



# **Constitution of Hong Kong Association of Medical Physics**

## **- Fifth Revision endorsed on 18 July 2022**

### **Article**

- Article 1 The name of the organisation shall be HONG KONG ASSOCIATION OF MEDICAL PHYSICS ( 香港醫學物理學會 ) (hereinafter referred to as ‘the Association’).
- Article 2 The address of the Association shall be the office of the President of the Association.
- Article 3 The objects of the Association shall be:-
- (1) To better and maintain the professional standards of the practice of Medical Physics in all its disciplines and related fields in Hong Kong.
  - (2) To promote and maintain the status of Medical Physicist as a profession.
  - (3) To promote the advancement of physics knowledge and technologies applied to medical fields.
  - (4) To promote the international exchange of professional knowledge and practice in Medical Physics and related fields.
  - (5) To provide professional advice and service to society on Medical Physics and related fields.
  - (6) To encourage interest and promote training in Medical Physics and related fields
- Article 4 There are three classes of membership:-
- (1) Honorary Member- This class of membership is admitted by invitation.
  - (2) Full Member- This class of membership is open for application by any individual who is over 21 years of age, is of good conduct, and meet the qualification requirements as stipulated in Article 6 (2).
  - (3) Associate Member- This class of membership is open for application by any individual who is over 21 years of age, is of good conduct, and meet the qualification requirements as stipulated in Article 6 (3).
- Article 5 In applying for membership, an applicant shall submit to the Association an application form containing details of universities or colleges attended, academic and professional qualifications obtained and past and present working experience. Each applicant shall be supported and proposed by two Full Members. The application shall be considered by the Executive Committee (hereinafter called “EXCOM”) who shall decide on the class of membership.
- Article 6 Qualifications for Membership:-
- (1) Honorary Member  
Individuals who have made significant contributions to the advancement of Medical Physics are eligible for admission to the Association as Honorary Members. Honorary Members are recommended by EXCOM for approval at the General Meeting.
  - (2) Full Member
    - (i) A master degree in physical science or engineering obtained from a university in Hong Kong or a recognized overseas university or institution, or equivalent;
    - (ii) Past or present professional engagement in Medical Physics, Health Physics, or related fields; and
    - (iii) Not less than three years recognised full-time equivalent working experience in Medical Physics or Health Physics.
  - (3) Associate Member
    - (i) A master degree in physical science or engineering obtained from a university in Hong Kong or a recognized overseas university or institution, or equivalent; and
    - (ii) Past or present job related to Medical Physics, Health Physics or related fields.

- Article 7 Privileges of the members:-
- (1) Full Members have the rights to vote, to elect, to be elected and to propose.
  - (2) Honorary Members and Associate Members shall not have the rights specified in Article 7 (1).
  - (3) No Member shall be entitled to exercise the rights as specified in Article 7(1) until he/she has paid the fees as specified in Article 8 and any other fees that may be due.
- Article 8 Obligations of the members:-
- (1) All members shall abide by the Constitution of the Association and the resolutions passed by the General and Extraordinary General Meetings.
  - (2) Full Members and Associate Members shall pay the following fees:
    - (i) Admission fee of the amount proposed by EXCOM and endorsed at the General Meeting
    - (ii) Annual membership fee of the amount proposed by EXCOM and endorsed at the General Meeting;
    - (iii) The annual membership fee for Associate Member shall be half of that for a Full Member;
  - (3) Life membership fee: Subject to approval by EXCOM, a Full Member can apply to subscribe to the one-time life membership fee at a rate equal to 20 times that of the annual membership fee for Full Member.
    - (i) Honorary Members are not required to pay membership fees.
    - (ii) Full Members and Associate Members who have retired from active practice may apply to EXCOM for exemption of their annual membership fees.
    - (iii) Members who have been granted certification under Article 23(2) shall meet the CPD requirements of the certification scheme and to pay an annual CPD enrollment fee.
- Article 9 The supreme authority of the Association shall be vested in the General Meeting, during the recess of which the EXCOM shall be the executive organ.
- Article 10 The EXCOM shall be formed by seven Executive Committee Members (hereinafter called “the EXCOM Members”). EXCOM Members shall be elected according to election method specified in Article 22 (Election). The EXCOM Members shall, within 7 days after an election, elect amongst themselves a President, a Vice-President, a Secretary General, a Treasurer and three Committee Members.
- Article 11 All the EXCOM Members of the Association shall serve gratis. Their term of office shall be two years and they may be re-elected. They shall not become the salaried staff of the Association, or shall they receive from it any remuneration.
- Article 12 If necessary, the Association may take on employees, whose employment, discharge, and salaries shall be decided by the EXCOM.
- Article 13 Functions and Powers of the General Meetings:-
- (1) To pass amendments to the Constitution of the Association.
  - (2) To elect Executive Committee Members.
  - (3) To appoint Honorary Auditor and Honorary Legal Advisor.
  - (4) To adopt the progress and financial reports of the Association.
  - (5) To decide on any innovation which the Association may require and on the recall of derelict office bearers.
- Article 14 Functions and Powers of the EXCOM:-
- (1) To implement the resolutions passed by the General and Extraordinary General Meetings.
  - (2) To prepare the budget and decide on financial matters of the Association.
  - (3) To attend to the daily affairs of the Association.
  - (4) To decide on the employment, discharge, and salaries of the employees.
  - (5) To make recommendations to the General Meeting.
  - (6) To establish committees and sub-committees to help implementation of the resolutions passed by the General and Extraordinary General Meetings. The Chairpersons of such committees and sub-committees shall be appointed by the President.

- (7) To maintain a register of Certified Medical Physicists, enter into the register names of members who have been granted certification under Article 23(2) and to remove those names from the register members who fail to satisfy the CPD requirements of the certification scheme.

Article 15 Functions and Powers of the EXCOM Meeting:-

- (1) The President shall represent the Association, direct the various officers of the EXCOM in their work, take overall charge of the work of the Association and preside over all the meeting.
- (2) The Vice-President shall assist the President and in the absence of the President undertake the duties of President
- (3) The Secretary General shall attend to all the administration work, keep documents, compile the agenda, record the minutes of EXCOM meetings and correspondence of the Association. The Secretary General shall summon General and Extraordinary General Meetings of the Association under the direction of the President and EXCOM, and shall send out notice of Meetings, keep and prepare minutes of these Meetings.
- (4) The Treasurer shall be responsible for dealing with the financial matters of the Association. He/she shall arrange for payment of expenses of the Association and compile the monthly statement of accounts. He/she shall also compile the annual statement of accounts which shall be submitted to the Honorary Auditor for audit not less than 15 days before the General Meeting to which it shall be presented for adoption. Funds of the Association in excess of \$500 shall be deposited with a bank designated by EXCOM. Valid cheques of the Association shall be signed jointly by two EXCOM Members who shall be the President, the Vice-President or the Treasurer. Apart from the recurrent expenditure, monthly extraordinary expenses totalling less than \$500 may be authorised by the President, but if the sum exceeds \$500, approval from the EXCOM shall be obtained before the money may be used.
- (5) The Committee Member shall attend to all welfare activities and all the work which do not fall within the charters of other EXCOM Members.

Article 16 Honorary Auditor and Honorary Legal Advisor:-

- (1) The Honorary Auditor shall audit all the accounts of the Association. The Honorary Auditor of the Association shall serve gratis. The term of office shall be two years and same as the Executive Committee. The Honorary Auditor may be re-appointed.
- (2) The Honorary Legal Advisor shall provide legal advice to the Association. The Honorary Legal Advisor of the Association shall serve gratis. The term of office shall be two years and same as the Executive Committee. The Honorary Legal Advisor may be re-appointed.

Article 17 The General Meeting shall be held annually and it shall be convened by the President. Members of the Association shall be notified of the meeting fourteen days in advance. The quorum of the Annual General Meeting shall consist of over one-third of all the members. In the absence of a quorum, the meeting shall be adjourned and be convened again within seven days. For this adjourned meeting, members of the Association shall again be notified. At this adjourned meeting, any number of members present shall be a quorum.

Article 18 If necessary, an Extraordinary General Meeting may be held upon the request of either over half of all the EXCOM Members or over half of all the Full Members of the Association. Such a request shall be raised in writing to the President. Upon receiving such a request, the President shall cause the meeting to be held within one month. However, discussions held and resolutions passed at the meeting shall be confined to only those points listed in the request. The quorum of the meeting and the way of notifying the members shall be the same as that of the Annual General Meeting.

Article 19 The EXCOM shall hold a regular business meeting and extraordinary meetings may be held whenever the President deems it necessary. For every EXCOM meeting, EXCOM members shall be notified of the meeting seven days in advance. The quorum of an EXCOM Meeting shall consist of over half of all the EXCOM Members.

Article 20 Motions at all meetings shall be carried by the approval of over half of those present. If a tie occurs in voting, the President of the meeting shall put in his casting vote for the decision.

- Article 21 If both the President and Vice-President are absent from a General, Extraordinary General, or EXCOM Meeting, the meeting shall be adjourned.
- Article 22 All nominations of persons for election shall be made at the General Meeting. All nominees shall be Full Members and each of them shall be proposed by one Full Member and seconded by another Full Member. Seven EXCOM Members shall be elected during the meeting. If there are more than seven nominees, the seven who receive the highest number of votes shall become the EXCOM Members elect. The seven elected EXCOM Members shall, within 7 days, elect among themselves a President, a Vice-President, a Secretary General, a Treasurer and three Committee Members. The outgoing office bearers shall continue to serve in the EXCOM for 7 days after the General Meeting election and shall dissolve immediately by the end of the 7<sup>th</sup> day and the outgoing office bearers shall hand over their duties and documents to the in-coming office bearers at the same time.
- Article 23 Awards:-
- (1) The EXCOM may, subject to the approval of the General Meeting, present letters of commendation to those who have offered meritorious services to the Association.
  - (2) Professional Certification:-  
The EXCOM may grant certification to Full Members who have satisfied the specific requirements under the certification scheme as approved by the General Meeting in various medical physics specialties with such titles that include and not limited to:
    - (i) Certified Medical Physicist (Radiotherapy Physics)
    - (ii) Certified Medical Physicist (Imaging Physics)
    - (iii) Certified Medical Physicist (Engineering Physics)
    - (iv) Certified Medical Physicist (Health Physics)

Members who have been granted certification may use the designation “CMPhy” (認可醫學物理學家)
- Article 24 Penalties:-
- (1) Members who commit one or more of the following breaches may, subject to the approval of the General Meeting, be warned or expelled from the Association by the EXCOM:-
    - (i) Infringement of the Constitution and the resolutions passed by the General or Extraordinary General Meeting.
    - (ii) Violation of the local criminal law, having been convicted.
    - (iii) False use of the name of the Association in unlawful acts, thereby impairing its reputation.
    - (iv) Arrears of payment of the membership fee for two or more years.
  - (2) The EXCOM may, if it shall think fit, reinstate a member when all arrears are paid. The amount payable shall include at the discretion of the EXCOM a re-admission fee not exceeding in amount the current admission fee.
- Article 25 Fees already paid or donations made by members who withdraw voluntarily or are expelled from the Association shall not be recoverable. If the members concerned are office bearers, they shall have their offices forfeited automatically.
- Article 26 Funds of the Association shall be applied solely to meet its recurrent expenditure and for the purposes as stipulated in Article 3 ‘objects’ of this Constitution and shall not be used for any other purpose.
- Article 27 Any debts of the Association shall be borne by all the EXCOM Members of the terms in which the debts are incurred.
- Article 28 In case the Association should dissolve, the decision shall be made by the General or Extraordinary General Meeting and assented to by over two-thirds of all the voting members present in the General or Extraordinary General Meeting. Any remaining assets of the Association upon its dissolution shall be donated to local organization(s) related to Medical Physics approved in the General or Extraordinary General Meeting.
- Article 29 Any amendment to this Constitution shall be passed by the General or Extraordinary General Meeting and approved by the Registrar of Societies before it comes into effect.

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