

GHANA SOCIETY FOR MEDICAL PHYSICS

[G S M P]

Promoting the Application of Physics to Medicine and Biology



CONSTITUTION

14 JANUARY 2011

CONSTITUTION FOR THE SOCIETY

CONSTITUTION AND BYE-LAWS

PREAMBLE

We the members of Task Force Committee of the Ghana Society for Medical Physics, and subscribing to the regulations and policies of Medical Physics, propose this Constitution a working document to govern the matters within our organization.

ARTICLE 1 NAME

The name of the society shall be **Ghana Society for Medical Physics (GSMP)** (In this constitution referred to as "the Society").

ARTICLE 2 SOCIETY'S VISION AND MISSION STATEMENTS

2.1 VISION STATEMENT

Ghana Society of Medical Physics members, we pledge a commitment to excellence through professional skill development and collaboration in service to our employees, our healthcare organizations and the communities we serve.

2.2 MISSION STATEMENT

To encourage, advance, supervise and honor academic achievement in the study and the highest standards of practice of Medical Physics , emphasizing values, ethics and integrity in the work setting by offering educational programs, assisting in treatment and diagnosis, conducting research projects, and assisting in the development of professional relationships

ARTICLE 3 OBJECTIVES

The objectives of the Ghana Society for Medical Physics are

- 3.1 To promote the application of physics to medicine and biology.
- 3.2 To encourage, advance and disseminate the theory and practice (training) of Medical Physics and related fields.
- 3.3 To prepare and disseminate technical information in medical physics and related fields and promote a high level of ethical practice.
- 3.4 To enrich the lives of our members through a variety of activities and social events.
- 3.5 To organize the Medical Physics Certification examination and award the license to practice for a period of two (2) years.
- 3.6 The Society shall also ensure that all Medical Physicists are engaged in technical procedures, which form part of patient care and treatment.
 - 3.6.1 planning and supervising radiotherapy treatment in discussion with medical and other staff;
 - 3.6.2 working with patients in a range of roles, for example, explaining treatment procedures and possible side effects;
 - 3.6.3 liaising closely with doctors to add technical results to patient reports;
 - 3.6.4 training and advising medical physics technicians on new equipment and protocols;

- 3.6.5 lecturing and training other health professionals, including radiographers, nurses and doctors in clinical practice;
- 3.6.6 negotiating and agreeing changes to patient diagnosis techniques in response to new procedures;
- 3.6.7 processing complex patient image data;
- 3.6.8 acting as the on-call duty physicist to respond to problems and provide advice and technical assistance;
- 3.6.9 developing techniques to show what is happening in the body using X-ray, MRI, laser, ultrasound and ultraviolet technologies and optimising use of these;
- 3.6.10 researching new equipment developments and techniques, assessing the impact on and reviewing existing local practice, advising on procurement of new equipment and compiling reports to initiate changes;
- 3.6.11 commissioning new or upgraded equipment to achieve compatibility with existing machines;
- 3.6.12 monitoring equipment to ensure that correct and consistent results or outputs are achieved and ensuring that ongoing maintenance routines are followed;
- 3.6.13 drafting and developing policies for operating equipment;
- 3.6.14 troubleshooting problems with hardware and software;
- 3.6.15 engaged in dosimetry, i.e. monitoring patient radiation doses and uptake in different organs of the body;
- 3.6.16 undertaking audit visits to hospital departments to check compliance with health and safety legislation, including personnel monitoring, decontamination routines, radioactive waste management and radiation detection advice.

In all professional and business relations the members of the Society shall be governed by the Code of Ethics as noted in the Society's Policies.

The Society may approve or adopt any report, standard, code, recommended practice, or related conformity assessment programme but shall forbid and oppose the use of its name and proprietary symbols in any commercial work or business, except to indicate conformity with its standards or recommended practice.

ARTICLE 4 MEMBERSHIP

4.1 Qualification for Membership

- 4.1.1 The membership shall consist of persons who meet the criteria of membership as listed in Section 4.1.2.
- 4.1.2 Membership shall become effective upon approval by the Executive Committee of the Society based on a completed application form and payment of membership dues.
- 4.1.3 Members are entitled to all rights normally associated with membership in an organization of this type.

4.2 Types of Membership

- 4.2.1 The corporate membership shall consist of Honorary Members, Fellows and Members. The non-corporate membership shall consist of Affiliates and Student Members.

- 4.2.2 Members of **Honorary** grade shall be elected by the Executive Committee of the Society. The election for all other grades of membership may be delegated by the Executive Committee.
- An **Honorary Member** shall be a person having distinctive accomplishment in Medical Physics or science or Clinical Practice or research or public service and those allied pursuits beneficial to the Medical Physics profession.
- 4.2.3 A **Fellow**, one who has attained a membership grade of distinction, at the time of advancement shall be a corporate member of the Society, shall have been responsible for significant Medical Physics achievements, and shall have not less than 10 years of active practice and 10 years of continuous corporate membership in GSMP.
- 4.2.4 A **Member**, at the time of admission or advancement to that grade, shall have attainments amounting to the equivalent of at least five years of Medical Physics experience.
- 4.2.4.1 **Professional Member** – membership in this class will be limited to persons resident in Ghana who are qualified by academic training and relevant Clinical experience, as defined in the Code of Ethics of the GSMP, to practice as Professional Medical Physicist in Ghana. These members shall be entitled to use the designation MP Gh. This class only will have voting powers at General Meetings.
- 4.2.4.2 **Participating Member** – this class of membership shall be open to associated professionals and persons who, because of their academic qualifications and work involvement are considered qualified to make a contribution to Medical Physics.
- 4.2.4.3 **Corresponding Member** – this class of membership shall be made available to persons who are qualified in all respects for professional membership and are residing and practising Medical Physics in other countries. Entrance to this class of membership shall be by invitation of the Society or by nomination of two of its members.
- 4.2.5 An **Affiliate** should be a person who is capable of and interested in rendering service to the field of Medical Physics; and whose work should be so related to applications of Medical Physics that admission to this grade will contribute to the welfare of the Society.
- 4.2.6 **Student Member**
- 4.2.6.1 **Doctoral Student Member** shall be doctoral students who have completed all requirements for that degree may be inducted without restriction.
- 4.2.6.2 **Graduate Student Member** shall be a candidate for masters degrees whose academic rank is high may be inducted following completion of at least 50 percent of their degree program.
- 4.2.6.3 **Baccalaureate Student Member** shall be a student regularly enrolled and working towards a degree in an approved Medical Physics curriculum, or towards an Medical Physics degree in a regionally accredited institution.
- 4.3 Personal or professional achievement of members, within the Society and/or their professions, may be designated by appropriate titles or descriptive words.
- 4.4 Application for membership shall be by covering letter and a membership form to the Secretary of the Society setting out sufficient particulars for the Executive Committee, sitting as an Admissions Board, to decide for which class of membership, if any, the applicant is eligible.

- 4.5 Admission of new members shall be announced at the General Meeting immediately following their acceptance by the Executive Committee.
- 4.6 A member may resign on giving written notice, such notice to take effect from the date of the Committee Meeting following the receipt of such notice.
- 4.7 The Executive Committee, sitting as a Disciplinary Committee, shall be empowered to judge any breach of discipline, infringement of rules or any form of misconduct of a member, for which the Committee may caution, suspend, require to resign, or expel any member. A decision of the Disciplinary Committee shall only be taken by the unanimous decision of all of its members.
- 4.8 Any member may be expelled from membership if the Committee so recommends and if a general meeting of the Society shall resolve by a two-thirds majority of the members present that such a member should be expelled on the grounds that his conduct has adversely affected the reputation or dignity of the Society, or that he has contravened any of the provisions of the constitution of the Society. The committee shall have power to suspend a member from his membership until the next general meeting of the Society following such suspension but notwithstanding such suspension a member whose expulsion is proposed shall have the right to address the general meeting at which his expulsions to be considered.
- 4.9 Any person who resigns or is removed from membership shall not be entitled to a refund of his subscription or any part thereof or any moneys contributed by him at any time.

ARTICLE 5 SUBSCRIPTION

- 5.1 The annual subscription, payable before the 1st January each year, shall be as follows.-
- 5.1.1 **Honorary Member, Fellow – GH¢ 200.00 per year.**
- 5.1.2 **Professional, Participating and Corresponding Members – GH¢ 100.00 per year.**
- 5.1.3 **Student Members – GH¢ 50.00 per year.**
- 5.2 Notices shall be sent to members advising that subscriptions are due. Any member whose subscription falls more than six months in arrears after such notice will cease to have voting powers. If the arrears lapse for six months the member's name will be deleted from the list of members after a second notice has been sent.
- 5.3 The fees are subject to review after every 3 years.

ARTICLE 6 OFFICE BEARERS

- 6.1 The office bearers of the Society shall be :

- (i) **The President**
- (ii) **The Vice-President**
- (iii) **The Secretary**
- (iv) **The Assistant Secretary / Organising Secretary**
- (v) **The Treasurer**
- (vi) **The Assistant Treasurer**

all of whom shall be **fully paid-up members** of the Society and shall be elected at the Annual General Meeting to be held in each year.

- 6.2 All office bearers shall hold office for a period of **3 years** from the date of election but shall be eligible for re-election for only one additional term.
- 6.3 Any office bearer who ceases to be a member of the Society shall automatically cease to be an office bearer thereof.
- 6.4 Office bearers may be removed from office in the same way as is laid down for the expulsion of members in this constitution and vacancies thus created shall be filled by persons elected at the general meeting resolving the expulsion.

ARTICLE 7 DUTIES OF OFFICE BEARERS

- 7.1 **President** – The President shall, unless prevented by illness or other sufficient cause, preside over all meetings of the committee and at all general meetings.
- 7.2 **Vice-President** – The Vice-President shall perform any duties of the President in his absence.
- 7.3 **Secretary** – The Secretary shall deal with all the correspondence of the Society under the general supervision of the Committee. In cases of urgent matters where the Committee cannot be consulted, he shall consult the President or if he is not available, the Vice-Chairman. The decisions reached shall be subject to ratification or otherwise at the next Committee meeting. He shall issue notices convening all meetings of the Committee and all general meetings of the Society and shall be responsible for keeping minutes of all such meetings and for the preservation of all records of proceedings of the Society and of the Committee.
- 7.4 **Assistant Secretary / Organising Secretary** – In the absence of the Secretary, the Assistant Secretary shall perform all the duties of the Secretary and such other duties as shall be assigned to him by the Secretary or Committee whether the Secretary is present or not. He/She shall be responsible for organizing all activities of the Society.
- 7.5 **Treasurer** – The Treasurer shall receive and shall also disburse, under the directions of the Committee, all moneys belonging to the Society and shall issue receipts for all moneys received by him/her and preserve vouchers for all moneys paid by him/her. The Treasurer is responsible to the Committee and to the members that proper books of account of all moneys received and paid by the Society are written up, preserved and available for inspection.
- 7.6 **Assistant Treasurer** – The Assistant Treasurer shall perform such duties as may be specifically assigned to him by the Treasurer or by the Committee and in the absence of the Treasurer shall perform the duties of the Treasurer.

ARTICLE 8 FISCAL YEAR

- 8.1 The Fiscal Year shall be from January 1 through December 31.

ARTICLE 9 PROGRAM YEAR

- 9.1 The Program Year shall be from October 1 through September 30.

ARTICLE 10 THE COMMITTEES

- 10.1 There shall be an Executive Committee and eight standing Sub-Committees.

- 10.1.1 **Executive Committee** – composed of the elected officers of the Society, the immediate Past President, and chairpersons of all standing committees shall have authority to make policy decisions for the Society provided they are not in conflict with the Constitution; to carry on the business of the Society; to receive and approve applications for membership; and to establish rules and approve or disapprove reports, resolutions, or actions of officers and committees. The Executive Committee shall meet a minimum of two (2) times per year.
- 10.1.2 **Education Sub-Committee** – shall consist of a Chairperson and other members appointed by the Executive Committee. The purpose of the committee will be to arrange programs on the subjects of employment, compensation, employee/labor relations, training/development or programs that are timely and provide educational opportunities that will support the continuing development of the Society's members and other appropriate health care professionals. A report including the activity, date, speaker, subject, number of people in attendance, and objectives of the program shall be maintained by the Chairperson and the Chapter Secretary. A program evaluation shall also be provided to each attendee. The current Chairperson shall submit the committee's goals and objectives for the upcoming year and the outgoing Chairperson shall submit the results of the goals and objectives for the prior year by February 1st.
- 10.1.3 **Communication and Activity Sub-Committee** – shall consist of a Chairperson and other members appointed by the Executive Committee. The purpose of the committee shall be to collect and disseminate information about the Society and its activities and to plan a variety of regional and institutional activities. The committee shall produce newsletters/update reports on a timely basis that may be presented in hardcopy version and/or transmitted via email and/or posted to the official GSMP website to be available to all members. The current Chairperson shall submit the committees' goals and objectives for the upcoming year and the outgoing Chairperson shall submit the results of the goals and objectives for the prior year by February 1st.
- 10.1.4 **Survey Sub-Committee** – shall consist of a Chairperson and other members appointed by the Executive Committee. The purpose of the Committee is to conduct such surveys as requested by the Executive Committee or by the membership. The Chairperson shall submit the committee's goals and objectives for the upcoming year and an annual written evaluation outlining the results of the prior year by February 1st. The Chairperson shall be responsible for coordinating the engagement with any third party vendor and/or association partners for purposes of conducting and promulgating survey instruments and data.
- 10.1.5 **Membership Sub-Committee** – shall consist of a Chairperson and other members appointed by the Executive Committee. The purpose and responsibility of the Committee is to stimulate new membership by contacting and soliciting prospective members, and to maintain current membership. The Chairperson shall ensure that each new member is provided with an orientation packet and evaluation form. The Chairperson shall be responsible for annual membership renewals by sending renewal notices and applications to all current members by December 15th. Applications and dues from both new and current members will be mailed to the Treasurer for retrieval of the payment. The Treasurer will then send a copy to the Membership Chairperson and to the Secretary for membership roster updates. If dues are not paid by January 31st, the Secretary shall notify the member in arrears that all privileges of membership are suspended until all arrears are paid in full. The current Chairperson shall submit the upcoming year's membership campaign goals and the outgoing Chairperson shall submit the results of the prior year's campaign goals and a report indicating the net change in GSMP membership for the prior year by February 1st.

- 10.1.6 **Internship Sub-Committee** – shall consist of a Chairperson and other members appointed by the Executive Committee. The purpose of the Committee is to coordinate the internship program for its members and those students who aspire to the Medical Physics Profession. The Society may sponsor all interns for each year to member institutions on a rotating basis and/or to entities/associations that support the goals and objectives of GSMP. The Chairperson shall submit a description and the goals and objectives of the program for the upcoming year and documentation that the internships were awarded and a written evaluation outlining the results of the prior year's program by February 1st.
- 10.1.7 **Legislative/Bye-Laws Sub-Committee** – shall consist of a Chairperson and other members appointed by the Executive Committee. The purpose of the Committee is to keep members abreast of current, pertinent legislative issues and to provide guidance for appropriate action. The Chairperson shall submit the goals and objectives of the committee for the upcoming year and the results of the goals and objectives for the prior year by February 1st.
- 10.1.8 **Finance & Audit Sub-Committee** – shall consist of a Chairperson and other members appointed by the Executive Committee. The purpose of the committee is to conduct an annual audit in January of the books for the previous calendar year and then submit a detailed audit report to the President. The Finance & Audit chairperson will also assist the President in identifying potential revenue sources, investigating the feasibility of implementing these projects and estimating the earnings potential. The current Chairperson shall submit the committee's goals and objectives for the upcoming year and the outgoing Chairperson shall submit the results of the goals and objectives for the prior year by February 1st.
- 10.1.9 **Nominating Sub-Committee** – The immediate Past President will serve as Chairperson and the Committee may consist of other members as appointed by the Executive Committee. In the absence of an immediate Past President, the Executive Committee will appoint a Chairperson of the Nominating Committee. The purpose of the Committee is to coordinate the nomination and election of officers for the subsequent calendar year. The Chairperson shall also be responsible for procuring year-end awards for outgoing officers and Committee Chairperson.
- 10.2 Special Sub-Committees may be appointed and will be of such duration as specified and authorized by the Executive Committee. Special Committees shall submit interim written reports to the President as specified, and upon completion of the project shall present conclusions and recommendations as appropriate.

ARTICLE 11 ETHICS

The Society shall be governed by the Code of Ethics of the Ghana Society for Medical Physics

ARTICLE 12 VIOLATIONS AND DISCIPLINE

Violations of the Code of Ethics, or of these Bye-Laws, shall be reported in writing to the President or Secretary, who in turn shall present the matter to the members of the Executive Committee for their consideration. If, in their judgment, after adequate investigation and fair hearing, the facts warrant discipline in the form of reprimand, suspension or expulsion, they shall make their recommendation to the Society. The Fellows shall then vote by ballot and a two-thirds affirmative vote shall be necessary to confirm the recommendation.

ARTICLE 13 – VOTING

- 13.1 Any member may nominate for office, vote, hold office, propose a bye-law, or an amendment to the constitution.
- 13.2 A quorum for Society action shall be one officer and one-third of the members on record.
- 13.3 Action shall require a majority of vote of a quorum at a formally scheduled meeting or via email.

ARTICLE 14 – GENERAL MEETINGS

- 14.1 There shall be two classes of general meetings – Annual General Meetings and Extraordinary General Meetings.

14.2 Annual General Meetings

14.2.1 The Annual General Meeting shall be held not later than November in each year. Notice in writing of such Annual General Meetings, accompanied by the annual statement of account and the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meetings and, where practicable, by Press advertisement not less than 14 days before the date of the meetings.

14.2.2 The agenda for any Annual General Meeting shall consist of the following:

- (a) Confirmation of the minutes of the previous Annual General Meeting.
- (b) Consideration of the accounts.
- (c) Election of office bearers and the Committee members (and Trustees where necessary in accordance with code of practice).
- (d) Appointment of auditors in accordance with Constitution and bye-laws.
- (e) Such other matters as the committee may decide or as to which notice shall have been given in writing by a members or members to the secretary at least four weeks before the date of the meeting.
- (f) Any other business with the approval of the President.

14.3 Extraordinary General Meetings

14.3.1 An Extraordinary General Meeting of the Society may be convened to:

14.3.1.1 Hold an election to fill a vacancy on the Committee, should one arise;

14.3.1.2 Consider a proposal to amend this constitution or any other governing instrument of the Society;

14.3.1.3 Address any other circumstance not provided for in this constitution.

14.3.2 An Extraordinary General Meeting shall be convened:

14.3.2.1 By majority decision of the committee; or

14.3.2.2 On foot of a submission to the Committee of the Society of a petition signed by not less than ten (10) members of the Society.

14.3.3 No less than seven (7) days notice of an Extraordinary General Meeting shall be given. The date and time of the E.G.M. shall be notified to all members

ARTICLE 15 – ELECTION OF THE EXECUTIVE MEMBERS

- 15.1 The Executive Members of the Society shall be elected at the Annual General Meeting.
- 15.2 The Auditor shall act as returning officer for the elections. Where the Auditor intends to be a candidate in any election, a returning officer, who is not a candidate in any election, shall be appointed by the Committee.
- 15.3 All members of the Society shall be eligible for election to the Committee.
- 15.4 Candidates for each position on the Committee of the Society must be proposed and seconded by members of the Society at the A.G.M.
- 15.5 All members of the Society shall be entitled to vote in the election of the Committee.
- 15.6 The election of members of the Committee shall take place by secret ballot at the A.G.M. Where the votes obtained by any candidate exceed the votes obtained by any other candidate for that position, he/she shall be deemed elected to that position.

ARTICLE 16 – TRUSTEES

- 16.1 All land, buildings and other immovable property and all investments and securities which shall be acquired by the Society shall be vested in the names of not less than three (3) trustees who shall be members of the Society and shall be appointed at an annual general meeting for a period of three years. On retirement such trustees shall be eligible for re-election. A general meeting shall have the power to remove any of the trustees and all vacancies occurring by removal, resignation or death, shall be filled at the same or next general meeting.
- 16.2 The trustees shall pay all income received from property vested in the trustees to the Treasurer. Any expenditure in respect of such property which in the opinion of the trustees is necessary or desirable shall be reported by the trustees to the Committee which shall authorise expenditure of such moneys as it thinks fit.

ARTICLE 17 – AUDITOR

- 17.1 An auditor shall be appointed for the following year by the Annual General Meeting. All the Society's accounts, records and documents shall be opened to the inspection of the Auditor at any time. The Treasurer shall produce an account of his receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than six weeks and not more than three months before the date of the Annual General Meeting. The Auditor shall examine such annual accounts and statements and either clarify that they are correct, duly vouched and in accordance with the law or report to the Society in what respect they are found to be incorrect, unvouched or not in accordance with the law.
- 17.2 A copy of the Auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members at the same time as the notice convening the Annual General Meeting is sent out. An Auditor may be paid such honorarium for his duties as may be resolved by the Annual General Meeting appointing him.
- 17.3 No auditor shall be an office bearer or a member of the Committee of the Society.

ARTICLE 18 – FUNDS

- 18.1 The funds of the Society may only be used in accordance with the objectives of the Society.
- 18.2 All moneys and funds shall be received by and paid to the Treasurer and shall be deposited by him/her in the name of the Society in any bank or banks approved by the Committee.
- 18.3 No payments shall be made out of the bank account without a resolution of the Committee authorizing such payment and all cheques on such bank account shall be signed by the Treasurer or the Assistant Treasurer and two other office bearers of the Society who shall be appointed by the Executive Committee.
- 18.4 A sum not exceeding GH¢ 500 may be kept by the Treasurer for petty disbursements of which proper account shall be kept.
- 18.5 The Committee shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the Society and shall have power to appoint another person in his place. Such suspension shall be reported to a general meeting to be convened on a date not later than two months from the date of such suspension and the general meeting shall have full power to decide what further action should be taken in the matter.
- 18.6 The financial year of the Society shall be from 1st January to 31st December.

ARTICLE 19 – AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution of the Society must be approved by at least a two-thirds majority of members at a general meeting of the Society every three years.

ARTICLE 20 – DISSOLUTION

- 20.1 The Society shall not be dissolved except by a resolution passed at a general meeting of members by a vote of two-thirds of the members present. The quorum at the meeting shall be as shown in Article 13.2. If no quorum is obtained, the proposal to dissolve the Society shall be submitted to a further general meeting which shall be held one month later. Notice of this meeting shall be given to all members of the Society at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.
- 20.2 Provided, however, that no dissolution shall be effected without prior permission in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.
- 20.3 When the dissolution of the Society has been approved by the Registrar, no further action shall be taken by the committee or any office bearer of the Society in connection with the aims of the Society other than to get in and liquidate for cash all the assets of the Society. Subject to the payment of all the debts of the Society, the balance thereof shall be distributed in such other manner as may be resolved by the meeting at which the resolution for dissolution is passed.

ARTICLE 21 – EFFECTIVE DATE

This constitution is effective from **14th January 2011**.