

## **Statutes of the International Organisation for Medical Physics (IOMP)**

### **1 Aims and Functions of the Organization**

- 1.1. The objectives of the International Organization for Medical Physics are:
  - 1.1.1 To organize international cooperation in medical physics and to promote communication between the various branches of medical physics and allied subjects.
  - 1.1.2 To contribute to the advancement of medical physics in all its aspects.
  - 1.1.3 To advise on the formation of national organizations of medical physics in those countries which lack such organizations, and also the possible formation of national committees in those countries where there is more than one medical physics organization.
- 1.2 For these purposes it shall have the power:
  - 1.2.1 To set up bodies for specific purposes which will further the objectives of the Organization.
  - 1.2.2 To organize or sponsor international conferences, regional and other meetings or courses.
  - 1.2.3 To collaborate or affiliate with other scientific organizations.
  - 1.2.4 To develop any activity deemed helpful to the forwarding of its declared objectives.

### **2 Membership**

- 2.1 Categories of Member. There are **five** membership categories:
  - 2.1.1 National Organizations. In countries where more than one national organization wishes to join, the recognised national body shall be a national committee representing all members of such national medical physics organizations.
  - 2.1.2 Regional Organisations. Several national organizations, within a region may form a regional group.
  - 2.1.3 Corporate. Institutions or commercial firms supporting the objectives of the IOMP are eligible for corporate membership.
  - 2.1.4 Individual. All medical physicists of national organizations which are members of IOMP are individual members of IOMP. Exceptionally, membership by an individual, or a group of individuals, may be allowed when membership through an organization is impractical.
  - 2.1.5 Affiliate Member. An International or National Organisation, whose field of activity is within the scope of the IOMP and which seeks for closer cooperation.
- 2.2 Council has the discretion to allow modifications to the above to meet special circumstances and all Membership is at the discretion of the Council.

### **3 Membership Dues**

- 3.1 Members will pay annual membership dues as determined by Council.
- 3.2 The Officers shall have power to waive, make arrangements, or reduce the membership dues if special circumstances make this desirable.
- 3.3 Regional organisations shall not be assessed for annual membership dues.

## 4

## Council

- 4.1 The Council is the ultimate authority of the IOMP.
- 4.2 The Council, the Officers of the Organization and the committees shall act in accordance with the Statutes and Bylaws.
- 4.3 The Council shall be guided in all its decisions by the tradition of free international scientific cooperation.
- 4.4 The Council consists of:
- 4.4.1 The delegates appointed by the national organizations in accordance with the following schedule:

No. of Members	No. of Delegates	Voting rights
< 10	1	no
10 to 100	1	yes
101 to 400	2	yes
More than 400	3	yes

- 4.4.2 The officers of the Council (see sect.5).
- 4.4.3 The immediate past Secretary-General.
- 4.4.4 Two representatives from each Regional Organization.
- 4.4.5 The chair of each committee.
- 4.4.6 The Editor of *Medical Physics World*.
- 4.4.7 Corporate Members who are non-voting members.
- 4.4.8 Non-voting Observers can be invited to attend the Council by the Officers.
- 4.5 **Council Meetings**
- 4.5.1 At least one physical Council meeting is to be held during the World Congress on Medical Physics and Biomedical Engineering. Between World Congresses, electronic (virtual) meetings of the Council will normally be held on an annual basis. Additional Council meetings may be convened by the President or the Executive Committee.
- 4.5.2 If a delegate is unable to participate in a Council meeting, the appropriate national or regional organizations is expected to designate an alternate and the Secretary-General must be notified of such designation.
- 4.5.3 Delegate(s) from national organizations that are more than one year in arrears for annual dues may participate in Council Meetings but have no voting rights.
- 4.5.4 The Chair of the Council meeting shall normally be the President.
- 4.5.5 A quorum at Council meetings shall consist of one third of the Council delegate(s) (or alternate(s)) with voting rights.
- 4.5.6 Each Council member has one vote except those Council members (or alternates) with no voting rights and observers.
- 4.5.7 No Council member (or alternate) shall have more than one vote.

- 4.5.8 The Chair shall vote only in the case of a tie.
- 4.5.9 All Individual Members of the IOMP can attend physical Council meetings as observers. They may ask questions and speak with the Chair's permission, but may not vote if not otherwise a voting member.
- 4.5.10 All issues, except those involving a change in the Statutes, will be decided by simple majority vote among those Council members participating. Matters not listed in the Agenda may be discussed, but no final decision may be taken; they must be decided by electronic ballot (or postal ballot for those without access to electronic communication) or virtual meeting or referred to the next Council meeting.
- 4.5.11 The Council shall enact Bylaws for operating the IOMP.

## 5 **Officers**

- 5.1 The Officers of the IOMP shall be:
  - 5.1.1 **The President**, who shall hold office for one period only between World Congresses on Medical Physics and Biomedical Engineering. The President remains an Officer of the IOMP having become the Immediate Past President for the next period. After that period the President shall not be eligible for immediate re-election as an Officer of the IOMP.
  - 5.1.2 **The Vice President**, who shall be the President Elect, holding office for one period before taking office as President.
  - 5.1.3 **The Secretary-General**, who shall hold office for one period and be eligible for re-election for one further period only.
  - 5.1.4 **The Immediate Past President**.
  - 5.1.5 **The Treasurer**, who shall hold office for one period and be eligible for re-election for one further period only.
  - 5.1.6 Such other officers as may be agreed by Council. These officers are eligible for re-election for one further period.
- 5.2 The Vice-President, Secretary-General, and Treasurer shall be elected by the Council, 3 months prior to the World Congress on Medical Physics and Biomedical Engineering by virtual ballot and postal ballot (for those without access to electronic communication). The Officers shall take office at the conclusion of the General Assembly.

## 6 **Executive Committee**

- 6.1 The Executive Committee shall consist of the Officers and the Chairs of Committees and shall be chaired by the President.
- 6.2 The Executive Committee may invite individuals as non-voting Observers to its meetings.
- 6.3 The Executive Committee is responsible for implementing the decisions of the Council, for performing the operational business of the Organization and for proposing to Council strategies to take forward the objectives of the IOMP.

6.4 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.

6.5 The Executive Committee shall meet on a regular basis.

6.6 The Executive Committee decides and implements operational methods.

## **7 Committees**

7.1 In order to further the objectives of IOMP committees are created by Council, after advice from ExCom.

7.2 The membership and charge of the committees of the IOMP shall be specified in the Bylaws.

7.3 The Chairs of Committees, except those that are ex-officio, shall be elected by the Council, 3 months prior to the World Congress on Medical Physics and Biomedical Engineering by virtual ballot and postal ballot (for those without access to electronic communication). The Chairs shall take office at the conclusion of the General Assembly.

7.4 The Chairs of committees shall nominate members of their committees. The committee members shall be approved by the Executive Committee.

## **8. Individuals with Designated Responsibilities**

8.1 The Council or the Executive Committee may appoint individuals with designated responsibilities as specified in the Bylaws. Where appointed by the Executive Committee the appointment shall be ratified by Council at the next Council meeting.

8.1.1 The editor of the Medical Physics World is elected by Council.

## **9 Administration**

9.1 The Secretary General is responsible for the general administration and for the secretariat of the IOMP.

9.2 The official centre of the Organization shall be either the office of the Secretary-General or such permanent office as the Council may decide.

9.3 The Secretary-General acts as secretary to the Council and the Executive Committee.

## **10 Finance**

10.1 The Treasurer shall be responsible for overseeing the financial activities of the IOMP.

10.2 Financial authority may be delegated by Council to Committees, individual Officers or members of the secretariat as specified in Bylaws.

10.3 Financial regulations and procedures will be set out in the Bylaws or in separate documents approved by the Executive Committee and reported to Council.

- 10.4 Annual accounts will be prepared in accordance with good practice and relevant legislation. The accounts will be audited or reviewed by a qualified independent accountant appointed by the Executive Committee and presented to the Council for approval.

## **11 General Assembly**

- 11.1 The General Assembly consists of all the members of the IOMP.
- 11.2 The role of the General Assembly is to enable a direct dialogue by individual Members with the Council and to inaugurate the new Council and Officers.
- 11.3 A meeting of the General Assembly shall be held during each World Congress, preferably before the second Council meeting.
- 11.4 The Executive Committee shall be responsible for preparing an Agenda for the General Assembly.
- 11.5 All members may attend and speak at General Assembly Meetings

## **12 IOMP Company**

- 12.1 The Council of the IOMP Organization has formed a legal body to support its activities - an IOMP Company, which has the same objectives as the IOMP Organization. Among the main roles of the company is: to provide legal representation of the IOMP Organization; to raise funds for the activities of the IOMP Organization; to make decisions relating to the business of the IOMP Organization and to manage the financial accounts.
- 12.2 The members of the IOMP Company consist of the IOMP Organization's elected Executive Committee members. The members of the IOMP Company shall represent the interests and fulfil the objectives of the IOMP Organization's Council. These members will change as per the Articles of Association of the IOMP Company, normally at each World Congress on Medical Physics and Biomedical Engineering, in parallel with IOMP Organization change of ExCom.
- 12.3 The IOMP Company (limited by guarantee) is registered in England with office at the IPEM office. The IOMP Company is governed by its Articles of Association. The income and property of the IOMP Company are to be applied solely towards the promotion of the objectives of the International Organization for Medical Physics.

## **13 Modifications to the Statutes and Bylaws**

- 13.1 A copy of any proposed modifications to the Statutes and Bylaws must be transmitted to the presiding officer of each national and regional organization as well as to Council members.
- 13.2 A modification of the Statutes and Bylaws shall be deemed carried by a minimum vote in favour of two thirds of the voting members participating in a Council meeting.

14

**Dissolution**

- 14.1 If it is proposed to dissolve the IOMP, the presiding officer of each national and regional organization must be informed in writing at least six months before a decisive vote is taken.
- 14.2 The Council shall have power to dissolve the IOMP provided that at least two thirds of all the members of the Council who have voting rights, vote for dissolution in a written or electronic (postal ballot for those without access to electronic communication) ballot, of which all Council members must be notified, by e-mail or mail if necessary.
- 14.3 If the Council decides upon dissolution of the IOMP then all outstanding debts of the Organization must be settled forthwith from the existing funds or from contributions from national organizations. Any remaining assets shall be distributed among national organizations in proportion to the contributions these same organizations have subscribed to the IOMP during the five years prior to dissolution. All such distributions of assets must be used exclusively for educational or charitable purposes.

## **Bylaws of the International Organization for Medical Physics (IOMP)**

The following amended Bylaws are approved by Council

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#### **Appendix 4. Medical Physics International: Manual for Editorial Board Membership**

Sections 1-11 have the same headings as the sections in the Statutes, but sections 12 to 15 are different or 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 closer cooperation may apply for IOMP membership as an Affiliate Member for up to 5 years. During the last year of a term of membership, an Affiliate Member may apply for a new term of up to 5 years. To avoid a lapse in membership, the application should be submitted no less than 3 months before the end of the term.
    - 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 approval of annual accounts and the ratification of annual budget will be conducted a) either electronically with a two-thirds majority of the IOMP Council members with voting rights or b) during a face-to-face or a hybrid (face-to-face and online) Council meeting with a two-thirds majority of the members with voting rights present at the IOMP Council meeting.

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 Statutes 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 The outgoing chair of a committee or subcommittee shall retain ex-officio, non-voting membership for a transitional period of six months to facilitate a smooth leadership transition.
- 7.8 Any Subcommittees of a Committee may only be established by the Executive Committee and the chair, membership and charge notified to Council.
- 7.9 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**

#### **12 Women Subcommittee**

<b>A1.1 Executive Committee</b>	
<b>1 Name (Abbreviation):</b>	The Executive Committee (ExCom).
<b>2. Reports To:</b>	Council
<b>3 Membership.</b>	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.
<b>4 Chair, Vice-Chair, Secretary</b>	<p>4.1 Chair: The President.</p> <p>4.2 Vice-Chair: Vice-President</p> <p>4.3 Secretary: Secretary-General</p>
<b>5 Charge</b>	<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>
<b>6 Subcommittees and Task Groups</b>	Finance Subcommittee See A.1.1
<b>7 Meetings, Procedures and Other Matters</b>	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.

<b>A1.1.1 Finance Subcommittee</b>	
<b>1 Name (Abbreviation):</b>	Finance Subcommittee (FSC)
<b>2 Reports To:</b>	Executive Committee
<b>3 Membership:</b>	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
<b>4 Chair, Vice-Chair, Secretary</b>	
4.1 Chair.	The Treasurer
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
<b>5 Charge</b>	
5.1	To advise ExCom on all the monetary affairs of the Organization.
5.2	To prepare the annual budget for approval by ExCom.
5.3	To prepare financial procedures as set out in the Bylaws for approval by ExCom.
5.4	To prepare any other guidelines concerning the Organization's income and expenditure.
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.
5.6	To prepare and recommend the overall financial plans for the Organization
<b>6 Subcommittees and Task Group</b>	
<b>7 Meetings, Procedures and Other Matters</b>	
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.	

<b>A1. 2 Science Committee</b>	
<b>1 Name (Abbreviation):</b>	Science Committee (SC)
<b>2 Reports To:</b>	Council, normally through ExCom.
<b>3 Membership:</b>	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.  Ex-Officio: President and Vice-President
<b>4 Chair, Vice-Chair, Secretary</b>	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
<b>5 Charge</b>	5.1. To improve medical physics worldwide by disseminating systematized knowledge derived from observation, study and experimentation. 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. 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. 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. 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 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. 5.7. To foster scientific publications in IOMP official journals, whenever appropriate. 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> '.
<b>6 Subcommittees and Task Groups</b>	
<b>7 Meetings, Procedures and Other Matters</b>	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.

<b>A1.3 Education and Training Committee</b>	
<b>1 Name (Abbreviation):</b>	Education and Training Committee (ETC)
<b>2 Reports To:</b>	Council, normally through ExCom.
<b>3 Membership:</b>	<p>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>
<b>4 Chair, Vice-Chair, Secretary</b>	<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>
<b>5 Charge</b>	<p>5.1. To improve medical physics worldwide by disseminating systemized knowledge through education and training of medical physicists especially in developing countries.</p> <p>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.</p> <p>5.3 To promote internationally sponsored education and training programs sponsored or endorsed by IOMP, National Member Organizations and Regional Organizations</p> <p>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.</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 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.</p> <p>5.8 To stimulate the foundation of regional centres for education and training in collaboration with IAEA, WHO and other agencies.</p> <p>5.9 To compile and update listings of medical physics educational opportunities worldwide for posting on the IOMP web page.</p> <p>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>
<b>6 Subcommittees and Task Groups</b>	.
<b>7 Meetings, Procedures and Other Matters</b>	<p>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>

<b>A1. 4 Professional Relations Committee</b>	
<b>1 Name (Abbreviation):</b>	Professional Relations Committee (PRC)
<b>2 Reports To:</b>	Council, normally through ExCom.
<b>3 Membership:</b>	<p>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>
<b>4 Chair, Vice-Chair, Secretary</b>	<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>
<b>5 Charge</b>	<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 advise on and promote the standards of practice in medical physics and professional conduct.</p> <p>5.3 To identify and develop international professional relations and standards through methods, including but not limited to surveys, 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, to support delegates from developing countries to attend events organized or coordinated by IOMP.</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 collaborate with the AAPM in managing the joint IOMP-AAPM Equipment Donation Program.</p> <p>5.10 To collaborate with the AAPM in managing the joint IOMP-AAPM Library Program.</p>
<b>6 Subcommittees and Task Groups</b>	
<b>7 Meetings, Procedures and Other Matters</b>	<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>

<b>A1. 5 Publications Committee</b>	
<b>1 Name (Abbreviation):</b>	Publications Committee (PC)
<b>2 Reports To:</b>	Council, normally through ExCom.
<b>3 Membership:</b>	<p>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>
<b>4 Chair, Vice-Chair, Secretary</b>	
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
<b>5 Charge</b>	
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.
5.2	To manage the operation of <i>Medical Physics World</i> .
5.3	To oversee the publication agreements with publishers of the official IOMP journals.
5.3	To make nominations of editorial board members and other such appointments as necessary to the IOMP Executive Committee.
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.
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.
<b>6 Subcommittees and Task Groups</b>	
	History Subcommittee - see A1.5.1
<b>7 Meetings, Procedures and Other Matters</b>	
	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.

<b>A1.5.1 History Subcommittee</b>	
<b>1 Name (Abbreviation): History Subcommittee</b>	
<b>2 Reports To: PC and through PC to ExCom.</b>	
<b>3. Membership:</b> Up to five members with an interest in the history of medical physics Ex-Officio: President and Vice-President.	
<b>4 Chair, Vice-Chair, Secretary</b> 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	
<b>5 Charge</b> 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.	
<b>6 Subcommittees</b>	
<b>7 Meetings, Procedures and Other Matters</b> 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.	



<b>A1. 6 Nominating Committee</b>	
<b>1 Name (Abbreviation):</b>	<b>Nominating Committee (NC)</b>
<b>2 Reports To:</b>	<b>Council</b> , normally through ExCom.
<b>3 Membership:</b>	The Nominating Committee (NC) shall consist of the President and Vice-President of the Organization and representatives from all Regions.
<b>4 Chair, Vice-Chair, Secretary</b>	<p>4.1 Chair.           The Vice-President</p> <p>4.2 Vice-Chair.    The President</p> <p>4.3 Secretary.     The Secretary-General</p>
<b>5 Charge</b>	<p>5.1. Election of Officers and Chairs.</p> <p>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.</p> <p>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.</p> <p>5.1.3 In making nominations of chairs the NC must consult with the current chairs.</p> <p>5.1.4 After the closing date for nominations the NC may make additional nominations or co-nominate nominations received.</p> <p>5.1.5 When considering nominations and when guiding Council the NC must take into account the following:</p> <ul style="list-style-type: none"> <li>• the desirability of a regional balance</li> <li>• the desirability of chairs having served as a member of the Committee to which they are being appointed as chair.</li> </ul> <p>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.</p> <p>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.</p> <p>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.</p>
<b>6 Subcommittees</b>	
<b>7 Meetings, Procedures and Other Matters</b>	The business of the NC is normally carried out by email.

<b>A1. 7 Rules Committee</b>	
<b>1 Name (Abbreviation):</b>	Rules Committee (RC)
<b>2 Reports To:</b>	Council, normally through ExCom.
<b>3 Membership:</b>	Up to 4 members Ex-Officio: President and Vice-President
<b>4 Chair, Vice-Chair, Secretary</b>	
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
<b>5 Charge</b>	
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.
<b>6 Subcommittees and Task Groups</b>	
<b>7 Meetings, Procedures and Other Matters</b>	
	Most business will be carried out by email. Physical and virtual meetings will be convened as required.

<b>A1. 8 Awards and Honors Committee</b>	
<b>1 Name (Abbreviation):</b>	<b>Awards and Honors Committee (AHC)</b>
<b>2 Reports To:</b>	Council, normally through ExCom.
<b>3 Membership:</b>	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.
<b>4 Chair, Vice-Chair, Secretary</b>	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
<b>5 Terms of Reference / Charge</b>	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.
<b>6 Subcommittees</b>	
<b>7 Meetings, Procedures and Other Matters</b>	The business of the AHC is normally carried out by email. Procedure – see Appendix 2.

<p align="center"><b>A1. 9 International Commission on Medical Physics Committee Affiliated to the International Union of Pure and Applied Physics (IUPAP)</b></p>
<p><b>1 Name (Abbreviation):</b> International Commission on Medical Physics Committee (ICoMMP)</p>
<p><b>2 Reports To:</b> Council and IUPAP, normally through ExCom.</p>
<p><b>3 Membership:</b>  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><b>4 Officers</b>  4.1 Chair.           The President or nominee  4.2 Vice-Chair.   Appointed by Committee  4.3 Secretary.   Appointed by Committee</p>
<p><b>5 Charge</b>  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><b>6 Subcommittees</b></p>
<p><b>7 Meetings, Procedures and Other Matters</b>  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>

<b>A1. 10 Medical Physics World Board</b>	
<b>1 Name (Abbreviation):</b>	Medical Physics World Board (MPWB)
<b>2 Reports To:</b>	Reports to Executive Committee
<b>3 Membership:</b>	<p>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</p> <p>Ex-Officio: President and Vice-President.</p>
<b>4 Chair, Vice-Chair, Secretary</b>	<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>
<b>5 Charge</b>	<p>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.</p> <p>5.2 To disseminate information, promote communication and provide news of use for all countries but especially in developing countries.</p> <p>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.</p> <p>5.4 To assist the IOMP Officers to improve communications by suggesting publication alternatives and preparing proposals for improved methods of achieving MPW goals.</p> <p>5.6 To seek advertising support for MPW to achieve self-funding of the bulletin.</p>
<b>6 Subcommittees.</b>	
<b>7 Meetings, Procedures and Other Matters</b>	<p>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.</p>

<b>A1. 11 Regional Coordination Board</b>	
<b>1 Name (Abbreviation):</b>	<b>Regional</b> Coordination Board (RCB)
<b>2 Reports To:</b>	Executive Committee
<b>3 Membership:</b>	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).
<b>4 Officers</b>	4.1 Chair.           The President IOMP 4.2 Vice-Chair.   The Vice President IOMP 4.3 Secretary.     Secretary-General IOMP
<b>5 Charge</b>	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.
<b>6 Subcommittees</b>	
<b>7 Meetings, Procedures and Other Matters</b>	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

<b>A1. 12 Women Subcommittee</b>	
<b>1 Name (Abbreviation):</b>	<b>Regional IOMP Women (IOMP-W)</b>
<b>2 Reports To:</b>	Executive Committee
<b>3 Membership:</b>	<p>The IOMP-W will consist of internationally recognised scientists, dedicated to improving the status of women in medical physics, while ensuring both a regional and a speciality balance. Membership will consist of representation from IOMP ExCom, IOMP Committees, Regional Organisations, National Organisations, Corporate members, individuals, other related groups that are likely to include international organisations representatives, public health representatives, voluntary sector organisations, and other local individuals and organisations with an interest in this committee.</p> <p>Ex-Officio: President and Vice-President</p>
<b>4 Chair, Vice-Chair, Secretary</b>	<p>4.1 Chair: Approved by ExCom and appointed by the President</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>
<b>5 Charge</b>	<p>5.1 Develop, implement and coordinate tasks and projects related to the role of females in medical physics scientific, educational and practical aspects.</p> <p>5.2 To disseminate the experiences, good practice and learning within IOMP NMOs and other relevant accessible areas/across the globe.</p> <p>5.3 Popularize the role of the women in medical physics and encourage female medical physicist to advance in the profession.</p> <p>5.4 Organize international cooperation in medical physics and related specialities.</p> <p>5.5 Provide regular status/progress updates to the IOMP on all tasks and projects related to the IOMP Female Group.</p>
<b>6 Subcommittees and Task Groups</b>	
<b>7 Meetings, Procedures and Other Matters</b>	<p>The IOMP-W 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 IOMP-W.</p>

## **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  
Nominations should be made electronically as prescribed in the call for nominations.

#### **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  
Nominations should be made electronically as prescribed in the call for nominations.

#### **3 Early Career Scientist Prize in Medical Physics** **IUPAP Affiliated Commission on Medical Physics**

Name of the Award:  
IUPAP Early Career Scientist Prize in Medical Physics

Frequency/Venue:  
One IUPAP Early Career Scientist Prize/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 should be made electronically as prescribed in the call for nominations.



#### **4. John Mallard Award**

The John Mallard Award is established to honour a medical physicist who has developed an innovation of high scientific quality and who has successfully applied this innovation in clinical practice (e.g. equipment, software, methodology), or who has led a team developing this innovation.

Frequency. The John Mallard Award is given triennially at the IOMP International Conference on Medical Physics.

Nominations should be made electronically as prescribed in the call for nominations.

#### **5. 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.

Nominations should be made electronically as prescribed in the call for nominations.

#### **6. IOMP Honorary Membership (MIOMP(Hon))**

The honour 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.

Nominations should be made electronically as prescribed in the call for nominations.

#### **7. 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.

#### **8. IDMP Award**

The IDMP award recognises excellence in Medical Physics with a particular view of promoting medical physics to a larger audience and highlighting the contributions medical physicists make for

patient care. The IDMP award is linked to the International Day of Medical Physics (IDMP) from which it takes its name. The main characteristic of this award will be the opportunity to have one award for each IOMP Regional Organization (EFOMP, AFOMP, SEAFOMP, MEFOMP, ALFIM, FAMPO and North America).

Frequency – the IDMP Award will be given annually - it will be announced on 6 November - the day before International Day of Medical Physics IDMP.

Nominations should be made electronically as prescribed in the call for nominations.

## **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

### Medical Physics International: Manual for Editorial Board Membership

#### Background:

Medical Physics International (MPI) is the official journal of the International Organization for Medical Physics (IOMP).

The Journal purpose is to provide an open and free platform for medical physicists to enhance the medical physics profession by sharing their experience, ideas, and resources in the areas of education and professional activities. It is a complement to and collaborator with the other journals that publish peer-reviewed research reports. The Journal includes articles to support medical physics education, reviews of scientific and technological advances, tutorials and guides for performing a variety of medical physics functions, and reports on the status and activities of medical physics organizations around the world.

More information about MPI can be found at

[IOMP, MEDICAL PHYSICS International \(mpijournal.org\)](http://IOMP.MEDICAL PHYSICS International (mpijournal.org))

The Editorial Board preserves and enhances the publications' reputation as a trusted source of high-quality scientific information. The Board Membership is made up of individuals who possess subject expertise representative across the spectrum of the publication's aims and scope. Additionally, Members are committed to open access, data sharing and innovation in scientific and scholarly publishing.

#### Purpose:

The purpose of the Editorial Board is to ensure that the standard for MPI journal is high at all times. The Editorial Board will be chaired by two (2) co-Editors-in-Chief.

#### Roles and Responsibilities of Editor(s)-in-Chief of MPI:

Primary responsibilities of the Editor(s)-in-Chief include reviewing article submissions and preparing them for publication. Specifically, this entails the following:

- Appoint a Technical Editor for the journal.
- Appoint members of the Editorial Board.
- Solicit manuscripts for each Edition to provide appropriate scope of coverage of the designated areas.
- Perform initial review of submitted manuscripts to determine if publishable and if suitable for the scope of the journal.
- Select and assign editors to handle submitted manuscripts.
- Monitor and manage manuscript review process.
- Correspond with authors submitting manuscripts.
- Make a final publication decision based on feedback from assigned editors.
- Schedule accepted manuscripts for publication.

- Manage the flow, edit, and publication of accepted manuscripts.
- Work with the Technical Editor on the publication process.
- Have responsibility for quality and content of the publication.
- Organize and coordinate Editorial Board meetings

#### **Qualification and Selection Criteria for Editorial Board Members:**

The Editorial Board is chaired by two (2) Editors-in-Chief and members are appointed by the Editors-in-Chief for a 4-year renewable term.

Selection criteria is based on the following:

- a) Must hold PhD degree in Medical Physics or related fields.
- b) Minimum of ten (10) years of journal article publishing experience.
- c) Renowned and highly respected in the field of Medical Physics or related fields.
- d) An expert with good time management skills.
- e) Competence in the use of online submission and manuscript management platforms.
- f) Previous experience in journal editing is an added advantage.
- g) Previous experience in IOMP structures/committees

In addition to the criteria above (a – g), candidates for Editors-in-Chief will be interviewed by a panel comprised of the IOMP President (Chair), the Publications Committee Chair (co Chair), 3 members of the Publications Committee selected by the Publications Committee Chair, and IOMP SG (observer). Successful candidates for Editors-in-Chief shall be approved by ExCom.

#### **Remuneration:**

The role of Editorial Board Member is voluntary and non-remunerated.

#### **No. of editors to be appointed:**

- Two (2) Editors-in-Chief
- Technical Editor
- Other Editorial Board members

#### **Call for Application / Application Procedure:**

Call for applications for the position of Editor(s)-in-chief will be advertised on the website, social media platforms and pages of IOMP, and other platforms related to IOMP activities such as web pages of regional and national member organizations. Application form will be made available on the IOMP website for download.

Interested candidate for Editor-in-Chief position shall complete an application form and forward, together with his/her CV, to the Publications Committee by a deadline date approved by the ExCom. The application must be supported by at least two current/former members of the IOMP committees (preferably one of these - ExCom member) during the last 10 years