



THE EUROPEAN FEDERATION OF SOCIETIES FOR ULTRASOUND IN MEDICINE AND BIOLOGY CONSTITUTION

PREAMBLE

Ultrasonic techniques are being more and more widely applied in medicine and biology; scientific societies have been founded in a number of European countries to promote research and interdisciplinary collaboration in this field. In order to integrate the national activities and to represent the European National Societies in the World Federation of Societies for Ultrasound in Medicine and Biology, an international organisation has been created. This organisation is primarily a Federation of independent societies founded on a national level and shall operate under the following constitution.

Article 1 NAME AND LEGAL STATUS

The name of the organisation is the European Federation of Societies for Ultrasound in Medicine and Biology (EFSUMB). All legal questions and affairs between the membership and EFSUMB itself shall be in accord with the law of England and Wales.

Article 2 OBJECTIVES

EFSUMB generally shall promote communication and understanding in the field of ultrasound. EFSUMB's objectives shall be to promote the science, the research and development of ultrasound in Medicine and Biology and to publish the results of research; to propose standards and to give advice concerning criteria for optimum equipment and techniques and clinical applications; to arrange congresses and study and development meetings on an international level both in and outside Europe by the member organisations, including organising, in co-operation with a local committee, a European or World Congress for ultrasound in Medicine and Biology (WFUMB) at least once every four years; to represent the interests of its membership in WFUMB and in any other international organisation whose purposes are consistent with those of EFSUMB.

Article 3 ETHICAL POLICY

EFSUMB is committed to the highest standards of governance, accountability and responsibility. EFSUMB is impartial, politically and economically. It seeks to conform to all relevant governance guidelines. In pursuance of this EFSUMB will exert appropriate financial control in accordance with its Constitution and communicate its policies, achievements and prospects honestly and transparently with all interested parties. EFSUMB will engage with suppliers, contractual partners and industry which conform with EFSUMB's objectives. EFSUMB will only accept donations if unrestricted and for educational purposes that fulfil its educational objectives. Acceptance of donations will be subject to a discussion of potential issues of ethical concern.

Article 4 POWERS

In furtherance of Article 2, but not otherwise, EFSUMB shall have the following powers:

- 4.1** To determine the location of its headquarters;
- 4.2** To raise funds and to invite and receive contributions from any person or body whatsoever by way of subscription, donation or otherwise;
- 4.3** To carry out any activity insofar as it is consistent with EFSUMB's charitable status;
- 4.4** To engage or employ such persons (including but not limited to employees, consultants or advisers) as may be requisite for the promotion of its objectives and on such reasonable terms and remuneration as thought fit;
- 4.5** To invest the moneys of EFSUMB not immediately required for its objectives in or upon such investments, securities or property as thought fit;
- 4.6** To amalgamate or act with any charity whose objectives are compatible with those of EFSUMB;
- 4.7** To carry out all such other lawful actions as deemed necessary to further the attainment of any objective of EFSUMB.

Article 5 MEMBERSHIP

5.1 EFSUMB society membership shall be composed of interdisciplinary national organisations, whose aims are to promote or develop the application of ultrasound in medicine or biology and whose scientific stature is in keeping with the objectives of EFSUMB.

EFSUMB shall accept only one European organisation as representing any particular country or state, to be known as the "Full National Society". This does not preclude other national societies in ultrasound disciplines, being allowed membership, but this will be termed "Affiliate National Society". The Executive Bureau will make the final decision as to the "full" member representative, if there is more than one membership application from any individual country or state, but having generally an interdisciplinary society as the "full" member. Any Society who chooses not to admit all registered national society members into EFSUMB, will automatically become an "Affiliate National Society". The rights of the two different categories will differ, so that the "Full National Society" has more substantial rights over the "Affiliate National Society". There will be no voting rights for "Affiliate National Societies".

- 5.2** Organisations desiring to join EFSUMB must present evidence that they are carrying on one or more activity in an area relevant to the use of ultrasound

in medicine or biology and are holding regular meetings. Such organisations must operate on a non-profit basis and maintain high ethical standards and must have a constitution or other formal documentation of its association and operation.

5.3 In addition individual members may be admitted, without national society membership, subject to an annual subscription, no lower than the membership fee of an individual who is part of a “Full or Affiliate National Society”, of persons who are actively engaged in the application of ultrasound in medicine or biology from any country, not restricted to Europe. Individual members shall have no voting rights.

5.4 All applications for “Full or Affiliate society membership” shall be submitted in writing to EFSUMB. Applications from national organisations shall be accompanied by a list of its current officers and its membership and by a copy of its constitution. Individual membership application shall submit a letter of recommendation from two other individual members or from the professional body of which he/she is a member, and be a member of good standing.

5.5 “Full or Affiliate society” applications shall be reviewed by the Executive Bureau, and presented to the Board of Delegates for approval. Acceptance of society applicants shall require a two-thirds majority of the delegates in attendance at the Board meeting. The decision of the Board shall be notified in writing. Individual membership shall be reviewed and approved by the EFSUMB Honorary secretary, and in consultation with the Past President.

5.6 Termination of membership:

5.6.1 Membership both by “Full or Affiliate national societies” and individuals may be terminated by six months’ notice in writing to EFSUMB.

5.6.2 Member Societies and individual members whose fees are six months in arrears shall be suspended.

5.6.3 If national societies or individual member fees are two years in arrears and have been so notified membership shall be automatically terminated.

5.6.4 Full, affiliate society or individual membership may also be terminated by a two-thirds majority vote of the Board of Delegates on the recommendation of the Executive Bureau when well established grounds have been presented. No decision to terminate membership shall be made unless the member has been given not less than one month’s notice of the fact that such a resolution is to be proposed, specifying the circumstances alleged to justify

expulsion, and has been afforded a reasonable opportunity of being heard by and of making written representations to the Board.

5.6.5 EFSUMB shall keep a register of National Societies, which shall include details of current executive officers, addresses and membership.

Article 6 RIGHTS AND PRIVILEGES OF FULL, AFFILIATE NATIONAL SOCIETIES AND INDIVIDUAL MEMBERS

6.1 Access to EFSUMB educational resources including the password-protected sections of the EFSUMB website.

6.2 Permission to indicate its affiliation to EFSUMB on stationery and elsewhere as appropriate.

6.3 Representation in EFSUMB as provided by this Constitution.

6.4 Reduced rates for EUROSON Congress registrations and EFSUMB publications for all members, where applicable.

Article 7 RESPONSIBILITIES OF NATIONAL SOCIETIES

As a condition of membership, the National Societies shall:

7.1 Publish or otherwise disseminate to all their members EFSUMB's notices or announcements.

7.2 Notify EFSUMB of all changes in officers, membership numbers and changes to their constitution and bylaws.

7.3 Appoint a delegate as their representative to EFSUMB whose name, contact details and changes thereto shall be notified to EFSUMB. Membership of the Board of Delegates is restricted to full society members, affiliate societies may attend solely as observers by prior permission of the Executive Bureau.

7.4 Pay annual membership fees which shall be based on the number of members in the National Society at 31 December. Invoices will be sent in April for payment no later than 4 July of that year.

7.5 Provide to EFSUMB and maintain a current listing of the names, postal addresses and email addresses of its members, or forward communications to the e-mails or postal addresses of their members.

Article 8 GOVERNANCE

8.1 EFSUMB shall consist of a General Assembly, a Board of Delegates, an Executive Bureau and an Executive Secretary.

8.2 General Assembly A General Assembly of all “Full and Affiliate National Societies” and individual members of EFSUMB shall be held every two years, normally at the EUROSON Congress of EFSUMB, and shall be open to all members.

8.3 Board of Delegates The Board shall be composed of one nominated member from each “Full member National Society” who has been appointed by their Society as competent to act on its behalf. The delegate shall carry a letter of authorisation from their-National Society. The general management of the administration of EFSUMB shall rest with the Board of Delegates.

8.3.1 The Board of Delegates shall convene normally at the EUROSON Congress of EFSUMB. The Executive Secretary shall notify the Board of Delegates and the National Societies in writing of the place, date and hour of such meetings together with the proposed order of business. Notice shall be sent at least three months in advance.

8.3.2 The principal functions of the Board of Delegates shall be to:

8.3.2.1 establish the policy of EFSUMB,

8.3.2.2 elect the Executive Bureau of EFSUMB,

8.3.2.3 receive and approve reports concerning EFSUMB’s activities and make recommendations thereto,

8.3.2.4 elect delegates and administrative officers to WFUMB according to the nominations received in advance in writing from National Societies,

8.3.2.5 review and determine the annual amount to be paid in euro by each National Society in respect of its members, and to establish the amount individual members should pay in Europe and in less developed countries,

8.3.2.6 vote by show of hands to approve a National Society bid to host a future Congress, unless a secret ballot is requested,

8.3.2.7 formulate and amend bylaws which are in accordance with the Constitution.

8.4 The Board of Delegates shall

8.4.1 create and terminate such committees as deemed necessary in conformity with the Constitution and bylaws,

8.4.2 set the financial limits within which any such committee shall function,

8.4.3 receive and approve where appropriate committee reports,

8.4.4 consider and approve or otherwise any amendment to the Constitution to be proposed at a General Assembly and vote in accordance with Article 12,

8.4.5 discuss matters of general interest presented by any delegate either submitted at or prior to a Board meeting.

8.5. The Executive Bureau

8.5.1 The Executive Bureau shall consist of the President, President Elect, an Honorary Secretary, an Honorary Treasurer, Past President and two further co-opted members, according to article 8.6.

8.5.2 The Executive Bureau officers must be members of a "Full National Society". The two co-opted Executive Bureau members shall not be from the same national society, and with no more than two members at one time from the same Full National Society.

8.5.3 The Executive Bureau shall be elected by the delegates at the General Assembly by secret ballot. Postal or electronic ballots shall be accepted in conformity with Article 9.

8.5.4 The tenure of the members of the Executive Bureau shall be two years. The Honorary Secretary and Honorary Treasurer shall be eligible for re-election for one additional term. In the event of a casual vacancy arising as a result of the death or resignation of a member of the Executive Bureau during his/her term of office, the remaining members of the Executive Bureau shall make such appointment or appointments as seem necessary. Any appointee shall hold office until the next General Assembly.

8.5.5 The Executive Bureau shall carry out the day to day management of EFSUMB in accordance with its Constitution.

8.5.6 The President shall preside over all regular and extraordinary meeting of the Executive Bureau, the Board of Delegates and General Assembly. The President Elect shall preside in the absence of the President.

8.5.7 The Honorary Treasurer shall collect and ensure payment of membership fees to EFSUMB and WFUMB. The Honorary Treasurer shall have general supervision for the financial affairs of EFSUMB and shall be responsible for the keeping all necessary records.

8.5.8 The appointment and remuneration of an Executive Secretary shall be authorised by the Executive Bureau.

8.5.9 The Executive Secretary shall assist the Honorary Secretary and Honorary Treasurer in their duties. The Executive Secretary shall supervise and keep the minutes of the Executive Bureau, the Board of Delegates and the General Assembly and any other necessary records required by the Constitution. Where appropriate, copies of relevant minutes shall be available on the EFSUMB website.

8.5.10 The Executive Bureau shall prepare the agenda for the meetings of the Board of Delegates. The agenda shall include:

8.5.10.1 reports from Officers;

8.5.10.2 reports from committees;

8.5.10.3 matters of general interest which have been brought to the attention (in writing either postal or email) of any member of the Executive Bureau;

8.5.10.4 election of the EUROSON Lecturer.

8.6 The Executive Bureau may by a simple majority vote to co-opt up to two in total additional members for a specific purpose. Such co-opted members will automatically stand down when a new Executive Bureau is elected but may exceptionally be co-opted for one (only) additional term. Co-opted members shall have no voting rights, and must stand down if a simple majority of the Executive Bureau should so request.

8.7 The Executive Bureau shall be responsible including, but not limited to, scrutinizing the duly independent examined accounts, verifying their correctness and reporting its findings to the Board of Delegates.

Article 9 VOTING

9 Voting shall be by proportional representation, each "Full National Society", shall have a fixed one (1) vote, independent of the number of members of the national society, and further qualifying votes on the basis of one (1) vote per 100 members or fraction thereof. The number of votes of each "Full National Society" shall be equal to its paid-up membership according to article 10.1. Affiliate National Societies and individual members shall have no voting rights, and members of Affiliate National Societies and individual members cannot stand for an officer position on the Executive Bureau, for official elected positions on the committees but may be co-opted.

9.1 The Executive Secretary shall receive notification in writing of all nominees for election to office one calendar month prior to any meeting of the General Assembly. Such nominees shall be notified by the Secretary to all National Societies at least 14 days before such meeting.

9.2 A National Society unable to attend and vote at a General Assembly may send by email a postal vote submitted by the Delegate to the Executive Secretary before such meeting. The Secretary will advise the General Assembly of postal ballots.

9.3 Counting of ballot papers shall take place during the General Assembly. Voting shall be counted by the EFSUMB Executive Secretary and the Past President.

9.4 Election to each office shall be decided by simple majority. The President shall have the casting vote where necessary.

9.5 Regarding voting in respect of Articles 5 [Membership], 12 [Constitutional Amendments] and 13 [Dissolution], each "Full National Society" shall have only one vote and approval shall be by two thirds majority vote. "Affiliate National Societies" and individual members shall have no votes in respect of Articles 5 [Membership], 12 [Constitutional Amendments] and 13 [Dissolution].

Article 10 CONTRIBUTIONS

10.1 Each Full National Society shall be required to make an annual contribution which is calculated on the basis of its membership on 31 December of the previous year. The annual contribution of each Affiliate National Society is calculated on the basis of the number of members admitted to EFSUMB, and calculated based on membership on the 31 December of each year.

10.2 The annual contribution of each membership society is restricted to a maximum of 33% of the total of "Full National Society" EFSUMB membership (not including "Affiliate National Societies" and individual members). No fee is due for membership numbers that exceeds the cut-off of 33% of the total of "Full National Society" EFSUMB membership. All "Full National Society" members of the society subject to this cutoff will retain EFSUMB privileges.

10.3 The amount of annual contribution shall be fixed by the Board of Delegates in Euro. Should the number of members of each "Full or Affiliate National Society" increase by more than 10% in the first six months of each

current year, remaining below the 33% cut-off according to article 10.1.1 - 10.1.2, then that National Society shall be liable to pay the proportionate additional fee.

10.4 Fees to be paid by individual members shall be determined by the Board of Delegates and, in countries with a Full National Society, shall not be lower than the membership fee for joining this respective society.

10.5 Fees unpaid by any “Full or Affiliate National Society” shall be increased by 10% after three calendar months following the deadline for payment. Any “Full or Affiliate National Society” whose fees remain unpaid for six calendar months after first issue of a payment notice shall be suspended until full payment is made. If a “Full National Society” ‘under-declares’ membership, that society shall automatically become an affiliate national society with loss of voting rights of a full member society.

10.6 Following its resignation the “Full or Affiliate National Society” shall remain responsible for the annual membership fee for the year of resignation.

Article 11 WFUMB

11.1 EFSUMB shall be affiliated to WFUMB.

11.2 Delegates to WFUMB and the EFSUMB candidate to the Administrative Council of WFUMB shall be elected by the Board of Delegates, and shall normally be the immediate Past President of EFSUMB.

11.3 The amount of WFUMB’s membership dues shall be calculated in accordance with WFUMB’s constitution.

Article 12 AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution may be submitted by the Board of Delegates, the Executive Bureau or any member National Society.

Proposed amendments must be submitted to reach the Honorary Secretary not less than one calendar month prior to a meeting of the Board of Delegates who shall forward such proposals to all Delegates and Presidents of National Societies two weeks prior to the Board of Delegates meeting. Any such adopted amendment shall become effective immediately following the declaration of the vote.

12.1 No amendment shall be allowed to the Objectives without the consent of the Charity Commission for England and Wales or which would cause EFSUMB to cease to be a charity of the Constitution.

12.2 In exceptional circumstances procedure shall be as follows: the Honorary

Secretary shall prepare an appropriate ballot form and send one copy by email to the President and Delegate of each of the National Societies. The Delegate shall submit the member National Society vote by email by the due date stated in the ballot form.

12.3 Approval of such amendment shall require a two-thirds majority vote and shall be in accordance with Article 9.

Article 13 DISSOLUTION

13.1 EFSUMB may be dissolved when proposed by at least one third of the member National Societies. Voting thereon shall be in accordance with Article 9.

13.2 In the event of the dissolution of EFSUMB, its funds shall not be divided among its members. The funds shall be transferred to another international body or bodies, of like interests, agreed upon by the General Assembly, which has or have charitable or equivalent status under the laws of their countries of incorporation or association.

13.3 In the event of disagreement amongst the members, one calendar year after the date of such General Assembly meeting, EFSUMB's funds shall be donated to the International Red Cross.

Article 14 ADMINISTRATION OF FUNDS

The funds of EFSUMB shall be used only for the purposes covered by its stated objectives and shall not be disbursed, directly or indirectly, or as contributions or donations to any bodies having charitable or equivalent status of the laws of incorporation or association of the relevant country, to its societies or to any of their individual members, except in reimbursement of expenses properly incurred in carrying out the functions of EFSUMB.

Written 11 February 1972, Basle, Switzerland

Revisions:

October 1978, Bologna, Italy

July 1979, Miyazaki, Japan

May 1981, Dubrovnik, Yugoslavia

May 1990, Jerusalem, Israel

October 1993, Innsbruck, Austria

March 1998, Tours, France

May 2000, Florence, Italy

September 2005, Geneva, Switzerland

October 2013 Stuttgart, Germany
May 2019 Granada, Spain
May 2021 online BoD meeting