

## **Suggested Constitution for a Medical Physics Organization in a Country or Nation**

This constitution has been drawn up by a small committee at the request of the Council of the IOMP, and incorporates a number of suggestions made by members of the Council. The aim has been to facilitate the formation of a national medical physics organization in order that it may become a member of the IOMP. It is intended to provide a basic minimum constitution and will certainly need amendment in the light of the local situation, particularly as the organization grows. The suggested constitution has explanatory notes to indicate points which require special consideration.

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### 1. **Aims and Functions**

The object of the Medical Physics Organization of \_\_\_\_\_ (henceforward referred to as the M.P.O.) is to advance Medical Physics in all its aspects and to promote communication between medical physicists and workers in allied subjects.

The M.P.O. may organize conferences, disseminate the results of any research, set up sub-committees or working parties to study particular aspects of Medical Physics, or carry out any other activities promoting these objectives. It may collaborate with other scientific organizations in \_\_\_\_\_ or in other countries.

Delegates from the M.P.O. will represent its members at Council meetings of the IOMP according to the Statutes of that body. All members of the M.P.O. may attend general and scientific meetings of the IOMP.

*Notes: A non-member of the M.P.O. could also attend scientific meetings but not the general meetings.*

*Should there be more than one medical physics organization in a country wishing to adhere to the IOMP, then it will be necessary according to IOMP Statutes to form a National Committee of these organizations, which will itself belong to the IOMP. Alternative arrangements, are, however, possible (see IOMP Statutes II.2).*

### 2. **Membership**

Ordinary Membership is open to those who hold a university degree in physical sciences or an equivalent qualification as defined hereunder and who are working in physical science applied to medicine or some related science in Hospitals, Universities, officially recognized clinics, Medical Research Institutes or similar establishments.

An "equivalent qualification" shall be deemed to be one which has been approved by the Officers of the M.P.O., or by a committee authorized by the Officers to act in this matter. The criteria adopted must be in accordance with any general guidelines laid down by IOMP from time to time.

Associate Membership is open to interested persons who are ineligible for Ordinary Membership.

Student Membership is open to any undergraduate or postgraduate student interested in medical physics.

Corresponding Membership is open to medical physicists working in another country who wish to be associated with this organization.

Each application for membership shall be supported by two Ordinary members. The officers may agree that such a person may receive the benefits of membership at once, but the membership shall be confirmed at the next Business Meeting of the M.P.O.

*Notes: The decision as to what qualifications are accepted as equivalent to a University degree, or even which University degrees are acceptable can be difficult. If possible it is probably best to refer to a national physics organization. If no such group exists then the (British) Institute of Physics or the American Institute of Physics may be able to advise which qualifications they accept for their own graduate membership.*

*The IOMP Statutes demand the establishment of a grade of corresponding, or foreign membership, and also demand that the subscription be lower than that for ordinary membership. It may be convenient to establish other grades, e.g. Junior membership for physicists under 25 at a reduced rate to encourage new members who may have low salaries, or Honorary Members (who pay no subscription) for distinguished scientists the national organization wishes to honor, and may indeed improve its own status thereby.*

### 3. **Finance**

Members are required to pay an annual subscription of such an amount as may be fixed from time to time by a Business Meeting of the M.P.O. The subscription for Corresponding and Student members shall be lower than that for Ordinary members, while the subscription for Associate members may be lower.

The Treasurer is responsible to the other officers and to the M.P.O. for the financial affairs of the M.P.O. Audited accounts for the last complete financial year are to be presented each year to a Business Meeting of the M.P.O.

### 4. **Officers and Business Meetings**

The Officers of the M.P.O., who shall be elected at the Annual Business Meeting from among the Ordinary members, shall include the Chairman, the Secretary, and the Treasurer. All shall hold office normally for one year, but shall be eligible for re-election at an Annual Business Meeting of the M.P.O. No officer shall hold a particular office for more than three successive years, or a succession of offices for more than four consecutive years. The period of office shall commence at the end of the meeting at which they are elected.

A Business Meeting shall be held normally at least every year. A Business Meeting may be called at the request of either a) the Officers, or b) at least twenty per cent of the paid up Ordinary Members. In this latter case, the request must be made to the Chairman or Secretary in writing, must state clearly the subject or subjects to be discussed, and must be signed by the members making it. Such a meeting must be held within six weeks of the receipt of the request by the Chairman or Secretary.

At the annual meeting, at which the Officers are elected, an auditor who must not be an officer and need not be a member of this M.P.O., shall be appointed to audit the

accounts for the current year. The Secretary shall give a report of the year's activities and the Treasurer's report shall be submitted as above. The quorum at a Business Meeting shall be thirty per cent of the paid up Ordinary Members. Student and Associate Members shall be entitled to attend Business Meetings, but without a vote and without counting towards a quorum.

A postal ballot may be called for by either a) a Business Meeting, or b) the Officers. The resolution to be voted on must be accompanied by an explanation of its purpose and effects. Due notice of the ballot must be given, adjudicators appointed by a Business Meeting, and the result reported by post and at the next Business Meeting.

*Notes: Three is considered to be the minimum number of officers, even for a very small organization. A larger group will need a vice-chairman, who will normally succeed the chairman. (The term President should be considered synonymous with Chairman, there is not room for both). The Secretary may need one or more assistants to concentrate on, for example, membership, or professional or scientific matters. An Executive Committee can also be formed of the Officers, plus one or more ordinary members with no specific function, who may take office later. The period of office is also adjustable, but it is important to ensure at the beginning that one person cannot remain in office indefinitely.*

*The size of quorum is difficult. It must be large enough to ensure good representation by small enough to ensure meetings can be held when membership is growing a percentage is probably the only way. When the size has stabilized it is probably better to change the constitution to a suitable number of persons (e.g. the HPA with nearly 1000 members could not achieve even ten per cent, and uses 40 as a quorum). A postal ballot is essential for this alone - if the quorum is not changed at the right time, you may never be able to hold another meeting. At the same time the number of members needed to call a Business Meeting should be amended, to perhaps two-thirds of the quorum.*

## **5. Alteration to Constitution**

These rules may be amended only by a Business Meeting of the M.P.O., or by a postal ballot which should, however, follow discussion at a Business Meeting and be agreed by that meeting. Any proposal for change must have been previously circulated to all members, and is only approved when at the meeting or by postal ballot, the number of votes cast in favor is at least two-thirds of the total number of votes cast. Changes in the Constitution shall be notifiable to the International Organization for Medical Physics, while the M.P.O. is affiliated to the I.O.M.P.