



European Association for Professions in Biomedical Science

Association internationale sans but lucratif

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www.epbs.net

INTERNAL REGULATIONS

INTRODUCTION

These Internal Regulations are an accompanying document to the Statutes of the EPBS. They clarify the Statutes and add additional detail on their implementation.

It is incumbent on all members to be aware of the Statutes and Internal Regulations and to conduct all their business in the EPBS in accordance with what is laid out therein.

SECTION I – MEMBERSHIP

Article 1. – Application for admission

Membership is open to Associations as laid down by Statutes.

In the event of a country having more than one (1) legal association representing Biomedical Scientists the regulations outlined in Article 6 of these Internal Regulations shall apply.

1. Application for admission as member

a. Application for membership

An association applying for membership shall supply the following documentation by the 31st March, in a manner prescribed by the Management Body:

- i. Legal basis of the association,
- ii. Copy of the constitution/Statutes of the association,
- iii. Brief summary of history, aims and objectives of the association,
- iv. Number of registered members in the association,
- v. Statement of adherence to the EPBS' Statutes and its desire to contribute actively to the EPBS' goals,
- vi. Details of education in Biomedical Science (Laboratory) in the country,
- vii. Qualification to practice as Biomedical Scientists in the country,
- viii. Any other relevant supporting documentation (e.g. position papers).

b. Registration fee

As prescribed from time to time by General Governing Body. This is an administration fee and is not refundable.

Applicants for membership may be awarded observer status pending full ratification of their membership.

2. Application for admission as affiliate member

Affiliate members may be drawn from entities whose objectives complement or are aligned to those of the EPBS.

a. Application for affiliate membership

An entity applying for affiliate membership shall supply the following documentation, in a manner prescribed by the Management Body:

- i. Legal basis of the organization,
- ii. Brief summary of history, aims and objectives of the organization,
- iii. Statement of adherence to the EPBS' Statutes and its desire to contribute actively to the EPBS' goals.

b. Registration fee

As prescribed from time to time by General Governing Body. This is an administration fee and is not refundable.

3. Application for admission as observer

a. Application for observer status

An association applying for observer status shall supply the following documentation, in a manner prescribed by the Management Body:

- i. Status of the association,
- ii. Brief summary of history, aims and objectives of the association,
- iii. Statement of adherence to the EPBS' Statutes and its desire to contribute actively to the EPBS' goals,
- iv. Number of members represented by the association.

b. Registration fee

As prescribed from time to time by General Governing Body. This is an administration fee and is not refundable.

Designated membership status is granted following ratification by the General Governing Body and receipt of appropriate membership fees. Observer status is granted by the Management Body subject to provision in Section II Article 5.2.c. of the Statutes.

Article 2. – Renewal of membership

Membership has been renewed when fees have been paid within the prescribed time frame.

Article 3. – Readmission to membership

Associations whose membership has ceased for any reason who wish to gain readmission must reapply in full.

Associations who have been excluded from membership, for any reason, must wait until 2 full years have elapsed before seeking readmission through reapplication.

Article 4. – Change of legal status

In the event of any substantial alteration to the regulations governing or internal organization of a member notice of this event must be made in writing to the General Secretary within 3 months of the change.

Article 5. - Membership Fees**1. Due Date**

Membership fees shall fall due on the 1st January and in any event must be paid by 31st March. Fees paid are non refundable.

2. Calculation of Fees

Members shall be obliged to provide such information as is required by the Management Body to determine their fees.

Fees for members shall be calculated based upon criteria decided by the General Governing Body through amendment to these Internal Regulations.

3. Fee structure for 2007**a. Members Fee**

The fee for registering and continuing as a member shall be €0.5 per individual qualified practitioner registered with the members association. The minimum fee shall be €200 and the maximum fee shall be €3,000.

b. Affiliate Member fee

The fee for registering and continuing as an affiliate member shall be €1.0 per employee registered with the affiliate's organisation. The minimum fee shall be €200 and the maximum fee shall be €3,000.

c. Observer Fee

The Fee for registration as an observer shall be €150 per year.

Article 6. - Procedure for Awarding Membership Rights in a Country with more than one Legal Association

In general the principal of one country one member shall apply.

1. New Members

Where application is received from more than one (1) association in a country, fulfilling the requirements for membership as laid down by Statutes and Internal Regulations, the membership shall be held by an alliance between these organisations. Details of this alliance shall be lodged with the application for membership.

Observer status may be granted to such associations pending successful alliance.

2. Additional Associations

Where an additional association emerges that fulfils the requirements for membership in a country that already has a member the new association must satisfy the General Governing Body of their validity. The valid associations in the country may be requested to form an affiliation.

Observer status may be granted to the new association pending successful alliance.

SECTION II – NOMINATIONS AND ELECTIONS**Article 7. – Nominations for Management Body****1. Nominations**

Each full member with intact voting rights can nominate a named representative for each of the listed positions:

- President
- General Secretary
- Treasurer
- Directors
- Student facilitator

The voting member can nominate representatives from his own or another association. A representative can be nominated for more than one (1) position.

2. Valid Nomination

In order for the nomination to be valid the nominee must accept the nomination, be supported by his association, commit to the two (2) years term of office and sign the nomination form.

3. Nomination Form

The nomination form shall contain:

- name of nominating association,
- position,
- name of nominee.

4. *Nomination Process*

The nomination form can be downloaded from www.epbs.net, details concerning the nomination process are posted there as well.

The General Secretary shall remind members 6 months prior to the General Governing Body meeting of the nomination closing date.

The completed forms must be submitted to the secretariat by mail, fax or e-mail 3 months prior to the General Governing Body meeting.

Forms must be signed by nominee, his/her association and the nominating association. In the event that an original signature is not available at this time, acceptance by e-mail will suffice until signature is obtained at the General Governing Body.

The nomination will be accepted as valid by the General Secretary if the associations of both, the nominee and the nominator are in good standing.

The complete list of all nominations will be circulated 2 months prior to the General Governing Body meeting.

Article 8. – Elections

At the General Governing Body meeting ballot papers will be circulated, voting shall be by secret ballot.

A representative, who is nominated for various positions, can be elected only to one (1) position. The President, General Secretary, Treasurer and Directors should come from different associations.

1. *Ballot Order*

The election ballot shall take place in the following order:

- First for President,
- Second for General Secretary,
- Third for Treasurer,
- Fourth for Director(s),
- Fifth for Student Facilitator.

When a representative has been elected to a position his name and all nominees from his association shall be deemed removed from subsequent ballots.

2. *Voting*

Each member, represented by the chief delegate can cast one (1) vote for each position.

3. *Counting of Votes*

The ballot papers will be scrutinized and counted by the appointed auditors. The result of the vote will be announced after each step.

a. *Election of President*

In the event that more than two (2) candidates are nominated for the position of President, a two thirds (2/3) majority will be required for success. If no candidate achieves this majority a second round ballot between the two leading candidates will ensue. In this second ballot a simple majority will suffice.

b. *Election of all other Positions*

For all other Director posts a simple majority will suffice.

Abstention or void votes will not be included in the voting quorum.

4. *Commencement of Term*

At the end of the General Governing Body meeting, the newly elected Management Body take up their positions. The transfer of powers may be phased over 3 months.

SECTION III – MANAGEMENT BODY

Article 9. – Composition of the Management Body

1. *Number of Directors*

The Management Body shall be composed of a minimum of five (5) Directors, presented by the members, namely:

- the President,
- the General Secretary,
- the Treasurer,
- other Directors.

a. *Ex Officio Members*

The Past President and Past General Secretary may be ex officio members of the Management Body for a period of one (1) year.

This may be renewed for a further year if accepted by General Governing Body.

b. *Maximum Number of Directors*

The number of other Directors at any given time shall be decided by the General Governing Body but in any event shall not exceed one less than the total number of valid member associations.

c. *Student Facilitator*

A Student Facilitator may be nominated and elected to this position by the General Governing Body This facilitator does not have a vote except in matters relating to students.

d. Co Options

The Management Body may co-opt individuals to fill casual vacancies that may arise between meetings of the General Governing Body, or to as experts to carry out designated functions, subject to the following:

- i.* the cooption in the first instance shall be the runner up in the election for Director, where this is not possible the Management Board may approach another member,
- ii.* the maximum number on the Management Body shall not be exceeded,
- iii.* cooption shall be notified to the General Governing Body via written communication,
- iv.* co-options to fill casual vacancies shall have the same voting rights as elected Directors,
- v.* experts shall not have a vote,
- vi.* co-options are valid until the next meeting of the General Governing Body,
- vii.* the period of co-option may not exceed two (2) consecutive years.

Article 10. – Roles and Responsibilities of the Management Body

1. Responsibilities of Directors

Directors shall be ex officio members of the General Governing Body i.e. they shall not be counted among the member delegations.

Directors, except as outlined in Article 8.9 of the Statutes, do not hold a vote in the General Governing Body.

The Management Body is collectively responsible for the actions of each of its members

a. Vacation of Office

The office of Director of the Management Body shall be vacated if the individual:

- i.* becomes bankrupt; or
- ii.* becomes prohibited from being a member of the Management Body by reason of any order made under an Act; or
- iii.* becomes of unsound mind; or
- iv.* resigns his office by notice in writing to the Management Body; or
- v.* is directly or indirectly interested in any contract with the EPBS and fails to disclose the nature of his interest in manner required by Statutes and/or Internal regulations; or
- vi.* ceases for any cause to be a member, or hold the confidence, of his National association; or
- vii.* the national association ceases to be a member of the EPBS; or
- viii.* if their national association ceases to exist.

b. Power of Management Body

The business of the EPBS shall be managed by the Management Body who may exercise all such powers of the General Governing Body as are not required by Statutes or by the Belgian law, to be exercised by the General Governing Body, subject nevertheless to the provisions of the Statutes and Internal regulation.

No regulations made by the General Governing Body shall invalidate any prior act of the Management Body which would have been valid if that regulation had not been made (in other words any decision made by the Management Body that is in accordance with the Statutes and Internal Regulations at the time it was made shall not be deemed invalid by any subsequent decision of the General Governing Body).

2. Roles and Responsibilities of the President

The President is the chairman of the General Governing Body and the Management Body.

The President chairs all meetings of the General Governing Body and the Management Body. With the following exception

Where an Extraordinary General Meeting has been called as a result of a conflict between the General Governing Body and the Management Body, the meeting shall be managed by a committee of three (3) members appointed for this specific purpose by the General Governing Body.

In the absence of the President the other directors may appoint one of their number to take the chair.

The President is deemed to be acting in the best interest of the EPBS at all times except where the General Governing Body has voted that express permission for action must be sought.

3. Roles and Responsibilities of the General Secretary

The General Secretary is responsible for the proper administration of the Association.

All correspondence should be lodged with the General Secretary.

All proper notices regarding meetings of the General Governing Body and the Management Body shall be distributed by the General Secretary.

All amendments to Statutes and Internal Regulations and all motions for the agenda must be lodged with the General Secretary and distributed in accordance with Statutes and Internal Regulations.

Written communication may be deemed to have been sent to members when it has been posted by ordinary mail or when it has been sent by email with verification of receipt.

a. Minutes

The General Secretary shall cause minutes to be made in retrievable form of:

- i.* all appointments of directors;
- ii.* the names of the members of the Association present at each meeting of the General Governing Body, the Management Body and of any valid committee of the Association;
- iii.* all the resolutions and proceedings at all meetings of:
 - the General Governing Body,
 - the Management Body, and
 - any committee of the Association;
- iv.* the name of every member of the Association present at that meeting shall be recorded.

4. Roles and Responsibilities of the Treasurer**a. Accounts**

The Treasurer shall cause proper books of account to be kept with respect to:

- i. all sums of money received and expended by the Association and the matter with respect to which the receipt and expenditure takes place;
- ii. all sales and purchases of goods by the Association; and
- iii. all assets and liabilities of the Association.

The books of account shall be kept at the office or at such other place or places as the Management Body thinks fit.

b. Reports

The Treasurer shall cause to be prepared and to be laid before the General Governing Body, such income and expenditure accounts, balance sheets and reports as are agreed.

A copy of accounts which is to be laid before the General Governing Body, together with a copy of the auditor's report, shall be sent not less than twenty-one (21) days before the date of the meeting to all members.

c. Business Plan

The Treasurer shall prepare a business plan outlining expected expenditure and receipts for the coming financial year. The Management Body shall approve this plan. This approved plan shall be presented to the General Governing Body for their approval. Substantial deviations from this plan must be notified to and approved by the Management Body and notified to the General Governing Body.

5. Roles and Responsibilities of the Directors

Directors are members of the Management Body.

They are required to attend meetings and act at all times in the best interest of the Association.

They shall participate in committees and produce reports as required by the Management Body.

SECTION IV – FINANCES**Article 11.– Bank Accounts****1. Bank account**

A bank account should be held in Belgium. This bank account should be accessible for use in both the country of the Treasurer and the General Secretary.

2. Auditors

The General Governing Body shall appoint two (2) auditors annually. These auditors should not normally come from the same member state as any Director but in any event should not come from the same member state as the Treasurer.

3. Petty Cash Account

A petty cash account may be held by the General Secretary in the own country. Statements from this account should be sent by the bank to the Treasurer.

4. Limits

The Management Body with the approval of the General Governing Body shall decide the limits above which more than one (1) signature is required. This figure shall not exceed €500.

When more than one (1) signature is required a combination of two (2) signatures from the following will suffice:

- President
- Treasurer
- General Secretary

5. Audits

The Treasurer shall furnish the auditors with a complete copy of the accounts three (3) months after the end of the financial year or upon request by the auditors. All receipts must be available for inspection by the Auditors upon request but in any case shall be available for their inspection at the General Governing Body.

Auditors should confirm their satisfaction or otherwise with the presented accounts to the President and the Treasurer one (1) month after receipt.

SECTION V – MEETINGS

Article 12. – Meetings of the General Governing Body

The General Governing Body may meet in Belgium, or in another member state.

Any member may invite the General Governing Body to convene in its territory by making application in a manner prescribed by the Management Body.

The General Governing Body shall review all valid applications received and shall agree the location for its next session.

If for any circumstance, the offer to convene is rescinded the Management Body shall identify an alternative.

In the event that no valid application has been received the General Governing Body may delegate this decision to the Management Body.

A maximum of two (2) observer delegates from each observer association may attend the General Governing Body meeting.

EPBS will bear the costs of meetings, including meals/drinks during the meeting for all delegates (a maximum of two (2) delegates and one student per member). All other costs for the attendees will be paid by their national associations.

EPBS will pay the valid expenses of the Management Body at the General Governing Body meeting, according to the schedule described in Article 14.

EPBS may pay for guests (e.g. speakers) invited to the General Governing Body.

Article 13. – Meetings of the Management Body

The Management Body will meet as provided by the Statutes, with the venue to be decided in accordance with the resources available. For Management Body meetings expenses should be kept to a minimum.

EPBS will bear the valid costs of the Management Body at the General Governing Body meeting, according to the schedule described in Article 14.

Article 14. – Valid expenses

Expenses for reimbursement shall be presented to the Treasurer quarterly using the prescribed form with accompanying receipts.

The following items may be claimed:

- Travel (flights, train, car, taxi, car park),
- Meals at meetings,
- Accommodation,
- Evening meals as deemed appropriate.

Travel expenses will be reimbursed within reason and depending on funds, cheap offers must be selected.

Car mileage will be reimbursed at current EU rate.

Taxi fares up to €30 will be reimbursed; fares exceeding this limit require a resolution by the Management Body.

Telephone costs may be submitted if appropriate.

If travelling on behalf of EPBS a daily subsistence may be granted.

Decisions on reimbursements are to be made by the Treasurer, if disputes arise, General Secretary and President shall decide.

All such accounts are open for inspection.