

F**FEDERATION OF A**FRICAN M**EDICAL P**HYSICS O**RGANISATIONS**********

FAMPO

CONSTITUTION

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Section A : Name, scope and extent of activities.

Article 1

The Society bears the name "Federation of African Medical Physics Organisations" (FAMPO), hereinafter called "the Federation".

Article 2

The Federation extends its activities throughout the Africa and local Islands in the Region. The membership adopted shall be from amongst IOMP member Organisations and Medical Physicists in Africa.

Article 3

The Federation may remain in existence for an unlimited period. The voluntary dissolution of the Federation shall be approved only in accordance with the Articles of this Constitution.

Section B : Aims and Functions.

Article 4

1. The aims and purposes of the Federation are :

- (a) To promote improved quality service to patients and the community in the region;
- (b) To promote the co-operation and communication between Medical Physics Organisations in the region, and where such Organisations do not exist between Individual Medical Physicists;
- (c) To promote the profession and practice of medical physics and related activities in the region;
- (d) To promote the advancement in status and standard of practice of the medical physics profession;
- (e) To promote and improve the training of Medical Physicists;
- (f) To promote research and development in the field of Medical Physics;
- (g) To promote appropriate use of technology to the benefit of rural populations;
- (h) To organize and/or sponsor international conferences, regional and other meetings or courses;

- (i) To collaborate or affiliate with other scientific Organisations;
- 2. The activities of the Federation are not aimed at profit.

Section C : Membership.

Article 5

Membership of the Federation shall consist of :

- (a) Organisational Membership of IOMP Members
- (b) Individual Membership (See Article 7)
- (c) Honorary Membership (See Article 7)
- (d) Additional categories of membership created according to Article 8 (see Appendix)

Membership lists signed by the Representatives of the Membership Organisations and Individual Members are to be found in Appendix 2 of this Constitution.

Article 6

1. The Medical Physics Organisations in the African Region and Regional Islands (for example Mauritius) may apply for Organisational Membership of the Federation. Only those Organisations which are members of International Organisation for Medical Physics will be admitted to Organisational Membership of the Federation.
2. Medical Physics Organisations will be admitted to Organisational Membership of the Federation by the Council, if approved by a majority of two-thirds of the votes of members of the Council present and expressed.
3. Medical Physics Organisations applying for Organisational Membership of the Federation must submit copies of their rules, constitutions or statutes, and a statement giving names and work places of officers, the number of members, and the activities of the Organisation.
4. Organisations may withdraw from Organisational Membership of the Federation giving six months notice.
5. Cancellation of Organisational Membership of the Federation may be decided by the Council with a majority of two-thirds of the votes of members of the Council present and expressed. Before voting, the Council must have stated the reasons for proposing cancellation in writing and must have invited the Organisational Member to present a case opposing such cancellation in writing or orally.
6. Termination of Organisational Membership may be imposed by the Council, when a Organisational Member has remained more than two years in arrears with its subscription, despite two warnings in writing from the Secretary-General.

Article 7

1. Individuals working as Medical Physicists in the African Region and Regional Islands may apply for Individual Membership of the Federation if no Medical Physics Organisation exists within their country.
2. Individual Members should hold a degree in Medical Physics or Physics and should have been specifically trained as Medical Physicists.
3. Individuals may withdraw from Membership of the Federation on six months notice.
4. Cancellation of Individual Membership of the Federation may be decided by the Council with a majority of two-thirds of the votes of members of the Council present and expressed. Before voting, the Council must have stated the reasons for proposing cancellation in writing and must have invited the Organisational Member to present a case opposing such cancellation in writing or orally.

5. Termination of individual Membership may be imposed by the Council, when an Individual Member has remained more than two years in arrears with its subscription, despite two warnings in writing from the Secretary-General.
6. Individuals who have made a significant special contribution to the advancement of Medical Physics are eligible for admission to the Federation as Honorary Members, subject to the approval of the Council.

Article 8

At its discretion, the Council may create additional categories of membership with associated conditions and may amend or dissolve the membership categories so created.

The additional membership categories for the time being in force shall be defined in an appendix of this constitution.

Article 9

Members of the Federation are not liable for its debts or liabilities. The Federation is liable only to the extent of its assets.

Section D : Administration.

Article 10

1. The Council is deemed to be the Constitutional Body of the Federation and directs the activities of the Federation.
2. The Council comprises Council Members, one from each country, appointed by each Organisational Member or Individual Member and the Officers of the Council.
3. The Officers of the Council are: The President, The Vice-President, The Secretary-General, The Treasurer and Chairpersons of the Committees.
4. The executive Officers are the President, Vice-President, Secretary-General, Treasurer and the Immediate Past President
5. The President of the Council can invite individuals, in particular Honorary Members and representatives of co-operating Organisations to attend Council as observers.

Article 11

1. Each Organisational Member or Individual Member shall officially appoint one delegate per country as Council Members (Article 12 (3)) to the Council through a letter to the Secretary General. A Council Member so appointed shall be considered as a duly appointed representative of the Organisational Member, until the Organisational Member revokes the appointment through a letter to the Secretary-General.
2. Terms of office
 - 2.1. The President shall hold office for one term of three years. At the end of the President's term, the President shall succeed to the office of Immediate Past President. The President shall not be eligible for immediate re-election as an Officer.
 - 2.2. The Vice-President should serve for one term of three years. At the end of the Vice-President's term of office, the Vice-President may succeed to the office of President.
 - 2.3. The Secretary General, who shall hold office for one term of three years, shall be eligible for re-election for one further term.
 - 2.4. The Treasurer, who shall hold office for one term of three years, shall be eligible for re-election for a maximum of three terms.

- 2.5. Should the office of President be vacated for any reason, the Vice-President shall become President for the remainder of term of office.
- 2.6. Should the office of Vice-President be vacated for any reason, the vacated office shall be filled by election.
- 2.7. Should the office of Secretary-General or Treasurer be vacated for any reason, the President shall, at his/her discretion, either call an election to fill the vacant office or appoint a Council Member to fill the vacant office on an acting basis.
- 2.8. The terms of office should be staggered.
3. Organisational Members or Individual Members whose delegate is elected as Officer of the Council may appoint a replacement delegate.
4. The Council should meet at least once every two years.
5. Virtual Meetings of Council may be arranged if a physical meeting cannot be arranged within the two year period.
6. The President is the legal representative of the Federation and shall summon and chair the meetings of the Council. The Vice-President may act on the President's behalf during the latter's absence.
7. The Council shall be summoned in extraordinary session by the President upon the written request of not less than one-fifth of the members or upon the President's own decision.
8. If a delegate is unable to attend a meeting of the Council, the Member Organisation or Individual Member may designate an alternate delegate and the Secretary-General must be notified of such designation before the meeting.
9. The Secretary-General shall maintain communication with Organisational Members and Individual Members and with appointed Council Members.
10. The Executive Officers of the Council shall prepare agendas, papers and budgets for circulation to delegates. Copies shall be sent to Organisational Members and Individual Member delegates two months before the meeting.

Section E : Council business.

Article 12

1. The Council has power to :
 - 1.1. adopt or modify the Constitution of the Federation;
 - 1.2. elect the President, Vice-President, the Secretary-General, the Treasurer;
 - 1.3. decide on the admission of Medical Physics Organisations to Organisational Membership;
 - 1.4. decide on the admission of individuals to Honorary Membership or Individual Membership;
 - 1.5. terminate Membership of Members of any category;
 - 1.6. dissolve the Federation;
 - 1.7. establish the annual membership subscription, and
 - 1.8. set up committees for specific defined matters;
 - 1.9. set up foundations or other appropriate legal bodies to facilitate realizing the aims and purposes of the Federation.
2. The Council has the responsibilities of furthering the aims and purposes of the Federation, and managing its financial affairs.
3. As each country only has one member on Council only one officer per country will be appointed. Council members each have one vote. Officers have no votes, unless voting results in a tie, in which case the President has a casting vote.
4. Honorary Members have no vote.
5. A Council can make valid decisions and carry out valid proceedings if a quorum exists.

- 5.1. A quorum exists if one third of all possible votes are represented by delegates at Council. If Council cannot make valid proceedings, i.e. there is no quorum in Council, Officers have the option to defer the decision to the next meeting of Council or they can decide to have a postal or e-mail ballot. However, if in such a case, more than two thirds of the votes represented at Council request it, then a postal or e-mail ballot must be held.
- 5.2. A quorum of one-half of all possible votes is required for postal and e-mail meeting or ballot. Prior to any e-mail or postal meeting or ballot being conducted, all relevant documents should be circulated to member Organisations for consultation for a period of not less than two weeks.
- 5.3. The Secretary-General shall on issuance of a ballot specify the date on which the postal or e-mail ballot will be counted.
- 5.4. Issues related to Council business are decided either by agreement in Council, or by a majority vote among Council members present at a valid meeting or as prescribed elsewhere in the Constitution.
6. The Secretary-General shall call an Extraordinary General Meeting upon the request by 20% of the delegate votes.
7. Excluding matters relating to the dissolution of the Federation, changes in its Constitution or Membership, the Executive Officers have the power to act where prompt action is deemed necessary in their judgement. This shall include the power to establish ad hoc committees for specified purposes. The Chairpersons of such Committees shall be appointed by the President. Such actions shall be reported by mail or e-mail to Council members and placed on the agenda for formal approval at the next Council meeting.

Article 13

1. Ad hoc Committees that may be established by Council:
 - 1.1. Nominating Committee
 - 1.1.1. The Nominating Committee shall consist of the President, Vice-President, the Immediate Past President, and three Council Members to be elected by the Council. The President shall serve as Chairman of the committee.
 - 1.1.2. The purpose of the Nominating Committee is not to inhibit the Delegates' choice of Officers and to ensure that suitable nominations are made by individuals or national bodies that those nominated are willing to stand and, if too many nominations should be made, to act as a preliminary filter. The Committee shall put forward (with the consent of the nominees) not more than four nominations for each of the three offices of Vice-President, Secretary-General, and Treasurer.
 - 1.1.3. All nominees should be known internationally for their distinction in the field and for their ability to serve as Officers for their respective terms of office.
 - 1.1.4. The Secretary-General should invite Individual Members and Organisational Members to submit names to the President at least three months prior to the date of the next Council Meeting at which the election will take place. The names and biographical details of selected nominees are to be circulated by the Secretary-General to Delegates at least one month prior to the election.
 - 1.2. Education and Training Committee (ETC)
 - 1.2.1. The mission of ETC is to promote activities related to education and training of FAMPO medical physicists for the purpose of improving the quality of medical services for patients in the region through advancement in the practice of physics in medicine.
 - 1.2.2. Members of ETC are appointed by its Chairman, the latter is appointed by the President.
 - 1.3. Professional Development Committee (PDC)
 - 1.3.1. The mission of the PDC is to promote the professional development, status and recognition of the medical physics profession in FAMPO countries.
 - 1.3.2. Members of the PDC are appointed by its Chairman, the latter is appointed by the President.
 - 1.4. Science Committee (SC)

1.4.1. The mission of the SC is to promote collaboration in scientific research and exchange of scientific information and materials between FAMPO medical physicists through communications, publication, and workshop, symposium, or conferences.

1.4.2. Members of SC are appointed by its Chairman, the latter is appointed by the President.

Section F : Financial resources.

Article 14

The financial resources of the Federation consist of:

- (a) Subscriptions paid by Members;
- (b) Gifts, bequests and legacies;
- (c) Subsidies and grants;
- (d) Any other resources or revenues which may result from the Federation's activities or investments.

Article 15

Subscriptions shall be fixed by the Council. Subscriptions for Member Organisations shall normally be directly proportional to the number of their ordinary members. However, in case of difficulty Member Organisations may apply to the Executive Officers for relief from all or part of the subscription.

UN ratings for countries will be applied when assessing dues.

Honorary Members are not required to pay any subscription.

Article 16

The accounting period shall be the calendar year.

The Treasurer shall report annually to Council on financial matters.

The membership of Organisations who have not paid the proper dues for two consecutive years can be terminated according to Article 6(5). Member Organisations who have not paid their dues for two years or more have no right to vote in Council.

Officers, who belong to an Organisation which has not paid its subscription for two consecutive years, shall be excluded from office and replaced by Council.

Article 17

In the event of the Federation being dissolved, assets remaining after discharge of all debts shall be transferred to IOMP.

Appendix 1:

Additional Categories of Membership

This appendix lists additional categories of FAMPO membership, created under Article 5c of the constitution. These will be in force with effect from the date stated above until such time as the Council agrees a further revision.

Membership Category	Privileges in Council	Privileges in Committees	Subscription
Individual Membership	May vote or hold office	May vote or hold office	Rate set by Council.
Affiliate Membership	Organisations seeking closer link to FAMPO which do not meet all conditions of Article 5a.	Attend and speak but not vote or hold office.	Rate set by Council.
Industrial Membership	Companies active in the field of medical devices.	Attend and speak but not vote or hold office.	Rate set by Council. Not eligible for subscription relief.

