

## **FLUG Constitution (30-01-2025)**

### **1. Name**

The name of the group shall be the Fluoroscopy Users' Group (FLUG)

### **2. Aims**

The group is organised with the aims of

- Bringing together people from various disciplines with involvement in the applications of fluoroscopy in general and interventional medical procedures,
- Discussing new developments in the field, sharing expertise and resources, discussing problems; and
- Facilitating collaborative projects, organising scientific meetings and contributing to the advancement of knowledge.

### **3. Membership**

- Membership of the group shall be open to all physicists, technicians, radiographers, nurses, registrars, interventionists and other professionals including any relevant trainees with an interest in the application of fluoroscopy in general and interventional medical procedures. Membership of the group for commercial purposes is not permitted.
- Membership of the group is free of charge
- Members may resign at any time in writing to the Officers.
- Any member showing offensive behaviour or breaking the equal opportunities code may be asked to resign from the group.
- Individual membership from interested manufacturer/supplier employees is permitted, but these individuals must not represent their company or actively promote specific products.

### **4. Equal opportunities**

The group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

Officers shall promote communication with all members equally and will create opportunities for each member to express their views and participate in the activities of the group.

## **5. Management committee and officers**

A committee composed of at least three officers shall manage the group. They shall be responsible for:

- Coordinating the activities of the group with the officers seeking input from the members of the group.
- Preparation of the annual activity report.
- Keeping members informed about the group activities.
- Keeping records of the activities undertaken.
- Preparing minutes for each business meeting.
- Keeping financial records.
- Keeping an up-to-date list of members.
- Editing the group website.

The officers shall elect from within them the chair and further agree distribution of these tasks at their management meetings.

The officers are elected by the members of the group for a term of three years. Members can apply for any of the roles and there is no term limit for any of the roles. Nominations of officers should be open for no less than 21 days, then if more than one nominee is nominated for a single post an election shall take place with the nominee receiving the most votes elected. The vote shall be open for no less than 21 days.

## **6. Scientific meeting & Annual general meeting**

The group shall hold scientific meetings to discuss matters of relevance to its members; proffered abstracts should be invited and a programme devised by the chair. Additional lectures and educational activities will be undertaken at the discretion of the Officers.

Physicists, technicians, radiographers, nurses, registrars, interventionists and other professionals with interest in the applications of Fluoroscopy in general and interventional medical procedures are welcome to attend. Individual members who are employees of manufacturers/suppliers may attend in their capacity as individuals. They may attend the scientific meeting to give company specific talks by invitation only.

An annual general meeting (AGM) will be held in person or online. At the AGM the officers shall discuss the activity report, the financial report and the activity plan for the coming year.

## **7. Rules of procedure**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that members present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## **8. Finance**

An account will be maintained on behalf of the Group at a bank agreed by the committee.

Records of income and expenditure will be maintained by the Officers and a financial statement given to each general meeting. A financial report shall be discussed at AGM.

All money raised by or on behalf of the group is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## **9. Website**

The Officers will maintain a website on which the proceedings of the scientific meeting are to be made available and to facilitate discussion between members of the community.

This content will be available to members only.

## **10. Alterations to the constitution**

Any proposal to amend the constitution will require a two-thirds majority of the members present at the AGM and entitled to vote or a two thirds majority of an online vote offered to members with at least 21 days notice.

Notice of proposed changes to the constitution must be given to the chairman at least one month before an AGM: the chairman must circulate the proposal to all members prior to the meeting.

## **11. Dissolution**

Dissolution of the group must be voted at the AGM and will require a two-thirds majority of the members present at the AGM and entitled to vote.

If it is agreed to dissolve the group all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation to be agreed at the meeting which agrees the dissolution.