

Constitution of the International Commission on Radiological Protection

Approved at a meeting of the Commission at Como, Italy in September 1987
Amended (section 8.5, amount increased from £ 5,000 to £ 10,000) at a meeting of the
Commission at Albuquerque, NM, USA in October 2002

1. Name

The name of the organisation is The international Commission on Radiological Protection (hereinafter called 'the Commission' or 'ICRP').

2. Objects and Powers

2.1. The Commission is established to advance for the public benefit the science of Radiological Protection, in particular by providing recommendations and guidance on all aspects of radiation protection. In preparing its recommendations, the Commission considers the fundamental principles and quantitative bases upon which appropriate radiation protection measures can be established, while leaving to the various national protection bodies the responsibility of formulating the specific advice, codes of practice, or regulations that are best suited to the needs of their individual countries.

2.2. In furtherance of the said objects, but not otherwise, the Commission may:

2.2.1. Employ and pay any person or persons not being a member of the Management Committee to supervise, organise and carry on the work of the Commission and make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows and other dependants;

2.2.2. Bring together in conference representatives of voluntary organisations, Government departments, statutory authorities and individuals;

2.2.3. Set up specialist advisory committees and task groups;

2.2.4. Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the useful results thereof;

2.2.5. Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses;

2.2.6. Collect and disseminate information on all matters affecting the said objects and exchange such information with other bodies having similar objects;

2.2.7. Undertake, execute, manage or assist any charitable trusts which may lawfully be undertaken, executed, managed or assisted by the Commission;

2.2.8. Cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, such papers, books, periodicals, pamphlets or other documents or films or recorded tapes (whether audio, visual, computer readable or any combination) as shall further the said objects;

2.2.9. Purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects and construct, maintain and alter any buildings or erections necessary for the work of the Commission;

2.2.10. Make regulations for any property which may be so acquired;

2.2.11. Subject to such consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Commission;

2.2.12. Subject to such consents as may be required by law, borrow or raise money for the said objects and accept gifts on such terms and on such security as shall be deemed to be necessary;

2.2.13. Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise provided that the Commission shall not undertake permanent trading activities in raising funds for the said objects;

2.2.14. Invest the monies of the Commission not immediately required for the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;

2.2.15. Do all such other lawful things as are necessary for the attainment of the said objects.

3. Structure and Membership

3.1. The Commission shall be composed of a Chairman and not less than six and not more than twelve other members. At least one Member of the Commission shall be resident in England or Wales. The selection of the Chairman and members shall be made by the Commission. When changes occur in the membership, the Chairman shall inform the Executive Committee of the International Society of Radiology. Members of the Commission shall be chosen on the basis of their recognised activity in the fields of medical radiology, radiation protection, physics, health physics, biology, genetics, biochemistry, biophysics and other disciplines relevant to the objects of the Commission, with regard to an appropriate balance of expertise rather than to nationality.

3.2. The membership of the Commission shall be selected for services until the end of the succeeding International Congress of Radiology, or until new members are appointed. Not less

than three but not more than five members shall be changed at any one such Congress. In the intervening period vacancies may be filled by the Commission.

3.3. In event of a member of the Commission being unable to attend a meeting of the Commission, a substitute may be selected by the Commission as a temporary replacement. Such a substitute shall not have voting privileges unless specifically authorised by the Commission.

3.4. The Commission shall be permitted to invite individuals to attend its meetings to give special technical advice. Such persons shall not have voting privileges, but their opinions may be recorded in the minutes.

3.5. The Chairman shall be elected by the Commission from among its members, to serve until the end of the succeeding International Congress of Radiology, or until his successor is elected. The choice shall not be limited to a national of the country in which it is proposed to hold the succeeding Congress. The Chairman shall be responsible for reporting the proceedings and recommendations of the Commission at the next Congress.

3.6. The Commission shall elect from among its members a Vice-Chairman who will serve in the capacity of Chairman in the event that the Chairman is unable to perform his duties. The Chairman and Vice-Chairman shall constitute the Honorary Officers of the Commission.

3.7. Minutes of meetings and records of the Commission shall be made and maintained by a Scientific Secretary selected by the Chairman of the Commission, subject to the approval of its members. The Scientific Secretary shall not be a member of the Commission. The records of the Commission shall be passed on to the succeeding Scientific Secretary.

3.8. The Chairman, in consultation with the Vice-Chairman and Scientific Secretary, shall prepare a programme to be submitted to the Commission for discussion at its meetings. Proposals to be considered shall be submitted to the Chairman for circulation to all members of the Commission and other specially qualified individuals at least 56 days before any meeting of the Commission.

3.9. Decisions of the Commission shall be made by a majority vote of the members. (Voting may be at meetings or by postal ballot. Organisation of voting and the recording of results is the responsibility of the Scientific Secretary). A minority opinion may be appended to the minutes of a meeting if so desired by any member upon his submission of the same in writing to the Scientific Secretary.

3.10. The Commission may establish such committees as it deems necessary to perform its functions. No such committee shall incur expenditure on behalf of the Commission except in accordance with a budget which has been agreed by the Commission or the Management Committee hereinafter described.

4. Management Committee

4.1. The Commission shall from time to time, but not less often than once in each year, constitute itself as the Management Committee, with the same officers as the Honorary Officers of the Commission. The Management Committee shall direct the policy and general management of the Commission.

4.2. The Management Committee shall appoint one or more qualified auditors.

4.3. The Chairman, after consultation with the Management Committee, shall appoint and fix the remuneration of the Scientific Secretary.

4.4. All questions arising at a meeting of the Management Committee shall be decided by a simple majority of those present and voting. In the event of an equality of votes, the Chairman of the meeting shall have a second or casting vote.

4.5. The proceedings of the Management Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option or qualification of any member.

5. Meetings of the Commission

5.1. The first General Meeting of the Commission shall be held not later than September 1988 and once in each year thereafter an Annual General Meeting of the Commission shall be held at such time (not being more than 18 months after the holding of the preceding Annual Meeting) and place as the Committee shall determine. At least 56 clear days' notice shall be given in writing by the Scientific Secretary to each member. At such an Annual General Meeting the business shall include the consideration of an annual report of the work done by or under the auspices of the Management Committee and of the audited accounts; and the transaction of such other matters as may from time to time be necessary.

5.2. The Chairman of the Commission may at any time at his or her discretion and the Scientific Secretary shall within 21 days of receiving a written request to do so, signed by not less than four members of the Commission, and giving reasons for the request, call a Special General Meeting of the Commission.

6. Nominations of Honorary Officers

Only members of the Commission shall be eligible to serve as Honorary Officers of the Management Committee. Nominations for Honorary Officers must be made by members of the Commission in writing and must be in the hands of the Scientific Secretary at least seven days before an Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot.

7. Rules of procedure at all meetings

7.1. The quorum at a meeting of the Commission or Management Committee shall be seven members.

7.2. All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat, so however that any matter that is to be recorded as a Decision for the Commission shall be determined in accordance with Item 3.9. No person shall exercise more than one vote, but in the case of an equality of votes the Chairman of the meeting shall have a second or casting vote.

7.3. Minutes shall be kept of all meetings of the Commission, the Management Committee and all other committees, and the appropriate secretary shall enter therein a record of all proceedings and resolutions.

7.4. The Management Committee shall have the power to adopt and issue Standing Orders and/or Rules for the Commission and its committees. Such Standing Orders and/or Rules shall come into operation immediately provided always that they shall be subject to review by the Commission in General Meeting and shall not be inconsistent with the provisions of this Constitution.

8. Finance

8.1. All monies raised by and on behalf of the Commission shall be applied to further the objects of the Commission and for no other purpose provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Commission (not being a member of the Management Committee) or the repayment to members of the Commission, the Management Committee, or other persons associated with the work of the Commission of reasonable out-of-pocket expenses.

8.2. The Scientific Secretary shall keep proper accounts of the finances of the Commission.

8.3. The accounts shall be audited at least once a year by the auditor or auditors appointed by the Management Committee.

8.4. An audited statement of the accounts for the last financial year shall be submitted by the Management Committee to the Annual General Meeting as aforesaid.

8.5. A bank account shall be opened in the name of the Commission with such bank or banks as the Management Committee shall from time to time decide. The Management Committee shall authorise in writing the Chairman, the Vice-Chairman, the Scientific Secretary to the Commission and one other member of the Management Committee to sign cheques on behalf of the Commission. All cheques for amounts above £10,000, or such other sum specified by the Management Committee, must be signed by not less than two of the four authorised signatories.

8.6. Except for temporary deposits of monies in other countries for funding activities in those countries, the monies and assets of the Commission shall be held in England or Wales.

9. Trust Property

The title to all real or personal property which may be acquired by or on behalf of the Commission shall be vested in a corporation lawfully entitled to act as Custodian Trustee, or shall be vested in Trustees who shall be appointed by the Management Committee and who shall enter into a deed of trust setting forth the purposes and conditions under which they hold the said property in trust for the Commission. The number of Trustees shall not be less than seven nor more than thirteen.

10. Alterations to the Constitution

Any alteration to this Constitution shall receive the assent of not less than two-thirds of the membership of the Commission for the time being present and voting at a meeting specially called for that purpose provided that notice of any such alteration shall have been received by the Scientific Secretary in writing not less than 70 clear days before the meeting at which the alteration is proposed. At least 56 clear days' notice in writing of such a meeting, setting forth the terms of the alteration, shall be sent by the Scientific Secretary to each member of the Commission provided that no alteration shall be made to clause 2 (objects), clause 11 (dissolution), or this clause until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained, and no alteration shall be made which would have the effect of causing the Commission to cease to be a Charity at law.

11. Dissolution

If the Management Committee decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Commission, it shall call a meeting of all members of the Commission who have the power to vote, of which meeting not less than 56 days' notice (stating the terms of the Resolution to be proposed thereat) shall be given. If such a decision shall be confirmed by a two-thirds majority of those present and voting at such a meeting the Committee shall have power to dispose of any assets held by or on behalf of the Commission. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Commission as the Committee may determine.

12. Notices

Any notice may be served by the Scientific Secretary on any member personally or by sending it through the post in a prepaid letter addressed to such member at his/her last known address. Any letter so sent shall be deemed to be received within 28 days of posting.

13. Interpretation

For the interpretation of this Constitution, the Interpretation Act 1978 shall apply as it applies to the interpretation of an Act of Parliament.