

SEPARATE DOCUMENT

INTERNAL REGULATIONS OF THE WORLD FEDERATION OF PEDIATRIC IMAGING



Article ordering follows the WFPI's bylaws

ARTICLE II

MEMBERSHIP

Section 2. Membership categories:

2.1. Regional Members currently include:

- Society for Pediatric Radiology (SPR)
- European Society for Paediatric Radiology (ESPR)
- Latin American Society of Pediatric Radiology (SLARP)
- Asian and Oceanic Society for Paediatric Radiology (AOSPR)

Section 3. Membership application:

3.2. Procedure:

- i. Approval and refusal: Any application for regional, national or supranational membership is forwarded to the Membership Secretary. If, in liaison with the Membership Committee, the Membership Secretary considers the application in conformity with the WFPI's bylaws, the application is processed as set out in sub-section iii.
- ii. Appeal: In the event of a refusal, the applicant can appeal to the Executive Committee, which puts the matter to the vote. If the Executive Committee approves the appeal, the application is processed as set out in sub-section iii. If the appeal is rejected, a regional membership applicant can then call for the Council's reconsideration. National and supranational applicants have no further rights of appeal.
- iii. Membership comment:
 - Approved applications are distributed to all WFPI member organizations in the next mailing, then posted on the WFPI website.
 - Regional applicants rejected on appeal and calling for further Council consideration are similarly distributed to all WFPI member organizations, with their "Council reconsideration" status clearly specified.
 - Individual members of WFPI member organizations can comment on any application so distributed to the Council within one (1) month from circulation/posting of the list.
 - If no written comments of protest are submitted for national and supranational applicants, the application is considered elected.

- iv. Council reconsideration: If written letters of protest are submitted, or a regional applicant calls for Council reconsideration after Executive Committee refusal on appeal, the Council reconsiders the application. At its following Council meeting, it may either:
 - conduct additional investigations, and invite explanations from the applicant;
 - vote to approve the application, constituting election to the status of membership;
 - vote to deny the application, in which case the applicant is informed accordingly.These Council meetings require a two thirds quorum and a simple majority vote for national and supranational applications, and a full quorum and unanimous vote for regional applications.
- v. Admission: Following successful election, applicants are admitted to the WFPI. A prorated dues invoice is sent out, and the benefits of membership begin.

Section 4. Termination of Membership:

4.2. Details of termination notification, hearings, passage/reversal and reinstatement

- i. Notification: If the Council intends to terminate membership for unethical behavior deemed detrimental to the WFPI, the Secretary notifies the member in question, indicating the reason for the proposed termination.
- ii. Hearing: the terminated member can be heard at the next regularly-scheduled Council meeting, held with a two thirds quorum. On conclusion of the hearing, the Council can overturn its termination decision by a two thirds majority vote.
- iii. Passage/reversal: if the Member does not request a hearing, Council action to terminate membership passes into effect at the adjournment of the next regularly-scheduled Council meeting. If a hearing is requested but the Council does not reverse its decision, Council action to terminate membership passes into effect at the adjournment of the Council meeting at which the hearing was heard.
- iv. Reinstatement of membership: Once terminated, the ex-member can request the President to present its case at the next Annual General Meeting, with its termination put to the members' vote. If, by a two thirds majority vote, members elect to reinstate active membership, the terminated member is reinstated as a member of the WFPI. If the terminated member fails to receive the necessary two-thirds majority vote, the termination is effective from the date of the Annual General Meeting. The Member has no further right of appeal but can reapply for membership two years after the effective date of termination.

ARTICLE IX

DUES

Section 2. Due Date:

2.2 Details of dues collection procedures, delinquency and non-transferability

- i. Dues notices: are sent to each WFPI member organization and paid to the WFPI Treasurer for the succeeding year.
- ii. Individual waivers in the event of double payment: In the event that dues are set individually and an individual radiologist holds membership in two or more WFPI member organizations, she or he can be counted as a member of one organization only for dues purposes, so long as evidence is provided of cross-checking at member level. Individuals are thus only counted once, and dues paid to the WFPI accordingly.

- iii. Non-transferability: Any member organization that is based, wholly or in part, in a country that imposes an absolute restriction on transfer of subscription funds, must so inform the WFPI Council on application for membership (or within three months of any subsequent imposition of such restriction). The member organization must establish an internal fund, details of which are regularly reported to the WFPI Treasurer, whose directions must be accepted on the use of the fund for the WFPI's purposes. Continuation of membership on this basis is conditional on satisfactory administration of this arrangement.
- iv. Delinquent: Any member organization whose dues are ninety (90) calendar days in arrears is notified that unless the dues are paid, or acceptable reasons excusing such nonpayment are submitted to and accepted by the Council, its membership is terminated.
- v. Concession and hardship provisions: Membership dues may be waived or reduced by the WFPI when it is the opinion of a majority of the Council that National or Supranational Members will benefit from a discounted membership; this must be ratified at the next Annual General Meeting.

FURTHER PROVISIONS

WFPI COMMITTEES

Section 1. Committee formation:

- 1.1. Committee Chairpersons are nominated by the President and approved by the Council during the Annual Council Meeting. Selection should take into account regional representation, as far as the committees' volunteer bases allow.
- 1.2. Any individual members of WFPI member organizations can volunteer for committee participation in response to the WFPI Secretary's periodic calls.
- 1.3. The Committee Chairperson liaises with the President to select her or his committee's participants, with all selections being subject to the Executive Committee's approval. The committees' membership should reflect regional representation as far as the committees' volunteer bases allow.
- 1.4. Committee members, including the Chairperson, stand on the committee for a two-year term, renewable once. After two consecutive terms, one two-year term must elapse before they are eligible for office again.
- 1.5. The Committee Chairperson puts forward a budget for her or his committee for the Council's approval. Committee expenditure and accounting is the responsibility of the Committee Chairperson.

Section 2. Permanent Committees:

- 2.1. The Executive Committee: see the WFPI's bylaws
- 2.2. The Membership Committee: chaired by the Membership Secretary and composed of one Representative Director from each Regional Member organization, the Membership Committee serves as a consultative platform only. The final decision on a membership application is taken by the Membership Secretary, with contestation possible via the processes set out above.
- 2.23. The Resources Committee: chaired by the Treasurer, the Resources Committee is responsible for the coordination of fund raising for the WFPI, in line with the Organization's goals.

2.4. The Bylaws and Governance Committee: chaired by the President, the Bylaws and Governance Committee is composed of the at least two senior members of the Council, three Members-at-Large appointed by the President and the Past President ad hoc. At founding, all four founding Regional Members are represented, and thereafter, at least 3 Regional Members. Mandates are managed and staggered at the President's discretion, to ensure institutional memory and geographical representation at all times.

Section 3. Other Committees: These Committees are created according to need. They include, but are not limited to:

3.1. The Education Committee: promotes the education of radiologists holding training status, pediatric radiologists and other medical professionals in the discipline of pediatric radiology, with a particular focus on low-resource settings. In liaison with other WFPI committees, the Education Committee plans and proposes projects to this effect for consideration by the WFPI Council.

The Education Committee assumes selection and editorial responsibility for the educational content of the WFPI website.

The Education Committee examines applications and possibilities for the WFPI's co-sponsorship or involvement in ongoing educational or training projects, and, in liaison with any other WFPI committees, make recommendations to the Council, based on the following considerations:

Organizations which may be reviewed for WFPI co-sponsorship or involvement:

- a. Member organizations of WFPI or organizations affiliated with member organizations;
- b. National and international organizations working with imaging,
- c. Major universities and medical centers.

Applications are reviewed and programs evaluated with the following in mind:

1. It is the program's responsibility to ensure that the WFPI:
 - a. Is fully familiar with any program it might co-sponsor or become involved in,
 - b. Actively participates in the planning of the program it co-sponsors or becomes involved in by nomination of a suitable WFPI representative on the organizing committee,
 - c. Has responsibility for the quality of the program it co-sponsors or becomes involved in,
 - d. Has its name placed on the program/project documentation as a bona fide co-sponsor.
 - e. That the program is consistent with the WFPI's purpose as stated in its bylaws.
2. Each program should clearly state its objective, any curriculum, and the educational/training method(s) to be used and should include the number of hours of educational/training activities. A preliminary program that defines a subject, lecturer/trainer, and method must be available for evaluation by the WFPI Education Committee.
3. The facility should be adequate for the needs of the participants; these include:
 - a. An organizational structure,
 - b. Continuity for administration,
 - c. A faculty or trainers that are aware of the participants' needs,
 - d. A budget for the overall program,
 - e. Suitable physical facilities for the program - including library support if appropriate,
 - f. A promotional plan,
 - g. An internal review of administrative and budgetary practices.

4. The faculty or trainers for a program should be chosen with the particular needs of the participants in mind, and be acceptable to the WFPI.

5. Any printed or audio-visual material endorsed by WFPI must carry the following disclaimer: "Endorsement by the WFPI signifies that the material meets acceptable educational standards. It does not imply that the WFPI agrees with every statement made, nor that the methods described are the only acceptable ones."

3.6.3. The Outreach Committee: responsible for identifying infrastructural deficiencies and imaging needs, or the potential for adapted imaging input so as to improve standards and practices in pediatric radiology, with a particular focus on low-resource settings. In liaison with other WFPI committees, the Outreach Committee plans and proposes projects to this effect for consideration by the WFPI Council.

3.6.4. The Research Committee: responsible for fostering laboratory and clinical research in pediatric radiology internationally, with a particular focus on participation from low-resource settings. It oversees research projects funded by or through the WFPI.

3.6.5. The Best Practices Committee: identifies projects, forums, platforms and gatherings in which the advancement of best practices can be addressed, with a particular focus on low-resource settings. In liaison with other WFPI committees, the Best Practices Committee plans and proposes projects to this effect for consideration by the WFPI's Council.

3.6.6. The International Organizations Representation Committee: identifies opportunities for creating networks and enhancing ties between the WFPI and imaging, pediatric or other allied health professionals, entities, organizations or individuals projects, with a particular focus on low-resource settings. In liaison with other WFPI committees, the International Organizations Representation Committee plans and proposes how these networks and ties can be formed, consolidated and maintained for consideration by the WFPI's Council.

3.6.7. The Website Committee: in liaison with other WFPI committees, responsible for the creation, maintenance and updating of the WFPI's website, subject to Council's approval of an annual budget for running costs, and one-off approval for any additional online projects or development initiatives.

ANNEXES

ANNEX 1: List of Rotating Presidencies, in order of Lead Organizations' tenure of the presidency

SPR (2011 - 2014)
ESPR (2014 - 2015)
SLARP (2015 - 2016)
AOSPR (2016 - 2017)

ANNEX 2: Schedule of WFPI dues

On 7 September 2012, the WFPI Council set membership dues as follows:

For Regional member organizations:

⇒ 220 US \$ standard fee

⇒ 60 US \$ concessional fee

For National/Supranational member organizations:

⇒ 180 US \$ standard fee

⇒ 30 US \$ concessional fee

For Associate member organizations

⇒ 150 US \$ standard fee

⇒ 20 US \$ concessional fee