



## STATUTE OF THE SOCIETY OF MEDICAL RADIOGRAPHERS (Malta) – 2020

### NAME

1. We, professional members in the art and science of medical radiography, firmly believe and by right embrace other members in a society which should be known as the **SOCIETY OF MEDICAL RADIOGRAPHERS (MALTA)** in short **SRM**.

### HEAD OFFICE

2. The head office of the SRM will be:

SRM, 127, The Professional Centre, Sliema Road, Gzira GZR1633.

### LANGUAGE

3. The Maltese language is the official language of the SRM although other languages may be used as needed.

### OBJECTIVES

4. The main objectives of the Society are:

a. To work for the advancement of science and the practice in radiography, radiotherapy and other sciences related to them.

b. To continually provide training at all levels in this discipline. The Society is therefore involved in the continuous education of its members.

c. To encourage and facilitate communication between radiographers and other grades in every health sector.

d. To protect its members' health in the work environment.



## PRINCIPLES

5. The Society and the members within it, so as to execute the objectives mentioned in article 4, have to act upon these principles:

- a. The Society is based upon the management principle from the General Meeting.
- b. All the members, so as to ensure the rights and benefits given to them as a result of the membership fee payment, have to, out of goodwill, observe the obligations assumed by them according to the present statute.
- c. The Society, by a declaration, is not a governmental organisation and preserves its professional independence.
- d. The Society makes no distinction between members of different race, religious and/or political belief.
- e. The Society is a non-profit organisation and is registered with the Office of the Commissioner for Voluntary Organisations (VO 648).
- f. Ethical and professional manners are expected as an obligation from all the members within the society.

## MEMBERSHIP

6. All those who are '**STATE REGISTERED RADIOGRAPHERS**' with the **CPCM** can apply for membership as members of the SRM.

7. For a person to become a member in the SRM s/he must:

- a. be qualified so as to apply for membership according to article six (6) of this statute.
- b. Fill in the membership application form according to the first schedule annexed with this statute and has to pay the entrance rate as per article eleven (11) of this statute, and
- c. Must be accepted as a member by the Executive Committee. A member may be refused by the General Meeting. Every member will have a registration number which will be written on the receipt which is given every year.



8. Whoever is not accepted as a member may appeal from this decision to the General Meeting. An appeal in this sense is carried out by two members of the SRM writing a letter to the secretary of SRM in which they explain the case. The case will then be presented in the first upcoming General Meeting.

9. The date of acceptance of the applications for membership according to article seven (7)

of this statute will be considered to be the beginning of the membership and will be registered in the members' registry.

10. After becoming a member, each member needs to pay the membership fee regularly.

11a. A person is accepted as a member of the SRM when s/he pays the current membership fee as stipulated by the executive committee.

11b. Revision for new membership fees, by the Executive Committee, need to be approved in the Ordinary General Meeting, which revision should be carried out according to the current needs of the Society.

12. If a person, after resigning from being a member, or for any other reason has terminated his/her membership with the SRM, reapplies to become a member in the SRM, the General Meeting, if it accepts the membership application once again, binds the person who is applying with a guarantee to pay the SRM the money it is due by the person concerned if it is the case.

13. If a member does not pay the membership fee within two months from when the notice of payment is received from the treasurer, s/he will need to reapply as a member.

14. Radiography students and other people interested in the art and science of radiography may become members within the society as Associate Members.

15. The membership rate for associate members will be between 30 percent (30%) and fifty percent (50%) less than that stipulated in article eleven (11a) and will only include the membership fee.

## ORGANISATION

16. The organisation of the SRM is as follows:

- o General Meeting, Ordinary or Extraordinary,
- o Executive Committee,



- o Committee or 'ad hoc' Commissions appointed by the General Meeting or the Executive Committee in this order of supremacy.

17. The Society makes no distinction on eligibility of men and women who participate with all capacity and under the condition of equality in all the organisation of the Society.

## GENERAL MEETING

18. The General Meeting will be composed of all the members of the SRM, who will have the right to attend, propose material for discussion, and vote, and this so long as they have paid the membership fee.

19. The associated members of the Society, do not have a right to vote.

20. The General Meeting meets in an ordinary manner once a year, between the first of January and the first of March, to consider:

a. The appointment of a chairperson, deputy and tellers to conduct the General meeting and the elections of the Executive Committee.

b. The minutes of the previous General Meeting, and

c. The administrative report about the work of the SRM in the previous twelve months.

d. The financial report about all the finances administered by the SRM, for the previous year, which report will be verified, and

e. The elections of the SRM official according for the provision of this statute, which elections will be carried out every two years.

f. The elections of the representatives of the sections within the Executive Committee of the SRM according to the provision of this statute.

g. The appointment of two members of the SRM before each General Meeting so as to verify the financial report of the SRM for the following year, as well as to verify the reports about all other finances administered by SRM

h. Amendments to this statute, and

i. Motions submitted by the members, and

j. The appointment of third parties, namely a chairperson and two members, to be an appeals board in discipline cases, and



k. Urgent issues which would not be on the agenda, so long as these follow the procedure established by this statute.

21. The General Meeting meets in an extraordinary manner:

a. Whenever called by the Executive Committee.

b. Upon request of not less than sixty percent (60%) of the partner members who regularly pay the membership fee, which request is carried out by the Chairperson.

22. The General Meeting will have the power to dissolve the Executive Committee as well as to remove an official or officials or a member or members of the Executive Committee of the SRM. If the General Meeting is presented with a request for dissolution of the Executive Committee and this request is accepted, the General Meeting immediately and with priority over other matters which are on the agenda goes on to appointing the new Executive Committee.

23. All the members of the SRM will be informed of the agenda of the General Meeting, when this meets in an ordinary manner as well as when it meets in an extraordinary manner. In the agenda, the members will be informed on those things which will be considered by the General Meeting, as well as on the date or dates, time or times and place or places in which the General Meeting will be held.

24. In the case of an Ordinary General Meeting, the agenda will be sent by e-mail (electronic mail) or to the postal address of each member, which will be the address that each member would have written in the membership application, or to that new address of which the member concerned would have informed, in writing, the Secretary of the SRM.

25. The agenda, according to article twenty-four (24) of this statute needs to be sent to all the members of the SRM (those who have paid the membership fee as well as those who have fallen behind on this payment) not less than ten (10) working days before the General Meeting meets.

26. In the case of an extraordinary General Meeting the members of the SRM will be informed about the agenda at least two (2) days before the General Meeting meets.

27. In the agenda which is sent to the members of the SRM according to article twenty-four (24) of this statute, all the members will be invited, until the date established by the Executive Committee, which however will not be later than seventy-two (72) hours before the beginning of the meeting of the General Meeting, to write to the Secretary of the SRM, in the main address of the SRM,

a. Proposals for amendments to this statute,

b. Motions.



28. Each proposal for amendment to this statute, each motions and each nomination for the elections, according to article sixty-three (36) of this statute, must be signed by two members of the SRM and they must have their membership fee regularly paid.

29. Urgent issues which are not on the agenda will be considered by the General Meeting, whether they are ordinary as well as if they are extraordinary, so long as whoever proposes them:

a. Informs the Secretary of the SRM of his/her intention by not later than one (1) hour before the start of the General Meeting.

b. Obtains the consent of two-thirds of the members present at the General Meeting immediately after the approval of the minutes.

30. The agenda of the General Meeting is drawn up by the Executive Committee of the SRM and is issued under the signature of the Secretary of the SRM.

31. A request for an Extraordinary General Meeting, when it is made by sixty percent (60%) of the members who have paid the membership fee, must be made to the chairman of the SRM and needs to specify the reason why it is being made in a clear manner. The request must be accompanied by the signatures, the names and addresses of the members who made the request.

32. The Executive Committee will be informed about the request for an Extraordinary General Meeting within a week from when the request is made.

33. The quorum for the General Meeting, the Ordinary one as well as the Extraordinary one, is of a quarter of the members who are partners and who have their membership fee regularly paid.

34. The General Meeting will start its work in the presence of a quorum, or half an hour after the announced time with the number of members present. However:

a. This statute cannot be amended if there isn't the presence of at least 20% of the partner members.

b. A motion about the dissolving cannot be considered, if not in the presence of a quorum.

35. The procedure rules of the General Meeting (whether Ordinary or Extraordinary) will be according to the second schedule annexed with this statute.



## ELECTORAL COMMISSION

36. In the agenda, which is sent to the members of the SRM according to article twenty-four (24) of this statute, the members will also be invited to, by not later than seventy-two (72) hours before the General Meeting begins to meet, send to the Electoral Commission of the SRM, elected according to the provision of this statute, nominations for the election of the officials and other members of the Executive Committee of the SRM, as well as for the Council Member in the year of his election.

37. The forms for the nominations for the election and for the officials and of the other members of the Executive Committee of the SRM according to the third schedule annexed with this statute.

38. The Electoral Committee which conducts the election of the officials and other members of the Executive Committee as well as of the Council Member, will be appointed by the Executive Committee which will be about to terminate their appointment, and will be confirmed by the Ordinary General Meeting immediately after the approval of the minutes and before any other matter which may be presented for the consideration of the same General Meeting.

39. The Electoral Commission will remain appointed for a period of twenty-four (24) months, and this is unless the Meeting decides otherwise.

40. The Electoral Commission will be composed of two members, both members of the SRM who have their membership fee paid. One of these members will be appointed Chairperson while the other will be Deputy Chairperson.

41. The rules about the election of the official of the SRM and other members of the Executive Committee are made by the Electoral Commission and are confirmed by the General Meeting according to article twenty (20) of this statute. With this however, after these rules would have been approved for the first time by the General Meeting, it will be only the amendments which will need approval by the General Meeting.



## EXECUTIVE COMMITTEE

42. The Executive Committee will be composed of not less than five (5) members and not more than eleven (11) members who would have been elected by the General Meeting.

43. The Officials of the SRM will be a President, Secretary and Treasurer. These Officials will be elected in the first meeting of the Executive Committee.

44. The Executive Committee may also appoint from itself those officials for which there is a need.

45. The Executive Committee:

a. Takes the necessary initiatives to carry out the objectives of the SRM as described in article four (4) of this statute,

b. Takes all the necessary steps so as to execute the decisions of the General Meeting,

c. Takes the necessary measures so as to represent the SRM in national bodies as well as in international bodies,

d. Establishes, collects and administers funds for the SRM,

e. Where it is the case, action will be taken against members of the SRM.

f. Appoints consultants of the SRM as deemed fit and necessary, and invites these consultants for the meetings of the organisations of the SRM whenever deemed fit and necessary.

g. Determines its own procedures,

h. Makes those regulations which are required for the best execution of this statute, and

i. Interprets this statute and the regulations which are made by itself.

46. The executive Committee meets at least once a month on an agenda issued by the Secretary of the SRM.

47. The Meetings of the Executive Committee are only done in the presence of a quorum.





48. The quorum of the Executive Committee will be signed by fifty percent plus one (50% + 1) of the members of the Executive Committee, which includes the President or his/her substitute.

49. All the decisions of the Executive Committee are taken by a simple majority of the votes of the members present and who have voted.

50. The Executive Committee should meet if three of its members make a request in writing for this purpose. The request is made to the Secretary and should clearly specify the reason for which the request is being made. The Secretary should convene a meeting of the Executive Committee according to this article within three (3) days from when the request is received. When the meeting of the Executive Committee is convened according to this article, notwithstanding the provisions of article forty-eight (48) of this statute, the quorum for a meeting to be carried out is of five members. In the case that in this meeting the president as well as his/her substitute (if appointed) are not present, the *mutatis mutandis* provision of article fifty-four (54) of this statute applies.

51. If a member of the Executive Committee does not attend the meetings of the said committee for three times without giving a valid reason, which is accepted by the Executive Committee, s/he automatically will not remain a member of the Executive Committee.

52. When a member of the Executive Committee resigns or stops being a member of this committee, another member will be co-opted by the Executive Committee. This will take place if an election would not have been carried out in the previous General Meeting. In the case that this election is carried out, the next member in line, according to the number of votes, will be chosen,

## OFFICIALS

53. The President of the SRM should chair all the meetings of the Executive Committee according to the procedure rules in place.

54. If during the Executive Committee meeting, both the president as well as his/her substitute are absent, the members who are present choose from amongst themselves another person to temporarily chair that meeting.

55. The Secretary will be responsible to lead the work of the SRM as described in this statute, as well as according to the decisions of the General Meeting and the Executive Committee from time to time. S/He will present to the General Meeting the administrative Report of the SRM after this is approved by the Executive Committee.



56. The Secretary will be responsible for the keeping of minutes, the documents of the SRM and the administration of the principal office of the SRM.

57. The Treasurer administers the funds of the SRM according to the directives which are given by the General Meeting and/or the Executive Committee of the SRM. In particular s/he keeps the financial books of the SRM and is responsible for the collection of the membership fees. S/He keeps an updated list of the members of the SRM who have paid their membership fee. The Treasurer is also responsible to supervise all those other finances that the SRM would have entrusted him/her with their administration.

58. The Treasurer presents to the General Meeting a financial report of the SRM, which report will be from the first of January till the end of December of the previous year. This will be approved by the Executive Committee of the SRM and audited by auditors appointed on purpose by the General Meeting.

59. The funds of the SRM should be deposited into a local bank. In this case, cheques will be signed by the Treasurer and will also have the signature of the President.

60. The Treasurer authorises all the payments needed up to one hundred Euro (100 Euro). The Treasurer will continuously have not more than one hundred Euro (100 Euro) as petty cash. On amounts which are greater than one hundred Euro (100 Euro) s/he follows the directive of the Executive Committee.

61. The public relations Officer of the SRM will be responsible of informing the public of the views of the SRM as well as to keep the SRM updated on what is being said on all means of social communications.

62. The Council Member will be responsible of informing the Executive Committee, from time to time, of his/her activities within the EFRS. S/He should also present to the General Meeting a yearly report of his/her work in the EFRS, after this is approved by the Executive Committee.

63. Unless the Executive Committee decides otherwise, the President and the Secretary will hold the legal representation of the SRM.

## DISCIPLINE

64. Once a year, the General Meeting will appoint a Disciplinary Board. This Board which will be appointed for twelve months, will be made up of a Chairperson and two members, the three of which will be members of the SRM and will have their membership fee regularly paid. The Disciplinary Board has the right to call consultant/s to help and guide it in the cases which are presented to it.



65. The Disciplinary Board decides each case which is presented to it by the Executive Committee of the SRM, which case cannot be presented after the expiry of three (3) months from when the disciplinable offences take place.

66. No member of the Executive Committee of the SRM may be a member of the Disciplinary Board.

67. Whoever is brought before the Disciplinary Board will have the right to:

a. Choose a person to assist him,

b. Have no less than fifteen (15) days' time to prepare his/her defence, which fifteen (15) days will start from that day in which s/he is informed in writing about the accusations brought against him/her.

c. Appeal to the General Meeting, which appeal needs to be presented within ten (10) days from when s/he is informed about the decision of the Disciplinary Board.

d. No decision of the Disciplinary Board will be executed until the appeal is terminated, if present. The decision of the General Meeting will be final.

68. The Executive Committee will have the right to make regulations which will specify:

a. The disciplinable offences,

b. The applicable penalty in the case that a particular offence is prove,

c. The offences with which, if proven to have been done by a member of the SRM, s/he may be expelled from being a member of the SRM, and

d. The procedures which should be followed by the Disciplinary Board.

69. No disciplinary action may be taken against a member of the SRM if in the moment when the offence allegedly took place, this is not a disciplinable offence according to the statute and the regulations which are made thereunder. In every case no disciplinary action may be taken against a member of the SRM if more than two (2) years have passed since the alleged offence took place.

## DISSOLUTION

70. The SRM may only be dissolved by a decision of the General Meeting.

71. The dissolution of the SRM will happen only after:

a. A motion with this objection which would have been circulated as part of the agenda of the General Meeting.



b. This motion would have been discussed and decided upon in the presence of a quorum of the General Meeting.

c. The motion would have been approved by not less than two thirds of the members present.

72. A motion about the dissolution must include details about what should be done with the property and funds of the SRM so as to be valid.

73. In the case that a motion for dissolution is approved according to this statute, the General Meeting goes on to immediately appoint from within itself a Commission of Administrators which will be made up of a Chairperson and two members. This *ipso facto* Commission which is approved by the motion of dissolution, will assume the administration of all the assets and funds of the SRM and will leave them in the state that they are in for the coming twelve months. The money will be invested in a way that provides the best income possible. The three members need to decide with a unanimous vote and need to be collectively responsible for every transaction that is carried out.

74. The Commission of Administrators administers all the assets and funds of the SRM for a period of twelve (12) months from the appointment. Upon the closing of the said twelve (12) months, if no initiative is taken according to article seventy-four (74) of this statute, the Commission, after liquidating all the assets of the SRM will pass on all the liquid funds to charity groups, as per the expressed wish of the General Meeting.

75. If a number of persons decide during the first twelve (12) months after the approval of dissolution of the SRM to re-establish the SRM of another society which in the opinion of the Commission of Administrators is similar to the SRM, the Commission of Administrators will pass on the assets and funds to the reconstituted SRM or to the new society.



ANNEX 1 - MEMBERSHIP APPLICATION



## MEMBERSHIP APPLICATION FORM

### Personal Details

Title Mr / Mrs / Ms / Other \_\_\_\_\_  
Surname \_\_\_\_\_ Name: \_\_\_\_\_  
Gender M / F D.O.B. \_\_\_\_\_  
I.D. Card No \_\_\_\_\_ Nationality \_\_\_\_\_  
Address: \_\_\_\_\_  
Post Code \_\_\_\_\_  
Tel. No. \_\_\_\_\_ Mob. No: \_\_\_\_\_  
Email: \_\_\_\_\_  
CPCM state registration no. \_\_\_\_\_

The SRM has a **facebook** Group.

*If you would like the SRM to add you to its Facebook Group, please provide us with the email that is registered with your Facebook account*

- Same as above  
 Other \_\_\_\_\_

**How would you prefer the SRM to contact you about activities and events that are organised:**

- E-mail  
 Facebook  
 Postal Address  
 Other \_\_\_\_\_



## **Qualifications**

Please fill in title, awarding body and year of all relevant qualification(s)  
e.g. Dip. Radiography, University of Malta, 2007

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **Employment Details**

Main employer: \_\_\_\_\_  
Department: \_\_\_\_\_  
Unit/Team/Section: \_\_\_\_\_  
Job title / Grade: \_\_\_\_\_

## **Membership**

- Member (25 Euro / year)       Associate Member (12 Euro / year)\*

## **Payment**

**Membership payment for the year 20\_\_ paid by**

- Cash  
 Bank Transfer (we will send you our bank account details as soon as we get the form)  
 Cheque (Bank: \_\_\_\_\_, Cheque Number \_\_\_\_\_ )

## **Declaration**

I, the undersigned, declare that all of the information supplied may be in conjunction with this application is correct and that in the event of my acceptance in to membership I will be governed by the rules, regulations and articles of the Society of Medical Radiographers, Malta as far as possible I will advance the objects of the Society. I understand that I may withdraw from the Society at any time by giving written notice and ensuring that my membership fees are paid up to date.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Data Protection Act**

*The Society of Radiographers, Malta does not release members' information to external organisations for marketing purposes. Personal information relating to members is held on a secure database by the Society in order to facilitate services to members.*



## ANNEX 2 - RULES OF PROCEDURE OF THE GENERAL MEETING

(SECOND SCHEDULE, ARTICLE 35)

### Regulations of procedure for the meetings of the General Meeting

1. The Executive Committee will have the right to invite observers for the General Meeting
2. Each member of the SRM may be requested to provide proof that he is in fact a member, as well as the s/he has his membership fee completely paid, before s/he is allowed to enter the meeting room where the General Meeting will be taking place.
3. Before the start of the discussion, the Chairperson or his/her deputy may request a list of the speakers, allocated and limits the time for discussion as he deems fit and necessary.
4. Without damage to articles 68 and 76 of this statute, unless there is a unanimous consent of the General Meeting regarding the suspension of this regulation, only that which is on the agenda will be discussed during the General Meeting, apart from urgent issues as provided in article 29 of this statute, as well as without damage to what is provided in regulations number 11 and 14 of this schedule.
5. Every member who has his membership fee paid may present amendments for the motions to the statute which are on the agenda, so long as:
  - a) The amendment is in writing
  - b) The amendment is signed by whoever is suggesting it and by another member who has paid his membership fee
  - c) Hands his amendment signed according to (a) and (b) to the chairperson before the time in which the General Meeting begins.
6. When a motion, or an amendment to the statute, is about to be discussed, the chairperson or his deputy will:
  - a) Read the motion of the amendment to the statute.
  - b) Ask the proposer to explain in no more than five minutes.
  - c) Read the amendments which the secretary would have received according to regulation number 5 of this schedule.
  - d) Ask the proposer of each amendment to explain in no more than three minutes.
  - e) Invite whoever would like to discuss the subject of the motion or amendment to the statute to do so.
  - f) Regulate the way in which the winding up by all persons who are interested in doing this.
  - g) Presents for voting the amendments, one by one, according to the order in which he received them.



- h) Presented for voting the motions or amendments to the statute as amended.
7. Unless this statute does not provide otherwise, every decision of the General Meeting will be taken with the approval of the majority of the votes of the members present and who voted.
  8. If one member requests that the vote should be private, this will be done in this way.
  9. Motions which are on the agenda may be withdrawn only if the General Meeting agrees that this should be done.
  10. The Chairperson and his/her deputy should maintain order during the General Meeting. For this purpose, s/he may dismiss any member from the meeting room of the General Meeting if s/he does not follow his/her directives or disturbs the proceedings of the General Meeting.
  11. A decision of whoever if presiding may be changed in this way:
    - a) Immediately after a decision is made, a contesting motion is presented which will be considered there and then according to this regulation.
    - b) Ten members present during the General Meeting indicate that they support the contesting motion.
    - c) Whoever is presiding the General Meeting is temporarily changed, and this according to the provision in the statute.
    - d) One speaks in favour and one against the contesting motion.
    - e) The contesting motion receives the approval of two thirds of the members present and who voted.
  12. No motion may be considered more than once in the same General Meeting.
  13. No one may speak more than once on the same motion of amendment unless there is some provision contrary to this statute.
  14. The discussion stops, a motion is presented and approved that the vote may now be taken, or the General Meeting will move on to the next point on the agenda. Motions like these are only presented by members who have not yet spoken about this motion. On a motion like this only one in favour and one against are allowed to speak by whoever is presiding.
  15. When a member is speaking, other members may only speak on a point of order or personal explanation.
  16. The chairperson or his/her deputy will only have the casting vote.





ANNEX 3 - THE FORMS FOR THE NOMINATIONS FOR THE ELECTION AND THE OFFICIALS AND OTHER MEMBERS OF THE EXECUTIVE COMMITTEE OF THE SRM.

**SRM Executive Committee Election**

I, \_\_\_\_\_ (ID Number \_\_\_\_\_)  
would like to contest the election for the executive committee of the Society of  
Medical Radiographers. I am being seconded by these members.



**Member 1:**

Name \_\_\_\_\_ Signature \_\_\_\_\_

**Member 2:**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Signature of Contestant: \_\_\_\_\_ Date: \_\_\_\_\_

Delivered to: \_\_\_\_\_ Date: \_\_\_\_\_