



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

### **PREAMBLE**

Ultrasound techniques are widely applied in medicine and biology with scientific societies in nearly all European countries promoting research, education, training and interdisciplinary collaboration in this field. To integrate the national activities and to represent the European National Ultrasound Societies in the World Federation for Ultrasound in Medicine and Biology, an international organisation has been founded on February 12, 1972. This organisation is primarily a federation of independent ultrasound 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, techniques, education, training and clinical applications including quality of care and safety; 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 Congress for Ultrasound in Medicine and Biology (EUROSON Congresses) 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 an independent, voluntary, non-profit, medical society committed to the highest standards of governance, accountability, and responsibility. EFSUMB implements fair and transparent decision-making, nomination, and election processes and commits itself to disclose and consider possible conflicts of interest in nominations, elections, and decisions. In the practical implementation of its objectives, EFSUMB respects the diversity of its members in terms of professional, national, ethnic, cultural and gender backgrounds. 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 is open to establish strategic partnerships with other national and international scientific societies, as well as 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 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 European medical-scientific societies<sup>1</sup> 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.

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<sup>1</sup> Residing in countries having all or part of their territory within the geographical boundaries of Europe or being strongly associated with Europe in terms of history, language, or culture, as determined by the Executive Bureau.

EFSUMB shall accept only one **interdisciplinary ultrasound society<sup>2</sup>** as **representing any particular country, to be known as the “National Member Society”**. Other ultrasound societies or medical-scientific societies with a particular interest in the clinical application of ultrasound may be granted membership, but they shall be known as an **"Affiliate Member Society"**. The Executive Bureau will make the final decision as to the **“national member”** representative, if there are more than one membership application from any individual country. In general, only one interdisciplinary society per country will be granted as a **“National Member Society”**. Any Society which chooses not to declare registered national society members to be members of EFSUMB, will automatically become an **“Affiliate Member Society”**. The rights of the two different member categories will differ, so that the **“National Member Societies”** have more substantial rights over the **"Affiliate Member Societies"**. There will be no voting rights for **"Affiliate Member Societies"**.

- 5.2** Organisations wishing to join EFSUMB must present evidence that they carry out one or more activities in an area relevant to the use of ultrasound in medicine or biology, and hold regular meetings. Such organisations must operate on a non-profit basis, 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 **“National or Affiliate Member Society”** in his country. Individuals who are actively engaged in the application of ultrasound in medicine or biology from any country, not restricted to Europe, will be considered. Individual members shall have no voting rights.
- 5.4** All applications for **“National or Affiliate society membership”** shall be submitted in writing to EFSUMB. Applications for Society membership shall be accompanied by a list of its current officers and its membership, information on the financial status and membership fee, and 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<sup>3</sup>, and be a member of good standing.
- 5.5** **“National or Affiliate Member 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.

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<sup>2</sup> defined as national ultrasound societies whose membership includes representatives of various medical specialties

<sup>3</sup> and not a member society of EFSUMB

**5.6.** At the discretion of the Executive Bureau, the Board of Delegates may decide to establish a formal relationship as a "Partner Society" with societies/organisations with a strong consistency of purpose that do not qualify for full or affiliate membership<sup>4</sup>.

**5.7 Termination of membership:**

**5.7.1** Membership both by "National Member Societies" or "Affiliate Member Societies" may be terminated with six months' notice in writing to EFSUMB.

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

**5.7.3** If Member Societies or individual member fees are two years in arrears and have been so notified, membership shall be automatically terminated.

**5.7.4** Membership by "National Member Societies" or "Affiliate Member Societies" and individuals 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.

**5.7.5** EFSUMB shall keep a register of Member Societies, which shall include details of current executive officers, addresses and membership.

**Article 6 RIGHTS AND PRIVILEGES OF NATIONAL MEMBER SOCIETIES, AFFILIATE MEMBER 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.

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<sup>4</sup> Partnership should be regulated in a contractual agreement between the Executive Bureau of EFSUMB and the Partner Society and may include mutual access to educational resources, permission to indicate partnership on websites, reduced rates for registration to congresses and other educational events, collaboration in educational and scientific projects as well as collaboration in preparation or mutual endorsement of guidelines and other policy documents.

**6.3** Representation in EFSUMB as provided by this Constitution.

**6.4** Reduced rates for EUROSON Congress, Euroson School and Endorsed Course registrations and EFSUMB publications for all members, where applicable.

## **Article 7 RESPONSIBILITIES OF MEMBER SOCIETIES**

As a condition of membership, the Member 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 "National Member Societies". Delegates of "Affiliate Member Societies" can attend the Board of Delegates as observers.

**7.4** Pay annual membership fees which shall be based on the number of members in the Member Society on 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 "National and Affiliate Member 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. The Executive Secretary shall notify the members in writing of the place, date, hour, and agenda of the General Assembly meeting. On the decision of the Executive Bureau, under exceptional circumstances the General Assembly shall meet virtually on a web platform suitable for this purpose, and a certified electronic voting platform shall be used.

**8.3 Board of Delegates** The Board shall be composed of one nominated

delegate from each “National Member Society” who has been appointed by their Society as competent to act on its behalf. The delegates shall carry a letter of authorisation from their Member 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 once a year, in years with a EUROSON Congress taking place at the occasion of the congress. In years without a EUROSON Congress taking place, the meeting of the Board of Delegates can be held virtually on a web platform suitable for this purpose, where a certified electronic voting platform shall be used. The Executive Secretary shall notify the Board of Delegates and the Member 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** Requests by National Member Societies or members of the Executive Bureau to hold an extraordinary meeting of the Board of Delegates shall be decided by the Executive Bureau by simple majority. Extraordinary meetings of the Board of Delegates may be held virtually on a web platform designated for this purpose. Delegates and member societies must be informed at least 14 days in advance of the content and date of an extraordinary meeting of the Board of Delegates.

**8.3.3** The principal functions of the Board of Delegates shall be to:

**8.3.3.1** establish the policy of EFSUMB,

**8.3.3.2** elect the Executive Bureau of EFSUMB and the members of EFSUMB committees according to the nominations received in advance in writing from “National Member Societies”, and considering fair representation of EFSUMB membership in terms of diversity.

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

**8.3.3.4** elect delegates to the WFUMB General Assembly and the EFSUMB candidate to the Administrative Council of WFUMB according to the nominations received in advance in writing from Member Societies or the Executive Bureau,

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

**8.3.3.6** vote by secret ballot or a certified electronic voting platform to approve a “National Member Society” bid to host a future EUROSON Congress,

**8.3.3.7** formulate and amend bylaws which are in accordance with this 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 up to two further co-opted members, according to article 8.6.

**8.5.2** The elected Executive Bureau officers must be members of a "National Member Society" with no more than two elected or co-opted members at one time from the same Member Society.

**8.5.3** The positions of the Honorary Treasurer, the Honorary Secretary and the President-Elect shall be elected by the delegates at the General Assembly by secret ballot or on a certified electronic voting platform should the General Assembly not be held in person. More than one nominee may apply for each position. Each nominee will be voted on individually. Each nominee may apply for only one position. 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. In case of re-nomination by the "National Member Society" the Honorary Secretary and Honorary Treasurer shall be eligible for re-election by the General Assembly to either position for one additional term only. In the event of a casual vacancy arising because 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 with

full voting rights until a new election for the vacant position is held at the next meeting of the Board of Delegates.

**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 meetings 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 of 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 elected officers of the Executive Bureau 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. The Executive Secretary has no voting rights. 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. If possible, the two co-opted members should be chosen to achieve gender balance. 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.

**8.8.** The Executive Bureau may, by simple majority, invite representatives of EFSUMB committees, of WFUMB or of member societies, or experts to attend a meeting of the Executive Bureau or a specific agenda item without voting rights.

## **Article 9 VOTING**

**9** Voting shall be by proportional representation, each “National Member Society”, shall have a fixed one (1) vote, independent of the number of members of the national society, and further qualifying votes based on one (1) vote per 100 members or fraction thereof. The number of votes of each “National Member Society” shall be equal to its paid-up membership according to article 10.1. “Affiliate Member Societies” and individual members shall have no voting rights, and members of “Affiliate Member Societies” and individual members cannot stand for an officer position on the Executive Bureau and 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 30 days prior to any meeting of the General Assembly. Nominations can be made by the representatives of the member societies. Notifications should include a letter of support from the nominating member society as well as a brief curriculum vitae and statement of purpose<sup>5</sup> from the nominee him/herself indicating qualifications, possible conflicts of interest, substantive positions, programmes and visions for the post applied. These prerequisites are to ensure fair competition between candidates. Such nominees shall be notified by the Secretary to all “National Member Societies” at least 14 days before such meeting.

**9.2** A “National Member 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 Executive Secretary shall advise the General Assembly of electronic voting or postal ballots.

**9.3** Counting of ballot papers shall take place during the General Assembly. If not by electronic ballot, 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.

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<sup>5</sup> Curriculum Vitae and position statement should be brief for inclusion of each on a single PPT slide for circulation to delegates.

**9.5** Regarding voting in respect of Articles 5 [Membership], 12 [Constitutional Amendments] and 13 [Dissolution], each "National Member Society" shall have only one vote and approval shall be by two thirds majority vote. "Affiliate Member 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 "National Member 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 Member 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 Member Society is restricted to a maximum of 33% of the total of "National Member Societies" EFSUMB membership (not including "Affiliate Member Societies" and individual members). No fee is due for membership numbers that exceeds the cut-off of 33% of the total of "National Member Societies" EFSUMB membership. All "National Member Society" members of the society subject to this cut-off will retain EFSUMB membership privileges according to article 6.

**10.3** The amount of annual contribution shall be fixed by the Board of Delegates in Euro. Should the number of members of each "National or Affiliate Member 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 Member 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 "National Member Society", shall not be lower than the membership fee for joining this respective society.

**10.5** Fees unpaid by any "National or Affiliate Member Society" shall be increased by 10% after three calendar months following the deadline for payment. Any "National or Affiliate Member 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 "National Member Society" 'under-declares' membership, that society shall automatically become an "Affiliate Member Society" with loss of voting rights of a "National Member Society" for as long as it takes to resolve the issue. Members of affected societies who hold election positions within EFSUMB or WFUMB shall remain in office with full voting rights until a new election for the vacant position is held at the next meeting of the General Assembly.

**10.6** Following its resignation the “National or Affiliate Member 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 the WFUMB General Assembly and the EFSUMB candidate to the Administrative Council of WFUMB shall be elected by the Board of Delegates, and the EFSUMB candidate to the Administrative Council shall normally be the immediate Past President of EFSUMB.

**11.3** Nominations for WFUMB committees or for temporary replacements of EFSUMB-nominated WFUMB Board members who leave by death or resignation during their term should be made by the EFSUMB Executive Bureau.

**11.4** 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 “National Member Society”.

Proposed amendments shall be submitted to reach the Honorary Secretary not less than 30 days prior to a meeting of the Board of Delegates who shall forward such proposals to all Delegates and Presidents of “National Member Societies” 14 days 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 electronic or postal voting shall be possible. For postal voting, 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 Member Societies”. The Delegate shall submit the “National Member Society” vote by email by the due date stated in the ballot form. For electronic voting, a certified voting platform shall be used.

**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 "National Member 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 "National Member Societies", 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**

**May 2022, Timișoara, Romania**