

NORDIC FORUM FOR TRAUMA AND EMERGENCY RADIOLOGY

Bylaws

adopted at constituting meeting at Sigtuna 2003-01-21

Article I: Bylaws, name and status

The association is a non-profit association under Swedish law and will be registered as such. The bylaws shall be in both English and Swedish version. The chairman of the association will have the right to decide interpretation issues between the versions.

The name shall be Nordic Forum for Trauma and Emergency Radiology, abbreviated NORDTER.

The association shall primarily apply for status as associated society to Swedish Association for Medical Radiology, (Svensk Förening för Medicinsk Radiologi)

Article II: Purpose

II.1 The association shall be open to membership for physicians, researchers and others interested in trauma and emergency radiology. The associations' field of activity shall primarily be in the Nordic countries.

II.2 The association shall promote the membership's interests in the field of emergency and trauma radiology through

- Furthering education and development
- Promote primarily Nordic but also European and international cooperation
- Arrange and promote courses
- Promote cooperation and social fellowship
- Act as a forum for cooperation for the members

Article III Members

III.1 Active members

Active membership is offered to physicians interested in trauma and emergency radiology. These members shall have the right to vote and can be elected to the various offices of the

association. The number of members is not limited. Membership is offered through the association's secretary.

III.2. Associate members

Non-physicians with interest in trauma and emergency radiology can be offered associate membership. These members do not have the power to vote and cannot be elected to the association board but can be part of various committees.

III:3 Supporting members

Supporting membership can be offered organisations, including commercial organisations, interested in the association's purposes and activities. Organisational members who wish to take part in the association's activities and take part in committee work should apply for associated membership.

Article IV Membership status change

IV.1 Cessation of membership can be approved after application to the secretary

IV.2 The annual meeting can decide on the exclusion of a member who damages the forum interests

IV.3 See article VI.3

Article V: The board, forms etc.

V:1 The association shall have a board, auditors and a nomination committee.

V:2: The Board

The Board shall consist of at least five members: Chairman, Secretary, Treasurer and at least 2 councillors. The annual meeting elects the Chairman. The board decides the posts as secretary and treasurer. The board has a quorum when at least half the members are present. Decisions can be reached on telephone conferences. The association aims for a broad Nordic representation in the Board.

V:3 Auditors

Two auditors shall be elected among active or associate members.

V:4 Nominating committee

The committee consists of two active members.

V:5 Terms of Office

The board, the auditors and the nominating committee are elected at the annual meeting for terms of 2 years. The terms start at the end of the annual meeting where the elections are held. (At the first annual meeting at least half of the board members are elected for 3 year terms.)

V:6 Procedures

The chairman leads the activities and convenes the board. The chairman must convene a board meeting on the request of two board members. The board will present an annual report at the annual meeting.

The secretary shall keep minutes of the meetings. The secretary also compiles a list of members with addresses, phone&fax numbers and e-mail addresses, as well as preserves the formal correspondence.

The society's correspondence shall be signed by the chairman, secretary, or treasurer.

The Chairman and treasurer have both separately fiscal authority for the society (teckna firma).

The Treasurer shall be responsible for the finances. His right to pay and collect bills is delegated from the board. A complete record of transactions shall be kept. A statement of the finances shall be presented at the annual meeting. At the annual meeting a budget for the following year is to be presented.

Auditors shall audit the accounts annually. The result shall be presented at the annual meeting together with recommendation regarding fiscal responsibility (ansvarsfrihet).

The nominating committee presents a slate of nominees for the board, the auditors and the nominating committee, and other appropriate committees.

An annual meeting shall be held. The board suggests time and place. Extra meetings can be held when the chairman or the board finds it necessary or when at least 1/3 of the members have requested a meeting.

Annual meeting announcement and procedures for annual and extra meetings shall be sent at least 30 days prior to the meetings, i.e. by e-mail.

Copies of protocols are to be sent to the secretary of the Swedish Society of Medical Radiology and other applicable societies.

V:7 The annual meeting agenda.

1. Election of meeting chairperson and secretary.
2. Appropriate announcement
3. Election of meeting auditors to approve the meeting protocol together with the chairman.
4. Order of business
5. Annual report from the board
6. Fiscal report.
7. Audit
8. Recommendation regarding fiscal responsibility (ansvarsfrihet).
9. Election of board members
10. Election of auditors
11. Election of nominating committee
12. The boards proposal for future activities and budget for the forthcoming year.
13. The membership dues
14. Proposals from members
15. Bylaws
16. Other business.

Article VI: Economy and dues

VI:1 The fiscal year shall coincide with the calendar year.

VI:2 The membership dues are suggested by the board and decided by the annual meeting

VI:3 Members who have not paid their membership fee can after a reminder be excluded from the society.

Article VII: Voting

VII.1 Voting at meetings is open unless otherwise requested by a member or the board. A majority of those members present make the decision except for decision of bylaws and association dissolution. When the decision is tied, office election is decided through lottery otherwise the vote of the chairman prevails.

VII.2 Voting can be done by e-mail if the board judges this necessary.

Article VIII Change of bylaws

Suggestions for bylaw amendments shall be presented to the board at least two months before the annual meeting. The suggested change and the comments of the board are to be presented to the members together with the meeting order of business. A 2/3 majority is necessary to effect a bylaw change. If less than half of the members are present at the meeting the chairman can decide upon an e-mail membership vote.

A 2/3 majority of those answering is required to certify an e-mail vote.

Article IX Dissolution

IX: 1 The association is founded for a non definite time. Dissolution of the society can take place through a $\frac{3}{4}$ majority decision of the members present at a meeting, whereupon the decision must be upheld by a subsequent meeting held specifically for this purpose and also pass with $\frac{3}{4}$ majority.

IX: 2 All the assets including money shall be donated to Swedish Society of Medical Radiology, (Svensk Förening för Medicinsk Radiologi), to be used to further trauma and emergency radiology in the Nordic countries. SFMR can also decide to transfer the dissolved society assets to another association with similar objectives.

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