

Statutes of the Czech Association of Medical Physicists

Article 1

Character of the Association

- a) The Czech Association of Medical Physicists (Česká společnost fyziků v medicíně, o.s. – hereinafter only the ČSFM) is established in accordance with Law No. 83/1990 Coll. (Collection of Laws), on the association of citizens, in the wording of later regulations, as a voluntary civic association of physicists working in medicine, in particular radiological physicists, and physical persons or legal entities with an interest in physics in medicine and its development.
- b) The ČSFM is active within the Czech Republic.
- c) The headquarters of the ČSFM are at Benediktská 722/11, 110 00 Praha 1.

Article 2

Mission and Aims

The ČSFM

- a) Resolves and promotes the professional interests of radiological physicists
- b) Supports teaching, research and development in the sphere of physics in medicine
- c) Shares in the preparation of education, including specialisation, and examinations
- d) Participates in raising the level of the professional knowledge of its members
- e) Enables the exchange of experience and provides information to the professional and lay public
- f) Co-operates with bodies of state administration and proposes representatives to advisory bodies of state administration
- g) Co-operates with professional national and international organisations and associations
- h) Issues standpoints on professional problems connected with the provision of health care

Article 3

Membership

- a) Membership in the ČSFM is possible in one of the following forms:
 - ∞ Ordinary membership
 - ∞ Extraordinary membership
 - ∞ Correspondence membership
 - ∞ Honorary membership
- b) Ordinary members may be physical persons with a completed university education who are active in the sphere of physics in medicine or in spheres closely connected with physics in medicine.
- c) Extraordinary members may be physical persons or legal entities, which support the intentions and aims of the ČSFM and persons studying in this field. Extraordinary members do not have the right to vote and elect.
- d) Correspondence members may be physical persons or legal entities whose membership contributes to the development of the international contacts of the ČSFM.

Correspondence members do not have the right to vote and elect.

- e) Honorary members are persons with outstanding services to the achievement of the aims of the ČSFM. Honorary members have all the rights of ordinary members and may participate in meetings of the Committee of the ČSFM.

Article 4 **Establishment of Membership**

Ordinary or extraordinary membership in the ČSFM is established by the approval of the written application of the applicant for ordinary or extraordinary membership by the Committee and after payment of the membership fee. Correspondence or honorary membership in the ČSFM comes into being through the approval by the Committee of a proposal for correspondence or honorary membership submitted by a member of the ČSFM.

Article 5 **Membership Fees and Records of Members**

The annual membership fees for ordinary and extraordinary membership are stipulated by the Members' Meeting of the ČSFM by means of a majority of more than half of those present and they are entered in the Minutes of the Members' Meeting. The membership fees of extraordinary members who are still studying may be reduced. Correspondence and honorary members are released from the obligation to pay membership fees. The list of members of the ČSFM and the records of the payment of membership fees are kept by a person authorised by the Committee.

Article 6 **Expiry of Membership**

Membership expires as the result of:

- ☞ Delivery of written notification of termination of membership to the Chairman of the Committee of the ČSFM
- ☞ Failure to pay the membership fee within 4 weeks of the sending of a reminder
- ☞ Serious damage to the name or mission of the ČSFM. Expulsion is decided by the Members' Meeting by a majority of more than half.
- ☞ Death

Article 7 **Rights and Obligations of Members**

A member has the right

- a) To participate in the professional and educational programmes, which the Association arranges.
- b) To elect and be elected to functions in the ČSFM.
- c) To submit proposals, requirements and complaints to the Committee.
- d) To be informed concerning the activity and financial management of the ČSFM.

A member is obliged

- a) To observe the Statutes of the ČSFM.
- b) To help fulfil the mission and aims of the ČSFM.

- c) To pay the stipulated membership fees properly and within the time limit.
- d) To carry out entrusted functions in the ČSFM properly.
- e) He is obliged to act in accordance with the interests of the ČSFM.

Article 8 **Bodies of the ČSFM**

The bodies of the ČSFM are

- ☞ The Members' Meeting
- ☞ The Committee
- ☞ The Auditing Commission

Article 9 **The Members' Meeting**

The Members' Meeting is the supreme body of the ČSFM. The ordinary Members' Meeting takes place at least once a year. The Members' Meeting is convened by the Committee. The Committee must call an extraordinary Members' Meeting in the case that this is requested by the Auditing Commission or at least one fifth of the members with voting rights. A written invitation to the Members' Meeting must be realised at least four weeks in advance. The approval of a simple majority vote of the attending members is required for the Member's Meeting to make a decision. A Member's Meeting shall constitute a quorum if members of the CAMP having more than a majority of votes are present. If this condition is not satisfied, the attending members shall wait 30 minutes after the announced time of opening, and after the expiration thereof the Members' Meeting shall constitute a quorum if members having at least one third (1/3) of votes are present. The Members' Meeting deals in particular with:

- a) Approval of the Statutes and changes in them
- b) Approval of the electoral rules and the electoral commission
- c) Election of the Committee and the Auditing Commission
- d) Discussion of the Minutes of the last Members' Meeting
- e) Approval of the report of the Committee on activity during the past period
- f) Discussion and approval of the control report of the Auditing Commission for the past period
- g) Discussion and approval of the budget of the ČSFM
- h) Approval of membership fees
- i) Admission and expulsion of members in substantiated cases
- j) Discussion of the requests and reports of individual members
- k) Assignment of specialist commissions established for a partial professional problem
- l) Approval of remunerations for members of the ČSFM
- m) Approval of the date of the next ordinary Members' Meeting
- n) Dissolving the ČSFM

Article 10 **The Committee**

The Committee is the management and executive body of the ČSFM and acts in accordance with the decisions of the Members' Meeting. The Committee has 7 members. It elects from its

members

☞ The Chairman

☞ The Vice-chairman

☞ The Agent/Secretary

☞ The Steward/Treasurer

- a) The Chairman represents the ČSFM externally and acts in its name.
- b) The Vice-chairman is the deputy of the Chairman.
- c) The Agent runs the internal administration of the ČSFM.
- d) The Steward is in charge of financial management.

Only ordinary members may be members of the Committee. The Committee is elected for a period of four years. The re-election of members of the Committee is possible, but in the case of the Chairman for at most two consecutive 4-years periods of office. If this person was elected by the Members' Meeting, this person may hold an office of another position in the Committee or act as ordinary member of the Committee. The Committee is convened by the Chairman at least twice a year. Resolutions of the Committee are valid in the case of the consent of at least 4 members of the Committee. The Committee acts in accordance with its own rules, providing this is not at variance with the Statutes. The Committee may establish working commissions for its own requirements. A record is made of the meetings of the Committee and this is available to members of the ČSFM. The Committee prepares the report on activity during the past period.

Article 11 The Auditing Commission

The Auditing Commission is the control body of the ČSFM. The Auditing Commission has three members. It controls the activity and financial management of the ČSFM and submits a control report to the Members' Meeting at least once a year. The Auditing Commission is elected for four years. The re-election of members of the Auditing Commission is possible.

Article 12 Assets and Financial Management

- a) The sources of financial means are: membership fees, contributions and gifts from sponsors.
- b) The ČSFM has its own account, into which it places financial means, and keeps accounts. The accounts are kept by a person authorised by the Committee for payment.
- c) Unused financial means are automatically transferred for use in the following year.
- d) The normal use of financial means for the activity of the ČSFM is decided by the Committee.
- e) Extraordinary expenses and eventually the closing of the account are decided by the Members' Meeting.

Article 13 Termination of the ČSFM

The ČSFM may be terminated only by a Members' Meeting convened solely for this purpose and after hearing the Committee.