	• To Be Determined	• To Be Determined	• To Be Determined
Advertise your products with discounted rate at the Medical Physics World (MPW) ***	20 % Discount	15 % Discount	10 % Discount

** IOMP DOES NOT offer translation. Advertisement in other languages should be provided by your company

In addition companies are invited to nominate a representative to attend IOMP Council meetings as non-voting members.

Dues set by Council.