

# DOC 6

# EFRS

European Federation of Radiographer Societies

## CONSTITUTION

FINAL VERSION after legal establishment in The Netherlands on the 28<sup>th</sup> of March 2007

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## **INTRODUCTION**

The founding of the Federation is agreed upon by 29 professional societies that represent radiographers in the geographic continent of Europe as a result of a meeting in Prague on the 17<sup>th</sup> of November 2007.

22 societies signed the declaration of intent at the meeting in Prague and 7 signed later in the transitional year (November 2007 - November 2008).

## **NAME AND REGISTRATION**

### **Article 1**

1. The name of the Federation is: **European Federation of Radiographer Societies**
2. The abbreviated name is: **EFRS**
3. The Federation is legally established and registered in Utrecht, the Netherlands

The address of the Federation is:

Catharijnesingel 73  
3511 GM Utrecht

but is not mentioned in the constitution, because it can change.

## **PURPOSE AND ROLE**

### **Article 2**

1. The role of the EFRS is to represent, promote and develop the profession of radiography in Europe, within the whole range of medical imaging, nuclear medicine and radiotherapy and moreover everything that is directly or indirectly related or beneficial to this role, everything in the broadest meaning.
2. The Federation will fulfil this role by:
  - a. undertaking all actions in order to generate influence on European policies and negotiating with European bodies about all issues that may be of relevance for the profession;
  - b. stimulating inter-state professional cooperation throughout Europe in scientific, technical, ethical, organizational and labour areas by facilitating the exchange of information between member societies;
  - c. promoting patient safety and radiation protection;
  - d. promoting the use of the EFRS reference code of ethics;
  - e. developing European standards of professional practice;
  - f. promoting evidence based practice and the principle of 'science in society';
  - g. promoting harmonisation of initial and post-graduate education;
  - h. facilitating free movement of radiographers;
  - i. cooperation with other organisations with similar objectives;
3. The Federation is a non-profit organisation;

The purpose and role as agreed in Prague were copied and moved from the draft internal rules to the constitution as prescribed by the Dutch law.

## **CORPORATE YEAR**

### **Article 3**

The corporate year coincides with the calendar year.

## **MEMBERSHIP**

### **Article 4**

1. The Federation has full members
2. Membership is open for corporate bodies that meet the criteria for membership as agreed in the EFRS internal rules.
3. The Federation has affiliated members.  
Affiliated members are those who commit themselves to pay a contribution, to be yearly agreed by the General Assembly, and have been accepted as such.
4. The Board keeps a register with names and addresses of all members.  
Members have the obligation to inform the Board immediately in case of changes.

## **MEMBERSHIP FEE (see also chapter II.8 draft internal rules)**

### **Article 5**

1. The General Assembly – on a proposal from the Board – can decide about payment of a membership fee by the members. They can be classified in categories that pay a different fee.
2. The Board is empowered, in special cases, to exonerate members, partly or completely, from the obligation to pay the membership fee.

## **TERMINATION OF MEMBERSHIP (see also chapter II.9 draft internal rules)**

### **Article 6**

Membership ends:

- a. with the dissolution of the member organisation;
- b. on request of the member organisation;
- c. on cancellation by the Federation;
- d. by expulsion;
- e. by bankruptcy or moratorium of the member organisation;

## **BOARD OF MANAGEMENT (see also chapter III.4 draft internal rules)**

### **Article 7**

1. The Board consists of five persons. Only private individuals are eligible for appointment. Appointment to the Board is made by the General Assembly, following a nomination process. From the member organisations those persons are eligible for a Board position, who directly or indirectly manage the member organisation, or those who are recognized by the member organisation as their representative.
2. The nomination and election procedures are laid down in the EFRS internal rules.
3. Board members do not receive any remuneration for their work.
4. The General Assembly can decide to allocate a reasonable attendance fee.
5. The remunerations as described in nr. 4 will be shown and be explained in the annual financial report of the Federation.

1. "private individuals" The Dutch law prescribes that only real persons can be Board members and not societies.

## **DURATION, END OF BOARD MEMBERSHIP**

### **Article 8**

1. Every Board resigns three years after appointment. A resigning Board member can be re-elected for one consecutive term.
2. Membership of the Board ends:
  - a. on his/her request;
  - b. at the end of the term;
  - c. on losing the capacity on which he/she was elected.
3. In the absence of a Board member the remaining Board members are charged with the government of the Federation. If one or more Board members are absent the remaining Board members form an empowered Board. Vacancies have to be fulfilled in the next annual general meeting at the latest.

## **DECISION-MAKING OF THE BOARD**

### **Article 9**

1. The Board decisions are made with a simple majority of valid votes, unless mentioned otherwise in the constitution. Every Board member has one vote. A decision can only be taken if the majority of the Board members is present or represented in the meeting. In the case of equality of votes, the proposal is rejected.
2. The Board can also decide (written) outside meetings, provided that all Board members have expressed their opinion on the proposal (written) This includes written communications via digital means.
3. The deliberations of the meeting are laid down in minutes. The Board may decide to limit record keeping to an action list.

## **TASKS AND EXECUTIVE AUTHORITY**

### **Art. 10**

1. The Board is charged with the management of the Federation. As such, and well described, the Board can delegate one or more executive authorities to others. Those who execute these authorities act in the name and under the responsibility of the Board.
2. Legacies can only be accepted with the right of inventory.
3. The Board is competent to decide about agreements to obtain, sell and encumber goods. The Board is not competent to sign agreements in which the Federation stands surety or binds itself as per capita co-debtor or guarantee for a third-party.
4. Annually, before a point in time to be defined, the Board draws up a policy document with the related budget estimate, to be approved by the General Assembly.

1. Several executive authorities have been delegated to the executive officer. The new elected Board will put this on paper and register it with the Chamber of commerce as prescribed in art. 11. 3
2. Means to say that if EFRS inherits money or goods it first has to be investigated if this heritage is free of debts and other obligations.

## **REPRESENTATION**

### **Art 11**

1. The Federation is represented by the Board. Besides, the Federation can be represented by two Board members acting together.
2. The Board can decide to empower one or more Board members or third persons to represent the Federation within the limits of this mandate. The Board can moreover decide to confer a title upon the empowered person.
3. The Board will register an ongoing empowerment with the Chamber of Commerce
4. If a Board member has conflicting interests in connection with his/her work for the Federation, he/she can nevertheless represent the Federation, unless the General Assembly appoints another person.

## **ANNUAL REPORT AND JUSTIFICATION**

### **Article 12**

1. The Board is obliged to administer the financial affairs and all other activities of the Federation and to keep the documents and data carriers in such a way that these can clearly and at any time demonstrate the rights and obligations of the Federation.
2. The Board will present its annual report on activities and policies in an annual general meeting, within 6 months after termination of the corporate year, unless the General Assembly has agreed an extension of this term.  
The Board will present the balance-sheet and the assets and liabilities document with an accompanying explanation for approval to the General Assembly. These documents are signed by the Board members. If the signature of one or more of them is missing, this will be recorded along with a statement about the reason.
3. The General Assembly will yearly appoint a financial committee from its members. Those persons can not be member of the Board. The financial committee scrutinizes the financial documents as mentioned under 2 above and reports its findings to the General Assembly.
4. If the investigation of the financial documents requires specialist book-keeping knowledge, the Financial Committee may, after approval by the Board, seek assistance of an expert at the cost of the Federation. The Board is bound to provide the financial committee with all information needed for their work and to show them on request the books and other data carriers of the Federation.
5. The Board is obliged to keep the documents whether in paper or in electronic form as mentioned in nr. 1 and 2 for a period of 7 years.

## **ANNUAL GENERAL MEETING**

### **Article 13**

Every year, within six months after the termination of the corporate year, the Annual General Meeting is organised, unless the General Assembly has agreed with prolongation of this term.

The Dutch law prescribes that the AGM has to be organised before the first of July, unless the AGM decides otherwise. Because it was decided in Prague to organise the AGM each year in November, this will need the approval of the General Assembly. The same approval applies to the reports as mentioned in 12.3. The reports can be submitted by e-mail before the dead line, but cannot be presented in an AGM.

## **CONVOCATION AND ADMITTANCE (see also chapter II.3 of the draft internal rules)**

### **Article 14**

1. The Annual General Meeting is convened by the Board, with a written notice of the meeting sent to the addresses of the members as kept in the member register, at least 14 days beforehand, not counting the date of the notice and the date of the meeting. The notice of meeting can also be sent out electronically in a readable and reproducible message to the address that is made known to the Federation.
2. Together with the details of the meeting, the matters for discussion are mentioned in the notice .

## **RIGHT TO VOTE AND DECISION-MAKING (see also chapter IV of the draft internal rules)**

### **Article 15**

1. All members, with the exception of any suspended, at the time of the meeting, have the right to vote. Every member is entitled to one vote. Any member can arrange for another member to carry a vote on their behalf, by giving a written proxy to this other member. Each member can only carry one proxy.
2. Decisions are taken by a simple majority of votes, unless specified otherwise in this constitution. Blank votes are considered as not having been put forward.

## **PRESIDENCY**

### **Article 16**

The Annual General Meeting is led by the chairperson of the Board.

## **INTERNAL RULES**

### **Article 17**

1. All that is deemed necessary can be regulated in internal rules. The internal rules can not contain clauses that are contrary to the constitution.
2. The internal rules are agreed upon and changed by the General Assembly. The following two articles with regard to changes in the constitution apply equally to the approval and changes of the internal rules.

## **CHANGING THE CONSTITUTION, MERGE AND DIVISION**

### **Article 18**

1. The constitution of the Federation can only be changed by a decision of the General Assembly, a General Meeting having been called with the statement that changes will be proposed in the meeting.
2. At least 14 days before the meeting a copy of the proposed changes, in which the exact wording is given, has to be available for inspection in an appropriate place, until the end of the meeting day.
3. A decision to change the constitution can only be taken by two thirds of the member organisations, notwithstanding the number of organisations present in the meeting.
4. What is mentioned in this article equally applies to a proposal to merge or divide.

### **Article 19**

The regulations in article 18 do not apply when all members with voting rights are present in the meeting and accept the proposal unanimously.

### **Article 20**

The changes of the statutes come into force after being laid down in a notarial document. Every Board member is individually empowered to sign this document.

## **DISSOLUTION**

### **Article 21**

1. The Federation can only be dissolved by a decision of the General Assembly. In a first meeting the dissolution is announced and discussed. In a second meeting at least six months and at most nine months after the first meeting the official decision will be taken. The decision to dissolve can only be taken by two third of the member organisations, notwithstanding the number of organisations present in the meeting
2. Following the decision to wind up the Federation, the organisation will continue to be managed as long as is needed for the settlement of its finances. In documents and announcements "in liquidation" has to be added. The settlement ends when the Board agrees that all obligations are discharged and all assets have been disposed correctly.
3. The Board members settle the capital of the Federation. They stay subject to the rules with regard to the Board. All other constitutional provisions stay in force, as far as possible in the dissolution period.
4. On dissolution the General Assembly will decide on the destination of the EFRS assets, seeking beneficiaries that harmonize most with the aims and objectives of the Federation
5. After the settlement the books and documents of the Federation will be kept for seven years by a person to be designated by the General Assembly.

## **FINAL PROVISION**

### **Article 22**

The Board of management is fully competent in all matters that are not consigned to other organs by law, constitution or other regulations.

**Annex 1 List of founding societies**

1	Verband der Radiologietechnologinnen Österreichs
2	Medical Radiological Technicians of Belgium MRTB
3	Vereniging van Medisch Beeldvormers VMBV – Belgium
4	Pan Cyprian society of Radiographers
5	Croatian society of Engineers of Medical Radiography
6	Společnost radiologických asistentů České republiky SRLA
7	Foreningen af Radiografer i Danmark
8	Estonian Society of Radiographers
9	Suomen Röntgenhoitajaliitto ry - Finland
10	Association Française du Personnel Paramédical d'Electroradiologie AFPP
11	Deutscher Verband Technischer Assistenten in der Medizin DVTA
12	Panhellenic Society of Radiotechnologists – Greece
13	Greek Society of TEI's Medical Radiological Technologists STRAEPT
14	Magyar Radiológus Asszisztensek Egyesülete M.R.A.E. – Hungary
15	Icelandic Society of Radiographers
16	Federazione Nazionale Collegi Professionali Tecnici Sanitari di Radiologia Medica NCTRM – Italy
17	Latvian Society of Radiographers Institute of Radiology
18	Lithuanian radiographers association
19	Society of Medical Radiographers S.R.M. – Malta
20	Nederlandse Vereniging Medische Beeldvorming en Radiotherapie NVMBR – Netherlands
21	Norsk Radiografforbund – Norway
22	Associação Portuguesa dos Técnicos de Radiologia, Radioterapia e Medicina Nuclear ATARP
23	Udruženje radioloških tehničara i tehničara nuklearne medicine Srbije
24	Spoločnosť radiologických asistentov Slovenskej republiky
25	Društvo radioloških inženirjev Slovenije
26	Asociación Española de Tecnicos en Radiologia
27	Svensk Förening för Röntgensjuksköterskor – Sweden
28	Schweizerische Vereinigung der Fachleute für medizinisch technische Radiologie SVMTRA
29	Society and College of Radiographers – UK

### Countries that belong geographically to Europe:

	<b>EU</b>	<b>code</b>			<b>NON EU</b>	<b>code</b>
1	AUSTRIA	AT		1	ALBANIA	AL
2	BELGIUM	BE		2	ANDORRA	AD
3	BULGARIA	BG		3	ARMENIA	AM
4	CYPRUS	CY		4	AZERBAIJAN*	AZ
5	CZECH REP.	CZ		5	BELARUS	BZ
6	DENMARK	DK		6	BOSNIA HERZ.	BA
7	ESTONIA	EE		7	CROATIA	HR
8	FINLAND	FI		8	GEORGIA	GE
9	FRANCE	FR		9	ICELAND	IS
10	GERMANY	DE		10	LIECHTENSTEIN	LI
11	GREECE	GR		11	MACEDONIA	MK
12	HUNGARY	HU		12	MOLDOVA	MD
13	IRELAND	IE		13	MONACO	MC
14	ITALY	IT		14	NORWAY	NO
15	MALTA	MT		15	RUSSIA*	RU
16	LATVIA	LV		16	SAN MARINO	SM
17	LITHUANIA	LT		17	SWITZERLAND	CH
18	LUXEMBOURG	LU		18	SERBIA	YU
19	NETHERLANDS	NL		19	MONTENEGRO	MO
20	POLAND	PL		20	TURKEY*	TR
21	PORTUGAL	PT		21	UKRAINE	UA
22	ROMANIA	RO		22	VATICAN CITY	VA
23	SLOVENIA	SI				
24	SLOVAKIA	SK				
25	SPAIN	ES				
26	SWEDEN	SE				
27	UNITED KINGDOM	GB				

**\* Countries partly situated in the Geographic Europe:**

**Azerbaijan** – the territory North of the Caucasus

**Russia:** the territory West of the Ural

**Turkey:** the territory West of the Bosphorus and the sea of Marmara