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(This page is for the convenience of members and does not form part of the Rules)

**The Institute has power to make rules for its conduct and management as set out in its Articles of Association.**

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## Rules of Institute of Physics and Engineering in Medicine (“the Institute”)

*Words importing the masculine gender only shall include the feminine and the neuter gender. The term 'in writing' refers to written, printed, or electronic, or partly one and partly another.*

### A: MEMBERSHIP

A:1 The Institute shall comprise Voting and Non-Voting Members together called the Members.

A:2 Voting Members are:

- a) Fellows (FIPEM)
- b) Full Members (MIPEM)
- c) Associate Members

Non-Voting Members are:

- d) Honorary Fellows
- e) Professional Affiliate Members (PAMIPEM)
- f) Affiliate Members
- g) Company Members [to reflect current terminology]
- h) Affiliated Societies.

A:3 **Fellowship** is a **distinction** grade of membership and the requirements for election are:

Meets the requirements for Full Membership of the Institute, and shows a very high standard of scientific achievement, demonstrated by an outstanding contribution in the following:

- (i) Research and Development / Service Development / Service Improvement and
- (ii) Professional practice in the workplace and
- (iii) Professional practice by contributions to professional body objectives and achievements nationally or internationally.

Fellows may use the designatory letters FIPEM.

A:4 **Full Membership** is the **professional** grade of membership and is open to those who:

- have attained a relevant statutory or voluntary professional registration or reached an equivalent stage in an academic career; and
- are working in physics or engineering applied to medicine or biology.

Full Members may use the designatory letters MIPEM.

A:5 Fellows or Full Members may use the designatory letters FIPEM/MIPEM respectively while they remain paid-up members. Members removed for non-payment must not continue to use these letters, as they are no longer members of the Institute.

A:6 **Associate Membership** is a **pre-professional** grade and is open to persons employed in physics or engineering applied to medicine or biology, or a related biological or medical science, who are progressing towards relevant statutory or voluntary professional registration, or the equivalent stage in an academic career.

Associate Members will be awarded Full Membership once they achieve registration/equivalent academic status.

- A:7 **Honorary Fellowship** may be conferred on persons who have made outstanding contributions in the field of physics or engineering applied to medicine or biology, or in a related subject. Nominations for Honorary Fellowship are approved by the Board of Trustees. Honorary Fellows may use the designatory letters HonFIPEM.
- A:8 **Professional Affiliate Membership** is open to members of **other registered** professions who are not physicists, engineers or technologists, but who have satisfied the Trustees that they are working with applications of physics or engineering applied to medicine or biology.
- A:9 **Professional Affiliate Members** may use the designatory letters PAMIPEM.
- A:10 **Affiliate Membership** is a **non-professional** grade of membership, open to persons whose interests fall within the scope of the Institute's objects as set out in its Articles of Association, including students and individual members of national medical physics or biological engineering organisations outside of the UK.
- A:11 The process for application for each type of membership shall be determined by the Trustees. All applications for membership should be submitted for assessment by the Trustees, who may delegate this task to the Membership Department of the National Office.
- A:12 All Members are required to comply with the Institute's Code of Professional and Ethical Conduct and may be subject to the Institute's Disciplinary Procedure when in breach of this Code.
- A:13 Except as provided in Rule B:3 and Article 17.5, individual membership of the Institute may be suspended or terminated only as a penalty imposed as a result of disciplinary action in accordance with the Institute's Disciplinary Procedure.
- A:14 **On retirement**, a member may retain the same grade of membership.
- A:15 **Company Members** are companies whose interests lie within the scope of the objects of the Institute. They shall be represented by an individual member.
- A:16 **Affiliated Societies** may be recognised by the Institute where they represent groups of scientific, engineering or technical staff that are within the scope of physics or engineering applied to medicine or biology and where, in the opinion of the Trustees, there is mutual advantage for them to be formally affiliated to the Institute.

Affiliation will be effected by a Memorandum of Agreement between the Institute and the affiliating society, which will set out the detailed relationship between the two organisations.

Members of Affiliated Societies will receive benefits and privileges as set out in the relevant Memorandum of Agreement, except that they shall not be entitled to be nominated for any office of the Institute that is open to election by Members or appointment by the Trustees or to vote in any proceedings of the Institute, unless they are also individual Voting Members of the Institute in an appropriate membership category.

Members of Affiliated Societies may be members of one of the Institute's committees, or sub committees.

## **B: MEMBERSHIP SUBSCRIPTIONS**

- B:1 Members, except Honorary Fellows and other groups as agreed by Trustees from time to time, are required to pay an annual subscription.
- B:2 The subscription shall be set from time to time by the Board of Trustees. Subscriptions are due on the first day of the Institute's financial year. A newly elected Member is normally required to pay the subscription pro rata to the length of the financial year remaining following his election. In special circumstances, the Trustees may reduce or waive the subscription of a Member.
- B:3 If a Member's subscription is not received within 2 calendar months of the due date, that person shall be suspended from membership thereby losing entitlement to any or all of the privileges of membership as determined by the Trustees. The suspension shall continue until the subscription is fully paid. If the subscription is not received during the year in which it was due, the name of that person shall be automatically removed from the List of Members. Before reinstatement by the Trustees the current year's subscription must be paid, together with the arrears of subscriptions and a reinstatement fee.

**C: APPOINTMENT OF TRUSTEES, VICE PRESIDENTS, HONORARY OFFICERS AND HONORARY OFFICER DEPUTIES, AND COMMITTEE DEPUTIES**

C:1 The Trustees comprise the Honorary Officers of the Institute and others appointed to the Board as set out in Article 52.1-52.7 of the Articles of Association. Amongst the 'others' appointed under Article 52.7 would normally be the chairs of Councils as determined by the Trustees. The Trustees shall determine which committees will have a chair and a deputy.

C:2 The Trustees may determine the requirement for **Vice-Presidents** to undertake specific senior representational roles in support of the President and Trustees. Vice-Presidents may hold office for a maximum of three years. However they may be re-appointed for a further term if no new suitable candidate is available for the position.

C:3 At least four months before the Annual General Meeting, the Honorary Secretary will arrange to inform Voting Members of those Independent Trustee, Member Trustee, Honorary Officer and other Trustee or Council deputy posts becoming vacant at that meeting. The recommendation of the Trustees will be announced for those offices requiring reconfirmation, including progression from deputy roles (President Elect to President, Council deputies to Council Directors), and applications will be requested for the remaining vacant offices (except Independent Trustees).

The Trustees will advertise vacancies for Independent Trustees in locations determined according to the skills required.

Eligibility and terms of office for each Trustee post are listed in Articles 53 to 53.7.

In the event of the President-Elect or a Council deputy being unavailable for progression at the end of their term of office, or the Trustees deciding not to recommend their progression, the Trustees shall oversee the appointment of a suitable individual who meets the relevant person specification.

Applications for vacant offices are invited, and must be supported, according to the scheme set out below:

**Applications for President-Elect** shall be invited from Fellows (FIPEM) of the Institute. Applications for the office of President-Elect must be supported by four Fellows (FIPEM) or two Fellows (FIPEM) and two Full Members (MIPEM).

**Applications for Honorary Treasurer** shall be invited from Fellows and Full Members, and must be supported by at least two Fellows or Full Members; but may also be invited from non-Members if necessary to ensure the appropriate skills among the Trustees. Applications from non-Members must include the names of two referees and a self-declaration form of eligibility.

**Applications for Independent Trustees** shall be invited from individuals who are not Voting or Non-voting Members. Applications must include the names of two referees and a self-declaration form of eligibility.

**Applications for Vice Presidents and Council deputies** shall be invited from Fellows or Full Members. Each application must be supported by at least two Fellows or Full Members.

**Applications for Member Trustees** shall be invited from Voting or Non-Voting Members. These must be supported by at least two Voting Members.

All such applications must reach the Honorary Secretary by a specified date not more than six weeks after the circulation of the list of posts becoming vacant and not less than two months before the Annual General Meeting.

C:4 The Trustees shall consider all applications made under Rule C:3 above, with respect to the relevant person specification, and shall nominate applications to be made for the offices and vacancies for which no suitable applications have been received.

If the Trustees decide that there is more than one suitable applicant for any vacancy, when judged against the person specification for the role, then the Honorary Secretary shall arrange an election via postal ballot of Voting Members, in accordance with Article 37.

If the Trustees decide that, for any vacancy, there is only one suitable application when judged against the person specification for the role, the Trustees will recommend this applicant for appointment by Voting Members at the Annual General Meeting.

**D: UNITED KINGDOM REGIONAL ORGANISATION AND THE REGIONAL CONSULTATION MEETING**

- D:1 The Trustees shall define from time to time not more than **25** geographical areas covering the whole of the United Kingdom which for the purpose of this section of the Rules will be termed "Regions".
- D:2 There will be one person to represent each Regional Group called the **Regional Chair**.
- D:3 The responsibilities and functions of the Regional Chair are:
- (a) To promote membership of the Institute within the Region
  - (b) To promote and co-ordinate regional activities consistent with the objects of the Institute
  - (c) To consult with Members in their Region, via meetings and/or electronically, regarding topical matters of interest (especially prior to the Annual Planning Meeting)
  - (d) To disseminate communications from the Trustees to Members within their Region
  - (e) To feedback to Trustees, through the Annual Planning Meeting, issues emerging from within the Region, and inform members in their region about the Institute's activities and issues.
- D:4 The **Regional Chairs** have responsibility for liaising between themselves and the Trustees and promoting and supporting their activities in conjunction with the Institute's office.
- D:5 Regional Chairs may appoint **Area Co-ordinators** within their Region to assist them in meeting the Institute's objects, especially to assist in the effective distribution of information and to help them determine the collective view of the Members within the Region. The Executive Assistant should be notified of the contact details of Area Co-ordinators.
- D:6 Regional Chairs will be proposed, seconded and elected by, and elected from, those Members having their primary address within the relevant Regional boundary. Each Regional Chair shall normally be elected for one year and will be eligible for re-election except that, having served in that capacity for four consecutive years, they will be ineligible for immediate re-election.
- D:7 The **Annual Planning Meeting** will consist of all Regional Chairs together with other representatives of the Institute and the Honorary Officers of the Institute. It will be convened once each year.
- D:8 Each Regional Chair will attend the Annual Planning Meeting or appoint a Member from within their Region to attend on their behalf.
- D:9 The Annual Planning Meeting will provide a representative forum for the discussion of matters of interest and concern to Members and Trustees. Through the close contact of Regional Chairs to Members, they will be able to advise the Trustees of the views of Members and, in turn, assist in the dissemination of the views of the Trustees.

**E: REGIONAL GROUPS**

- E:1 The Institute encourages the formation of Regional Groups, each consisting of Members resident in a defined geographical area, in the United Kingdom or overseas.
- E:2 The activities of the Regional Groups must conform with the Institute's objects.
- E:3 The proposed constitution of a Regional group must be submitted to the Trustees. Amendments to such a constitution shall not take effect until they have been approved by the Trustees.
- E:4 On any matter not otherwise covered in the constitution of a Regional Group, the Rules of the Institute, in so far as they are applicable, shall be deemed to be incorporated in the constitution.

**F: ALTERATION TO RULES**

F:1 **Alterations to these Rules** shall be made by the Trustees of the Institute.

<b>IPEM Document Control</b>			
<b>Document Name</b>	IPEM Rules		
<b>Document No</b>	01-04-01 0057 13.00		
<b>Approved by</b>	Board of Trustees		
<b>Version No</b>	<b>Date</b>	<b>Description of Change</b>	<b>Authorised by</b>
10.00	September 2013	Fully revised and updated alongside updating of Articles of Association with legal advice. Full changes itemised in AGM papers. Included ability for Trustees to amend Rules.	AGM September 2013
11.00	April 2014	Revision to A:3 – A:6 defining eligibility for different grades of membership.	Trustees 10 April 2014
12.00	July 2015	Amendment to Rules, A2, A8 and A9 A2 Remove e) Medical Fellows and f) Medical Member and replace with e) Professional Affiliate Member A8 and A9 Change to reflect removal of Medical Members and Fellows and replace with the new Professional Affiliate Member.	Trustees 9 July 2015
13.00	July 2017	B1 is amended to recognise that free membership is available to full time students, apprentices, those not working and members over the age of 75. B3 is amended to reduce the current grace period for the payment of membership fees from three calendar months to two calendar months for operational reasons.	Trustees 29 June 2017
14.00	July 2019	A4 and A6 are amended to reflect changes agreed by the Trustees which link membership grade to registration. A11 is amended to recognise that administration of membership is delegated by the Board to the Membership team in the National Office. C2 is amended to allow for the re-election of Vice Presidents for a further term if no new candidates are	

		<p>available; and to remove the need for VP names to go to the AGM as they are no longer members of the Board following the governance review.</p> <p>C3 is amended to reflect that there are no longer Deputy Treasurer or Deputy Hon Secretary roles; and that Vice Presidents are no longer Board roles following the governance review. It also reflects that advertisement of vacancies is carried out by the National Office, not by the Hon Secretary.</p> <p>Section D is amended to replace the former Regional Coordination Meeting with the Annual Planning Meeting, following the governance review.</p>	
15.00	April 2021	<p>Amendment to Rule A3</p> <p><b>remove</b> Meets the requirements for Full Membership of the Institute, and</p> <p>has substantial responsible and senior experience, as shall satisfy the Trustees, relevant to the application of the physical sciences and engineering to medicine or related biological sciences, and</p> <p>Shows a very high standard of scientific achievement, demonstrated by an outstanding contribution to research and development, or advancement of professional practice.</p> <p><b>and replace with</b> <i>Meets the requirements for Full Membership of the Institute, and shows a very high standard of scientific achievement, demonstrated by an outstanding contribution in the following:</i></p> <ul style="list-style-type: none"> <li><i>(i) Research and Development / Service Development / Service Improvement and</i></li> <li><i>(ii) Professional practice in the workplace and</i></li> <li><i>(iii) Professional practice by contributions to professional body objectives and</i></li> </ul>	Trustees 22 April 2021

		<i>achievements nationally or internationally.</i>	
16.00	July 2021	<p><b>Amendment to Rule A7</b>  <b>Remove</b>  <i>Honorary Fellowship may be conferred on persons who have made outstanding contributions in the field of physics or engineering applied to medicine or biology, or in a related subject. Nominations for Honorary Fellowship may be made only by the Trustees.</i> Honorary Fellows may use the designatory letters HonFIPEM.</p> <p>Replace with:</p> <p><i>Honorary Fellowship may be conferred on persons who have made outstanding contributions in the field of physics or engineering applied to medicine or biology, or in a related subject. Nominations for Honorary Fellowship are approved by the Board of Trustees.</i> Honorary Fellows may use the designatory letters HonFIPEM</p> <p><b>AND</b></p> <p><b>Amendment to Rule B2</b></p> <p><b>Remove</b> <i>The subscription shall be set from time to time by Voting Members at a General Meeting of the Institute called in accordance with the Articles of Association.</i></p> <p><b>And replace with</b></p> <p><i>The subscription shall be set from time to time by the Board of Trustees.</i></p>	Trustees 15 July 2021





