

MALTA ASSOCIATION OF MEDICAL PHYSICS

STATUTE AND RULES

November 7, 2024

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1 Title and status

- 1.1 The name of the Association shall be the Malta Association of Medical Physics (MAMP) hereafter called “The Association.”
- 1.2 The status of the Association is that of an independent, not-for-profit, non-governmental organization.

2 Mission and objectives

- 2.1 The Mission of the Association is to promote the contribution of the physical sciences to the improvement of healthcare.
- 2.2 The objectives of the Association include:
 - (a) the promotion of the application of the physical sciences in the improvement of clinical practice with respect to the scientific, effective, safe and efficient use of medical devices and physical agents,
 - (b) the establishment and maintenance of professional and educational standards and the promotion of continuing professional development within the Medical Physics profession,
 - (c) the promotion of the application of the physical sciences in healthcare research,
 - (d) the participation in relevant Governmental Committees, forums or meetings which may be set-up concerning the fields of interest of its members, with the aim of presenting the Association’s views,
 - (e) the promotion of Maltese representation in international associations and meetings related to Medical Physics,
 - (f) the provision of advice to other healthcare professions, government bodies and public organizations on scientific issues related to the application of the physical sciences in healthcare,
 - (g) the enhancement of the medical physics education of all healthcare professionals,

- (h) the provision of educational services to the general public on issues related to the application of the physical sciences in healthcare,
 - (i) the promotion of the interest of its members.
- 2.3 The application of the physical sciences to the use or development of medical devices and physical agents which might be injurious to human health is contrary to the aims of the Association.

3 Membership

- 3.1 Membership of the Association comprises the following categories:
- (a) Registered Members
 - (b) Associate Members
 - (c) Affiliate Members
 - (d) Emeritus Members
 - (e) Junior Members
- 3.2 Registered membership shall be open to those who are registered as Medical Physicists in a national register.
- 3.3 Associate membership will be open to those who fulfil (a) and (b) below and who support the objectives of the Association.
- (a) Hold a university level qualification (European Qualifications Framework (EQF) level 6 or equivalent) in the physical sciences. For the purpose of applications for membership the definition of the term “physical sciences” shall be at the discretion of the Executive Committee (Executive Committee) of the day,
 - (b) Are involved with the application of the physical sciences in healthcare.
- 3.4 Affiliate membership is open to persons or entities who are ineligible for Registered or Associate Membership but who are working in the applications of the physical sciences as applied to healthcare.

- 3.5 Emeritus members are retired or past members who want to keep in touch with the activities of the Association.
- 3.6 Junior members include students who are studying physical sciences (EQF level 6, 7 or level 8) as well as trainees who are following clinical training in Medical Physics. The definition of the term “physical sciences” shall be at the discretion of the Executive Committee of the day.
- 3.7 Only Registered and Associate members shall have voting rights at business meetings of the Association. Other members are encouraged to attend such meetings but do not have voting rights.
- 3.8 The Executive Committee of the Association shall evaluate all membership applications and grant or withhold membership in accordance with the Statute and Rules of the Association.
- 3.9 No one can have more than one membership status.
- 3.10 An applicant who is refused membership by the Executive Committee shall have the right to appeal in writing to the next General Meeting of the Association. The General Meeting may decide by a simply majority of the Registered or Associate members attending to grant or withhold membership.
- 3.11 The annual membership fee must be paid, before the 31st March of the year in which the subscription is due. A member who is in breach of this rule, and who has been issued a further 6 weeks written notice to this effect, shall, providing the Executive Committee so approves, forfeit all rights to membership of the Association.
- 3.12 If an association member has his/her national registration revoked due to any wrongdoing, his/her membership will be revoked without any reimbursement.

4 Executive Committee and sub-committees

- 4.1 The affairs of the Association will be conducted by an Executive Committee which shall consist of four Officers, who shall all be Registered or Associate members:

- (a) a President
 - (b) a Vice President
 - (c) a General Secretary
 - (d) a Treasurer
 - (e) Past President
- 4.2 The past president is automatically appointed as part of the executive committee at the end of his/her term as president. The past president shall provide advice to the Executive Committee and assist if/when necessary. The past president shall not have voting rights. The term of past president is that of two years.
- 4.3 The term of office of a member of the Executive Committee shall be two consecutive years. No member of the Executive Committee can serve for more than six consecutive years unless there are no members that apply.
- 4.4 In the case of an equality at any Business Meeting of the Executive Committee, the President of the meeting shall be entitled to a second or casting vote.
- 4.5 The Executive Committee shall cause proper minutes of the Executive, or any committee or sub-committees. Any such minutes if signed by the President of such a meeting, or by the President of the next succeeding meeting, shall be sufficient evidence of the facts contained therein.
- 4.6 The Executive Committee shall establish such subcommittees with such terms of reference as may be desirable. Membership of sub-committees is not restricted to members of the Executive Committee, but the President, Vice-President, Secretary and Treasurer are *ex officio* members of all sub-committees. Such Committees will report to the Executive Committee.
- 4.7 The office of a member of the Executive shall be vacated if:
- (a) he/she ceases to be a member of the Association.
 - (b) he/she resigns their office in writing to the secretary of the Association.
If the General Secretary resigns, s/he must write to the President.
- 4.8 Vacancies occurring on the Executive Committee between elections may be filled by co-option until the next Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) at which time the vacancy shall be filled in accordance with the statute.

- 4.9 The quorum for the Executive Committee meetings will be three.
- 4.10 All communications with outside bodies, in which the opinions of the Association are expressed, shall be signed by the president, or vice-president in the absence of the president.
- 4.11 The Association is legally represented by the President or vice-president or as decided by the Executive Committee from time to time.
- 4.12 The address of the Association is:

136,
Triq Hali
Zebbug
ZBG3108
Malta

5 Elections

- 5.1 The Executive Committee shall be elected at the AGM or at an EGM of the Association in accordance with the procedures laid down in the Statute of the Association.
- 5.2 Following the communication of the election date by the Executive Committee, a Registered/Associate member can express his interest to run for an election by sending an email to the general secretary up to two weeks before election date.
- 5.3 Voting at a General Meeting shall take the form of a secret ballot.
- 5.4 Once the Executive Committee is elected, the Executive Committee has one month to appoint a Registered/Associate member to represent the association at meetings of the European Federation of Organisations for Medical Physics (EFOMP).
- 5.5 Before any election, the Executive Committee will choose an election committee involving members who are not candidates for the election in question.

5.6 Candidate nominations:

- (a) Interested candidates are to communicate their interest to the Election Committee following the committee's direct instructions.
- (b) Only registered and associated members can vote and be elected in the Executive Committee.

5.7 Voting system:

- (a) Two elections will be carried out, one for the Executive Committee and one for the President.
- (b) Voting for both elections will be cast on the same ballot.

5.8 Ballot preparation:

- (a) The ballot will contain one row for each candidate. In each row, a first column will consist of the name and surname of the candidate. A second column will be used to mark candidates for the Executive Committee election. A third column will be used to mark candidates for the President election. The list of candidates will be sorted in alphabetical order by surname.
- (b) In the case where there are only four candidates, only one column to mark candidates for the President election is required.

5.9 Voting process:

- (a) For the Executive Committee election, voters will vote for exactly FOUR candidates by marking with an 'X' next to the desired candidates.
- (b) For the President election, voters will vote for between ONE and FOUR candidates by marking with an 'X' next to the desired candidates.
- (c) An example of a valid ballot is given in Table 1.

5.10 Vote counting:

- (a) For the Executive Committee election, the FOUR candidates receiving the highest number of votes are elected.
- (b) For the President election, the candidate receiving the highest number of votes is elected.

- (c) A ballot is considered invalid if:
 - i. Less or more than FOUR candidates are marked for the Executive Committee vote.
 - ii. Less than ONE or more than FOUR candidates are marked for the President vote.
 - iii. A candidate is given a President vote but not a corresponding Executive Committee vote.
 - iv. An example of an invalid ballot is given in Table 2.
- (d) The election committee has the right to determine if a voting ballot is valid or not if an issue arises that is not covered by the statute.

5.11 Tie breaking:

- (a) In case of a tie for the fourth position of the Executive Committee, a runoff election will be held where only the tied candidates participate in the runoff. Voters will then mark ONE 'X' next to their preferred candidate.
- (b) In the case of a tie for president, the candidate with more Executive approval votes wins. If both have the same number of Executive approval votes, the choice of president is decided via a simple vote among only the four elected Executive Committee members on the first official meeting of the new Executive Committee. This vote can take place via a show of hands if printing facilities are not available. The final decision should be taken by the Election Committee members.

Candidate	Executive approval vote	President approval vote
Abela Alice	X	
Bonello Bob		
Cascun Carl	X	X
Debattista Darwin	X	
Ellul Edmond	X	X

Table 1: Sample of a valid ballot.

Candidate	Executive approval vote	President approval vote
Abela Alice	X	
Bonello Bob		
Cascun Carl		X
Debattista Darwin	X	
Ellul Edmond	X	X

Table 2: Sample of an invalid ballot.

6 Finance

- 6.1 Each member of the Association will pay an annual subscription as set out in this statute.
- 6.2 Monies other than Member's subscription may not be accepted on behalf of the Association without the consent of the Executive Committee.
- 6.3 The treasurer shall submit to the Executive Committee a statement of the financial position of the Association as at one calendar month before the AGM. After their approval, the statement shall be presented to the membership by the treasurer at the AGM.
- 6.4 The financial statement shall be examined by the President before the AGM.
- 6.5 The annual accounts of the organization are to be drawn up for a financial period commencing on 1st October and ending on the 31st September of each year.
- 6.6 Changes in the annual subscription must be submitted for approval by the majority of the Executive Committee.
- 6.7 The levels of subscription are as follows:

- (a) Registered members 100 %
- (b) Associate members 100 %
- (c) Affiliate members 500 %
- (d) Emeritus members 50 %
- (e) Junior members 50 %

7 General meetings

- 7.1 The Executive Committee will call a General Meeting of the Association at least once per calendar year. The Executive may call an AGM or EGM at any time, as required, in accordance with the Statute of the Association.
- 7.2 An EGM of the Association must be called by the Executive Committee on receipt of a written request to do so signed by 25 % of the Registered and/or Associate membership.
- 7.3 Members are required to receive at least 14 days notice of any General Meeting or EGM. In the case of an EGM the notice calling the meeting must be accompanied by an explicit statement of the subject(s) to be discussed: no other subject may be discussed at such a meeting. For any general meeting, members are also entitled to receive the Agenda at least 7 days before the meeting.
- 7.4 The notice of any AGM or EGM shall consist of the venue, date and time of such a meeting. This notice will be in writing. The accidental omission to give notice of the venue, date and time of such a meeting, or the non-receipt of notice of a meeting, by any, but not all, members shall not invalidate the proceedings at that meeting.

8 Dissolution

- 8.1 If at any time the Organisation shall pass in General Meeting by a majority comprising seventy-five per cent (75 %) of all the registered Members present and entitled to vote a resolution of its intention to dissolve, the Executive Committee shall take immediate steps to settle any debts, and dispose of the monies and property remaining as determined by the General Meeting; and thereupon the Organisation shall for all purposes be dissolved.
- 8.2 In the event of dissolution of the Organisation, any remaining funds and/or property shall be donated to either, a voluntary non-profit making organisation, a non-profit charitable institution or the Voluntary Organisations Fund chosen by the outgoing Executive Committee.
- 8.3 In the event of dissolution of the Organisation, the outgoing Executive Committee is to inform the Commissioner for Voluntary Organisations within 15 days of the decision taken to dissolve.

9 Changes in statute

- 9.1 Any new or altered articles in this statute must be approved by two thirds of the Registered/Associate members during an EGM.
- 9.2 For a change in the statute, the meeting notice must include the motion(s) for change and voting slip where a postal ballot is held.

Dated November 7, 2024.