ASSOCIATION OF EMERGENCY PHYSICIANS OF MALTA (AEPM)

GHAQDA MALTIJA TAT-TOBBA GHALL-EMERGENZI (GMTE)

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1. NAME OF THE ASSOCIATION

1.1. The name of the association shall be 'Ghaqda Maltija tat-Tobba ghall-Emergenzi' in Maltese and 'Association of Emergency Physicians of Malta' in English. The abbreviated names of the Association are "GMTE" and "AEPM“ respectively.

1.2. The Association shall be governed by its statute.

1.3. The Association is autonomous, voluntary and is independent of the State. The AEPM shall be a non-profit making organisation as defined in the Voluntary Organisations Act (Chapter 492 of the Laws of Malta). It may not favour anyone with expenses who is not serving the purpose of the Association nor may it dispense disproportionately high compensation. Members leaving the Association have no claim to any part of the Association’s assets.

2. AIMS

The aims of the association are:

2.1. To promote high standards of practice of Emergency Medicine in Malta.

2.2. To promote and maintain high professional standards and ethics in the practice of Emergency Medicine.

2.3. To organise postgraduate continued professional development (CPD) activities.

2.4. To encourage and support publications and research related to the practice of Emergency Medicine

2.5. To promote and develop a high standard of postgraduate and undergraduate training in Emergency Medicine.

2.6. To maintain close links with other professional organisation so that advances in other specialties may be applied to patients within the Emergency Department.

2.7. To liaise, affiliate, register with other local, national, regional or international bodies that will further the aims of the Association.

2.8. To establish a Register of Members, Associate Members and Honorary Members, that shall be available to viewing, on request to the Secretary.

2.9. To advise the relevant public authorities regarding the criteria for the eligibility of prospective candidates to be included in a public register of specialists in Emergency Medicine.

2.10. To guide public opinion in Malta in matters relating to the practice of Emergency Medicine.

2.11. To pursue such other matters as are deemed to be consonant with the aims of the Association.

3. MEMBERSHIP

3.1 Members of the AEPM shall:

(a) be fully qualified medical practitioners registered with the Medical Council of Malta and
(b) practise Emergency Medicine according to the codes of practice of the Association and
(c) have paid the appropriate application, registration and membership fees.

3.2. The Association will have provisions for:

(a) Full Members

(b) Associate Members

(c) Honorary Members

3.3. A Full Member shall

(a) be in possession of a recognised higher qualification in Emergency Medicine or Pre-hospital care which include the MRCSEd(A&E), FRCSEd(A&E), MFAEM, MCEM, FCEM, FFAEM, MRCEM, FRCEM, FEBEEM and FIMC.

(b) be in accordance with provisions 3.1(a), 3.1(b), 3.1(c) of this Statute

(c) be accepted as a member of the Association after the Council is satisfied that the applicant fulfils the requirements for admission to membership as set out in this statute

(d) be entitled to receive all general notices sent out by the Association to its members, to attend, speak and vote at Association meetings and generally to participate in the activities of the Association and be eligible for election to the Council.

3.4. An Associate Member shall

(a) be in accordance with provisions 3.1(a), 3.1(b), 3.1(c) of this Statute and

(b) be

(i) actively involved in the practice of Emergency Medicine and not necessarily holding a recognised higher qualification in Emergency Medicine as outlined in 3.3 (a).

(ii) elected to the Association after application to the Council of the Association and after the Council is satisfied that the applicant fulfils the requirements for admission to membership as set out in this Statute

(iii) be entitled to receive all general notices sent out by the Association to its members, and generally to participate in the activities of the Association and shall not be entitled to vote at General meetings of the Association nor be eligible for election to the Council.

3.5. An Honorary Member shall

(a) be a person who has made an outstanding contribution to the field of Emergency and is nominated by the council of the Association for election to membership

(b) pay no registration fee or annual subscription

(c) not be entitled to vote at General meeting of the Association nor be eligible for election to the Council

3.6 The Council shall have absolute discretion in accepting or rejecting any application for admission as a member and shall not be bound to assign reason for its decision but shall not discriminate in any way between applicants by reason of sex, race, colour or creed.

3.7 Application for membership of the Association shall be in such a form and shall contain such information as the Council may from time to time require. A GDPR statement needs to be signed in order for such an application tobe accepted. This is in order to be according to EU laws of pricacy a nd information sharing

3.8 Any Member of the Association who wishes to resign or otherwise terminate his / her Membership of the Association must do so by informing the Council in writing. Members who resign will relinquish all rights as Members of the Association as provided by this statute.

4. FEES AND SUBSCRIPTIONS

4.1. Full and Associate Members will be required to pay an annual subscription as determined by the Council.

(a) Subscriptions shall be payable in advance during the first week of January of each year
(b) A full year payment will be made for the first year of membership irrespective of the month of admission, election or acceptance
(c) Failure to be fully paid in accordance with the provisions of this statute jeopardises the rights of Members under this statute and may lead to erasure from the Association, as decided by the Council.

5. TERMINATION OF MEMBERSHIP

5.1. Membership in the Association is terminated as follows or for the following reasons:

(a) By notice in writing of resignation submitted by the resigning Member to the Secretary.
(b) Failure to pay membership fee after the lapse of six months from written notice having been given to the Member and sent by registered post, email, SMS or any other electronic traceable means.
(c) Commission of an offence resulting in erasure from the Maltese Medical Council Register for professional misconduct.
(d) The conduct of the Member is considered by the council to be detrimental to the honour and/or interests of the medical profession or of the Association.

5.2. Where the membership of a Member is terminated, the Secretary shall communicate to the Member the decision of the Council without obligation to give the reason for termination of the membership.

5.3. A Member whose membership has been terminated for any reason, shall have fourteen working days from the notice to appeal to the council in writing. The council shall nominate a mediator to review the appeal and advise the council accordingly. The final decision will be that of the majority vote of the council.

5.4 A member who for whatever reason has had the membership terminated, may reapply. However, as documented in section 3.6, it will remain at the discretion of the council to accept or refuse such an application.

6. THE COUNCIL

6.1 The Council shall consist of 7 elected Members, such election to be held every **three** years in accordance with this Statute.

6.2 The Officials of the Council shall be:

i. The **President** who shall serve as Chairman of the Council and of the General Meeting. He / she shall be responsible for the general supervision of the affairs of the Association and must be registered in the Specialist Register in Emergency Medicine.
ii. The **Vice President** who shall take up the duties of the President in his/her absence or when requested by the President to do so. He / she may also be assigned other specific duties as determined by the Council and must be registered in the Specialist Register in **Emergency Medicine.**
iii. The **Honorary Secretary** who shall act as secretary to the Council and the General Meeting and shall keep minutes of all meetings of the organs of the Association. He/she shall notify members of the Council of meetings and members of the Association of any General Meetings. He/she shall authenticate any document affecting the constitution of the Association and any resolution passed by the Association or by the Council or other records relating to the affairs of the Council.
iv. The **Honorary Treasurer** who shall be responsible for all moneys and their administration, shall be responsible for the collection and accounting of all funds of the Association and shall issue receipts for all payment made and received by the Association, and shall be one of two signatories of all cheques, promissory notes, drafts, bills of exchange and other negotiable and transferable instruments.
v. The **Assistant Secretary** who shall be responsible for the maintenance of the register of members of the Association, and assist the Honorary Secretary in general administration of the Association. He/she shall also be responsible for the representation of Emergency Medicine trainees on the Council.
vi. The **Public Relations Officer** who shall be responsible for communicating with the public and for upholding the image of the Association by clearly advising on the philosophy, vision and mission of the Association to interested parties. He/she shall also be responsible to investigate complaints and suggestions made by such parties. The PRO shall also be responsible for the international affairs of the Association and any social media officially approved by the Association. He/she shall also be the liason person for conferences and Continuous Medical Education Events endorsed by the association.
vii. The **Subspeciality Officer** who shall be responsible for the representation of all subspecialities within Emergency Medicine as recognised by the council. He/she shall nominate individual(s) considered expert in their subspeciality so as to set up their respective subcommittee. Each subcommittee shall be

responsible for proposing training programs and courses and to give expert advice as required by the Council

6.3 Functions of the Council:

(a) To formulate and implement policies in conformity with the Statute of the Association and of the General Meeting which must not be in conflict with the Statute.

(b) To carry on the management and administration of the Association in accordance with the policies of the Association.

(c) To perform any act this is specifically reserved to it by the Statute

(d) To call the Annual General Meeting and any General Meeting (Extraordinary) of the Association.

(e) To represent the Association whether in judicial or extrajudicial matters by the President or any other person appointed for the purpose by the Council.

(f) The Council shall have the right to terminate membership by a two-third majority vote in Council of the Members present and voting at that particular time.

6.4 No person shall be eligible for election to the Council unless he/she is a Full Member of the Association

6.5

(i) The President of the Council may, after the lapse of his/her **three** year period in office, be elected for a second but not a third consecutive term of **three** years. He/she will remain eligible for election to any other position of the Council.

(ii) Other officers of the Council may stand up for any number of elections in the same or different capacity.

6.6 Proceedings of the Council

(i) Council meetings should not be held less than three times per year

(ii) The newly elected Council shall meet within two weeks of election to elect a President and other Officers

(iii) Matters at any meeting of the Council shall be determined by a majority of votes. In case of parity of votes, the President shall have a second and casting vote.

(iv) The President, Honorary Secretary or at least two members of the Council may at any time summon a council meeting.

(v) The quorum necessary for Council meetings shall be four, one of whom shall be the President or Vice President.

(vi) The President, or in his/her absence the Vice-President, shall preside meetings of the Council

(vii) A meeting of the Council in which a quorum is present shall be competent to exercise all powers and discretions for the time being exercisable by the Council in accordance with this Statute.

(viii) The Hononary Secretary or delegate shall ensure that minutes are logged appropriately and shall include the names of all officials present at each meeting and all resolutions / proceedings made by the Council. Such minutes are to remain the property of the Association and kept in order. Electronic versions are to be saved for Council use only, on an electronic platform approved by the Association.

6.7. The overall control of the Association is to be exercised by the Council. The Council members will not be eligible for remuneration for any services carried out in their functions as administrators to the Association.

7. SUBSPECIALTY OFFICE

7.1. The Council shall appoint a council member who will represent all the subcommittees that the Council deems necessary as outlined by section 6.2 (vii).

7.2. The function of each subcommittee shall include:

(a) To develop and update a recommended postgraduate training programme to be included within Emergency Medicine curriculum
(b) To develop and update a recommended postgraduate training programme to be included within subspeciality curriculum
(c) To liaise with the various clinical departments that would be involved in the programme
(d) To liaise with international Emergency Medicine bodies to gain international recognition of the training programme

8. GENERAL MEETINGS

8.1. The Association shall hold an Annual General Meeting. The Secretary shall give written notice of such meetings to all Members of the Association informing them of date, time, place and agenda of the meeting at least 2 weeks in advance.

8.2. The Council may proceed to convene an extraordinary General Meeting whenever it deems fit

8.3. Thirty percent of all the paid full Members in person shall be a quorum for all purposes at general meeting

8.4. The President shall chair all General Meetings. In his/her absence, the Vice-President shall chair. If neither President nor Vice-President is present, a Council member shall be appointed by members present to take the Chair.

8.5. Subject to the provision of this Statute, the General Meeting may adopt the procedure to be used at such meetings and if no specific procedure has been adopted, the Chairman shall rule and decide the procedure to be adopted.

8.6. VOTING BY MEMBERS IN GENERAL MEETINGS.

i. At any General Meeting or in any authorised postal ballot, every active member shall have one vote
ii. Subject to otherwise provided in this Statute, the Chairman of the General Meeting shall not be entitled to vote, but in case or parity of votes, he/she shall have a casting vote
iii. No objection shall be raised to the qualification of any votes except at the meeting or adjourned meeting at which the vote objected to is given or tendered, and every vote not disallowed at such a meeting shall be valid for all purposes.
iv. Any such objection made within 2 weeks from the date of the meeting shall be referred to the Chairman of the meeting and his/her decision shall be final and conclusive
v. At any General Meeting a resolution put to the vote of the meeting shall be decided with a show of hands
vi. A secret ballot may be demanded on any resolution (other than a resolution for adjournment) by any three members in person. If a poll is so demanded it shall be taken for with.
vii. Save as otherwise provided in this Statute, decisions at General Meetings shall be carried by simple majority vote.
viii. A statement by the Chairman of the result of the vote shall be minuted.

9. ELECTORAL PROCESS

9.1. For the election of the first Council or prior to dissolution of a Council after its term, a general meeting shall be called to appoint an Electoral Commission made up of 2 members who are not council members at that present time and who do not intend to contest the coming election. A third member can be co-opted if considered necessary.

9.2. During this general meeting the appointed chairperson shall call for nominations to the electoral commission.

9.3. Each nomination shall be seconded by a full member of the association.

9.4. In the case where more than two persons are nominated as electoral commissioners, members attending the general meeting shall then vote to elect 2 electoral commissioners.

9.5. The electoral commission will be appointed for **three** years until the next election when new electoral commissioners will be elected according to sections 8.1, 8.2, 8.3 and 8.4. Electoral commissioners may be elected for consecutive terms.

9.6. The electoral commission shall accept nominations for the Council in writing, such nominations to be received within 14 days of the date of call of nominations.

9.7. Each nomination to the Council shall be seconded by a full member of the association and shall include a statement signed by the candidate of his willingness to serve on the Council in accordance with this Statute if elected.

9.8. The Association shall be divided, for electoral purposes, into 2 categories:

a) Full members with a recognised higher qualification in Emergency Medicine and registered in the Specialist Register in Emergency Medicine. At least 5 members fulfilling these criteria need to contest and be elected.

b) Full members with a recognised higher qualification in Emergency Medicine, in specialist training. At least 2 members fulfilling these criteria need to contest and be elected. In case there is no such members this vacancy should be filled by a member in Section 9.8(a)

9.9. The electoral commission shall ensure the adequate representation of each category in the nominations for the Council.

9.10. Regarding the voting process:

a) After the closing date for the nominations, the electoral commission shall issue a valid ballot to each of the full members of the association.

b) To be considered valid, a ballot must be countersigned by all the members of the electoral commission.

c) The members shall have 14 days in which to return their vote.

9.11. Election:

a) In category 9.8.a, the 5 nominations with the highest number of votes shall be automatically elected to the Council

b) In category 9.8.b, the 2 nominations with the highest number of votes shall be automatically elected to the Council

9.12. If there are only 7 candidates contesting the election, there will be no need for an election if at least 5 contestants fulfil criteria 9.8.a. In the case that any of these criteria are not met, the electoral commission shall issue a call for more contestants in a manner it deems appropriate.

9.13. Any member of Council appointed in terms of the above provisions shall hold office until the next due Council elections in accordance with this Statute. In the extraordinary case where such a resignation is deemed appropriate by the Council, this has to be in writing and the electoral commission is called to issue a call for the election of the vacant office.

10. ACCOUNTS AND INVESTMENTS

10.1 The Council may invest any Association moneys not immediately required for its purpose

10.2 No part of the income, capital or property of the organisation shall be available directly or indirectly to any promoter, member, administrator, donor or other private interest.

10.3 The Council shall ensure that proper books of accounts be kept by an accredited accountant. This includes accounts of all sums of money received

or expended by the Association / Council, receipts of all sales and purchases and statements of any bank accounts.

10.4 At the Annual General Meeting, the Council shall lay before the Association the annual accounts for the period from the date to the preceding account, the annual report and the report of the auditors.

10.5 The annual accounts shall be drawn up for a financial period commencing on 1 January and ending on 31 December of each year.

10.6 The books of account of the Association shall at all times be open to inspection by the members.

11 NOTICES

11.1 Any notices or documents may be served by the Association to any member either personally or by post at his / her registered address.

11.2 In order to receive such notices , members need to sign a GDPR statement with their original application. In the cases where members were signed up before this law , they should sign it with the next membership payment.

12 REPRESENTATIONS

12.1 Legal representation of the Association shall vest jointly in the President, the Honorary Secretary and the Honorary Treasurer of the Association. In matters pertaining to the Assocation, council members may avail themselves from paid-up legal representation and these legal fees shall be paid from the Assocation's funds.

13 AMENDMENTS TO THE STATUTE

13.1 Any amendments to the Statute shall be proposed, seconded and presented to the Honorary Secretary who shall then submit them to the following General Meeting. Such amendments shall become effective only if they are approved by a majority of two-thirds of members present and voting.

13.2 Any proposed changes in the statute can be made by a paid up full member and forwarded to Council's Honoary Secretary by not later than 3 days before the AGM. The proposed changes should be presented by the proposer in person during the AGM or his/her official delegate.

14. DISSOLUTION

14.1 Notwithstanding any other provision in the Statute, the Association can be dissolved if a motion to this effect is presented in accordance with this Statute and is approved by two-thirds of all members in person and voting at a General Meeting after appropriate discussion.

14.2 Upon dissolution of the Association, all assets and funds remaining at the moment of dissolution of the organization shall be applied in favour of another non-profit organization.This will be decided by a majority vote of the paid up members during a final extra-ordinary meeting prior to dissolution.