

IFIP

INTERNATIONAL FEDERATION FOR INFORMATION PROCESSING

Date: July 11.. 1978

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To_: General Assembly members

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JAN ROUKENS
IFIP Secretariat

SUBJECT: Transformation of TC4 into SIG "IMIA"

Dear Colleagues,

Because it corresponds to an important modification of the IFIP structure, the transformation of TC 4 into a Special Interest Group is submitted to you one month in advance of the General Assembly meeting.

You will find the expected Bylaws of what will be the "International Medical Informatics Association".

The approval of these Bylaws will require some modifications of the IFIP bylaws (SECTION 5); they will be presented by the statutes and Bylaws committee.

The document in Annex includes first some comments received from the Executive Body and second some modifications asked by TC 4 after its meeting in Berne March 7/8.

As General Assembly member you have the responsibility to check that the TC 4 representative of your country is in agreement with this changement.

Yours very truly,

P. RENARD
Chairman of the ad hoc Committee for
TC 4 transformation

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President : P.A. Bobillier (Switzerland)
Past-President : R.I. Tanaka (USA)

Vice-President : J.M. Bennett (Australia)
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BYLAWS OF THE IFIP

INTERNATIONAL MEDICAL INFORMATICS ASSOCIATION

Introduction

The Bylaws of IFIP refer to Special Interest Groups extensively. Chapter 5 of these Bylaws intends to give a general framework for the Bylaws of Special Interest Groups themselves, and at the same time defines the formal relationship between the parent organization IFIP and the SIG.

It is clear that in general, the SIG Bylaws will add specification to the articles of the Chapter 5 mentioned above, or contain some rules that are not at all referred to in Chapter 5.

The present IMIA Bylaws are written as an integral composition of Chapter 5 articles and IMIA additions. This structure allows easy reference to the IFIP Bylaws, and easy control of the compatibility of IFIP Bylaws and specific IMIA rules. There are disadvantages too, which might be resolved in future versions. As the Chapter 5 articles are an integral part of IMIA Bylaws, any change in the IFIP Bylaws will cause an adaptation of the IMIA Bylaws. A more important disadvantage is a difference in terminology of the Chapter 5 statements and the particular IMIA statements, mainly caused by the differing point of view. One is written from the point of view of the parent organization, the other from the organization it all regards.

In order to discriminate easily the Chapter 5 statements and the remaining text, two letter types are used. In case there is a relevant Chapter 5 text, this precedes the IMIA statements.

February 25th, 1978.

BYLAWS OF THE IFIP

INTERNATIONAL MEDICAL INFORMATICS ASSOCIATION

ARTICLE 1

Name, Scope and Aims

An IFIP Special Interest Group (SIG) may be established by the IFIP General Assembly to:

- a) sponsor international conferences and symposia on subjects within the scope of the IFIP SIG;*
- b) advance technical developments in the special interest field;*
- c) cooperate with other IFIP groups and committees, or with other national or international organizations as approved by IFIP.*

The scope of each IFIP SIG must be clearly defined and approved by the General Assembly.

An IFIP SIG differs from a Technical Committee in its organizational structure, membership and finances.

(Bylaws 5.1)

The name of the Special Interest Group is:

"International Medical Informatics Association" of ~~the~~ IFIP

The abbreviated name is: IMIA.

The Association is established in 1978 to serve the specific needs of the application of information science and information technology in the fields of Health Care and Biomedical Research. This field is also referred to as Medical Informatics.

The basic aims of the Association are:

- a) to promote Informatics in Health Care and Biomedical Research;*
- b) to advance international cooperation;*
- c) to stimulate research, development and routine application;*
- d) to further the dissemination and exchange of information;*
- e) to encourage education and responsible behaviour;*
- f) to represent IFIP with the World Health Organization and any other relevant professional or governmental organization.*

ARTICLE 2

Membership

A national special interest group may become a member of an IFIP SIG, with the restriction that there shall be no more than one membership for any country.

The General Conference of the IFIP SIG shall be composed of the representatives of national special interest groups, one representative per country. In addition, there may be Affiliate Members in the General Conference, one representative from each international organization, Chairmen of Committees and Working Groups as Associate Members and Honorary Members of the respective IFIP SIG. Their total number shall not exceed one fifth of the number of representatives of national special interest groups.

National Members have one vote each in the General Conference, Affiliate Members have no right to vote, Associate Members and Honorary Members of a SIG have one vote each, except on the following matters: Bylaws, admission and exclusion of Members, election and discharge of members of the Executive Committee, finances, dissolution and liquidation of the SIG.

The President may appoint a deputy to represent him at the meetings of each IFIP SIG and its governing bodies.

(Bylaws 5.32)

2.1 National Membership

In each country, a society or a group of societies or any appropriate body which is representative for the national activities within the field of Medical Informatics may become a National Member or Member.

When the organization which is qualified for membership is a subordinate body of another organization, one of both may apply for membership.

When no appropriate body can be identified in a country, and that country is represented in IFIP by a Full Member, then the IFIP Full Member upon request may assume all responsibilities of an IMIA National Member, until such time that an appropriate body in that country is identified and is admitted as National Member.

The legal status of a National Member shall allow ^{the national member} ~~it~~ to vote on all matters of concern to IMIA, and the National Member shall not be restricted in the execution of decisions within IMIA.

2.2 Associate Members

The Chairmen of Scientific or Technical Committees or Working Groups shall be Associate Members for the duration of their term of office as chairman.

2.3 Affiliate Members

Any international organization, professional or governmental, professionally engaged within the field covered by IMIA or closely related fields, may become an Affiliate Member. Regional groups of members may also become Affiliate Members.

2.4 Honorary Members

Honorary Members are persons who have earned exceptional merit in furthering the aims and interests of the IMIA. Honorary Membership is conferred for life.

ARTICLE 3

Admission and Termination of Membership

The General Conference shall decide on the admission of a national special interest group after the consultation with the IFIP Member of that country, if any.

The decision requires a simple majority of the General Conference of the SIG and subsequent confirmation of the IFIP Council or, if there is not an IFIP Member of the regarding country, approval by the General Assembly.

Admission of an Affiliate Member also requires approval of the General Conference and confirmation by the IFIP Council.

Membership may be terminated:

- a) by a two-thirds majority vote of the General Conference for serious offense, or if the conditions of membership are no longer fulfilled;*
- b) by declaration of the member;*
- c) if a national special interest group is more than three years in arrears with payment of dues.*

On rare occasions., and in contact with IFIP Council and if supported by two-thirds of all its members, the General Conference may apply to the General Assembly for election of a Honorary Member for the IFIP SIG.

(Bylaws 5.43)

The General Conference shall decide on the admission of National Members and Affiliate Members upon recommendation of the Admission Committee. Associate Members are appointed ex officio.

Persons representing National Members are not eligible for Honorary Membership during their term of office.

ARTICLE 4
Operation

A General Conference of an IFIP SIG shall elect following Officers from among its members:

- a Chairman*
- one or up to three Vice-Chairmen*
- a Secretary and a Treasurer*
(or eventually one Secretary-Treasurer).

These Officers and the Chairman-Elect during the year between his election and the time when he takes office, and the expiring Chairman during the year following the end of his term shall form the Executive Committee of the IFIP SIG.

The General Conference shall also elect a Board of the IFIP SIG, consisting of the Officers and additional members of the General Conference. Their total number shall be determined in the bylaws of the respective IFIP SIG, but may not exceed half the number of the General Conference members.

A term of office is three years. The term of the Chairman and Vice-Chairmen can be renewed only for one additional term. The terms of the other members of the Board may be renewed without restriction. If an Officer ceases to be the representative of a national member in the General Conference during his term of office., he shall be entitled with the agreement of his national special interest group to serve to the end of his term unless the General Conference decides otherwise

A member of the Board of the SIG can be discharged for misdemeanor by a two-thirds majority vote of National Members present or represented by proxy.

(Bylaws 5.54)

The program of activities of an IFIP SIG shall be proposed by the Group. It shall be reviewed by the General Assembly or the Council, for content and for coordination with other IFIP activities. When approved, the program shall be implemented and controlled by the Group.

(Bylaws 5.75)

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The governing and advisory bodies of the IMIA shall be:

- General Conference
- Board
- Executive Committee
- Standing and Ad Hoc Advisory Committees.

The scientific activities of IMIA will be channelled through

- Scientific and Technical Committees
- Working Groups.

4.1 General Conference

4.1.1. Composition, Voting Rights and Quorum

The General Conference shall be composed of one representative from each National Member and Affiliate Member, of Associate Members and Honorary Members and of a representative of the IFIP Council.

The General Conference shall be able to conduct business if at least half of the National Members are present or represented by proxy. Only National Members can execute proxies. For a particular General Conference, a National Member may waive his voting right. In this case, the National Member shall not be counted for the voting quorum.

If the quorum is not achieved, another General Conference shall be convened within six months and only after such a time that all Members can be notified at least one month in advance. This General Conference shall operate without any quorum restriction. In the meantime, the Board shall conduct the Association.

Decisions of the General Conference shall be taken by a simple majority of those Members present or represented by proxy who have the right to vote, unless provided otherwise in these Bylaws.

If in a case where a two-third majority of all National Members is required, there are less than two-thirds of those Members present or represented by proxy, a General Conference shall be convened within six months for the same purpose, and at this meeting a majority of two-thirds of the National Members present or represented by proxy shall be required. Such a General Conference shall be held only after a time such that all members can be notified at least a month in advance. This notification shall state precisely questions at issue to which the special vote conditions specified above shall be applicable.

4.1.2. Authority

Within the IMIA, the General Conference shall be the supreme authority. The General Conference shall determine fundamental policy, adopt the programme of activity, hear and approve the reports of any subordinate bodies it may have established, decide on admission and exclusion of Members, elect Officers and Trustees, adopt the budget, review the expenditures, accept the audit reports and adopt official documents.

The General Conference is responsible for the implementation of the programme of the IMIA.

The General Conference may create Advisory Committees, Scientific and Technical Committees and Working Groups.

The General Conference will decide upon recommendations to be brought for the IFIP General Assembly.

4.1.3. Meetings

The General Conference shall decide on the dates and places of its meetings. Furthermore, the General Conference may be convened at any time if the chairman deems it necessary. It may also be convened at the request of the Board or the Executive Committee or of a majority of the General Conference Members. In these cases, the meeting shall be convened within six months and only after a time such that all Members can be notified at least one month in advance.

The General Conference shall meet at least once a year.

4.1.4. Minutes of the General Conference meetings

The minutes of the General Conference meetings as submitted by the Secretary shall be approved by the next General Conference meeting.

4.2 Board

4.2.1. Composition

The Board shall be composed of the Chairman, the Vice-chairmen, the Secretary, the Treasurer and the Trustees, all elected by the General Conference from among its National Members. The term of a trustee is three years.

There shall be at least one and not more than five Trustees. Regional groups of Members are Affiliate Members of the Board.

4.2.2. Term of the Members of the Board

If a person who was elected to the Board resigns or dies while in office, the General Conference may elect a successor for the unexpired portion of the term.

Board Members can be discharged for a misdemeanor by a two-third majority vote of Full Members of the General Conference present or represented by proxy. A Board Member who has not attended two

consecutive Board meetings is deemed to have resigned and a successor may be elected.

4.2.3. Authority

The authority of the Board shall be to administer the IMIA and to make all decisions except those specially reserved for the General Conference such as decisions on fundamental policy, admission and exclusion of Members, election of Officers and Board Members, and the establishment of Working Groups and Committees. The Board will review and revise programme and budget, if needed, between General Conferences. The General Conference may delegate to the Board any decision which normally falls within the competence of the General Conference, except those explicitly reserved for the General Conference.

4.2.4. Quorum and Majority

The Board shall be able to conduct business if at least half of its National Members are present. Decisions of the Board shall be taken by a simple majority of the National Members present.

4.2.5. Meetings

The Board shall decide on the dates and places of its meetings. It may convene at any time the Chairman deems necessary; it shall also convene within two months, following the request of a majority of its members.

4.2.6. Minutes

The minutes of the meetings of the Board will be approved by the next Board meeting.

4.3 Executive Committee

4.3.1. Composition and Election

The General Conference shall elect from among its Full Members a Chairman, up to three Vice-chairmen, a Secretary and a Treasurer. These persons shall be the Officers of the IMIA.

The term of an Officer is three years. An Officer may not be elected to the office for more than two consecutive terms. Incomplete terms shall not count.

while in office

If an Officer resigns or dies, / a successor shall be elected for the unexpired portion of the term. In case of emergency, the Board shall be entitled to elect a temporary successor for the period until the next General Conference meeting.

A Member of the Executive Committee can be discharged for misdemeanor by a two-third majority vote of the General Conference National Members present or represented by proxy.

4.3.2. Authority

The Executive Committee conducts the day-to-day operations of the IMIA.

The Chairman shall convene and conduct the General Conference, the Board and the Executive Committee. The minutes of the Executive Committee meetings shall be approved by the Chairman.

During the absence or incapacity of the Chairman, the Vice-Chairman longest in office shall act in his stead in all matters.

4.3.3. Meetings

The Executive Committee shall decide on the dates and places of its meetings.

4.4 Standing and Ad Hoc Advisory Committees

These Committees advise the General Conference in policy matters that require detailed analysis. The term of office of Committee members is three years. They may be re-elected only for one additional term.

4.4.1. Standing Committee on Admissions

This Committee is composed of two members elected from the General Conference Membership, and temporary members from each IFIP Member Society when the admission of a new member of IMIA from the country of such IFIP Member Society is at stake.

4.4.2. Standing Committee on Conference Guidings

This Committee is composed of three members elected from the General Conference. The Committee will invite advisors to its meetings that have a deep experience with the organization of

IMIA Conferences.

4.4.3. Standing Committee on Finance

This Committee is composed of three members elected from the General Conference Membership. The Committee reviews the annual income and expenditures, and it advises the General Conference in financial matters when requested or according to its own initiative.

4.5 Scientific and Technical Committees

A Scientific and Technical Committee is established by the General Conference upon the submission of a relevant proposal containing: scope, aims and composition.

A Scientific and Technical Committee differs from a Working Group in the sense that it is not required to achieve a concrete goal within a restricted period of time. Rather, it is the expression of the continuous interest of IMIA for certain areas or activities falling within the scope of IMIA. In selecting Committee members both expertise and international distribution shall be considered. The scope of Scientific and Technical Committees shall be attached to these Bylaws.

The Chairman of a Scientific and Technical Committee is elected by the General Conference upon recommendation of the Executive Committee. The members of a Scientific and Technical Committee are appointed by the IMIA Chairman.

Membership is restricted to those persons who are connected to a National Member.

The Chairman of a Scientific and Technical Committee may designate a Vice-Chairman and a Secretary from the Committee membership. The term of office of all Committee Officers shall be three years and may be renewed only once.

4.6 Working Groups

A Working Group is established by the General Conference upon the submission of the proposed scope of the Working Group. A Working Group consists of experts selected and assigned without consideration of nationality to work in a specified area. The scope of an established Working Group shall be included in the

Appendix of these Bylaws.

The Chairman of a Working Group is elected by the General Conference upon recommendation by the Executive Committee.

The members of a Working Group are appointed by the IMIA Chairman.

Membership is not restricted to those who belong to an IMIA Member.

The Chairman of the Working Group may designate a Vice-chairman and a Secretary with the approval of the Working Group Membership. The term of office of all Working Group Officers shall be three years and may be renewed without restriction.

Publication by a Working Group may be made after review by the General Conference. After approval the publication becomes an official IMIA publication.

ARTICLE 5

Finances

The annual budget of an IFIP SIG must be approved by the General Assembly. The IFIP Treasurer shall receive regular accounting reports from the IFIP SIG Secretary-Treasurer. He can conduct audits as he decides necessary. The General Assembly may, within the limits defined in the IFIP SIG Bylaws, delegate to the bodies of an IFIP SIG the adoption of a budget, the review of expenditures and the acceptance of the audited statement.

Funds may be secured for financing the activities of the IFIP SIG from the following sources:

- a) fees from national SIG's and SIG Members;*
- b) fees from partners, which are organizations of institutions interested in the IFIP SIG;*
- c) surplus from IFIP SIG activities as mentioned in these Bylaws;*
- d) revenues from publications, and fees from conferences, symposia, and educational courses;*
- e) contributions from other sources as approved by the General Assembly;*
- f) the IFIP budget, as approved by the General Assembly.*

Any overall surplus in IFIP SIG funds belongs to the General Assembly and shall be reserved for the activities of the respective SIG.

(Bylaws 5.86)

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The Treasurer on behalf of the Executive Committee submits the annual budget to the General Conference, having collected and reviewed the budgets of all subordinate bodies. The General Conference adopts the budget for the next year before the 1st

of December of each year with a simple majority vote of all National Members present or represented by proxy. In case of rejection the General Conference shall decide upon limits within which the Treasurer can draw a revised budget which is to be adopted by the subsequent Board meeting. When the IMIA has to be operated temporarily without an approved budget, the regular expenditures may be continued but no new commitments shall be made unless explicit approval of the General Conference has been collected.

When the IFIP General Assembly convenes prior to the General Conference, the IMIA shall submit to the IFIP General Assembly a preliminary annual budget which, after adoption by the General Assembly, will allow as much as possible to the General Conference its rights to define and execute IMIA policy.

In case the IMIA annual budget is not accepted by the IFIP General Assembly, the IFIP General Assembly is bound to set limits within which IMIA operations can be continued.

The Treasurer reviews for the Board the income and expenditures of the preceding year. His subsequent report to the General Conference is to be accompanied by a statement of the Finance Committee.

Each National Member pays annual dues. ~~A method for the determination of t~~**The amount to be paid by each member and the procedure of payment are adopted is determined** by the General Conference and may be revised annually.

ARTICLE 6

Commitments

Any document committing the IMIA, except in the case of special proxies, shall be signed by a member of the Executive Committee who does not have to justify his position of authority.

All legal actions, whether as plaintiff or as defendant, shall be the responsibility of the Executive Committee, represented by the Chairman or one of its members, designated for this purpose.

ARTICLE 7

Bylaws and Amendments

Each IFIP SIG must submit a draft of specific bylaws for approval by the General Assembly.

These bylaws should contain statements of accordance with the IFIP Statutes and Bylaws, especially with section 5 of the Bylaws, which should be reprinted also in these bylaws.

The bylaws of an established IFIP SIG shall be amended by the General Assembly only after consultation with the IFIP SIG's General Conference. In case the opinion expressed by a two-thirds majority of the General Conference is not in agreement with the proposed amendment of the Bylaws, the adoption of that amendment shall require a two-thirds majority of all Full Members of the General Assembly.

(Bylaws 5.97)

An IFIP SIG may be dissolved by a two-thirds majority of Full Members present or represented by proxy. In case of dissolution, the General Assembly shall decide by the same majority the destination of surplus of the SIG.

(Bylaws 5.108)

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All proposals for modification of these Bylaws or dissolution of the IMIA must be submitted by a National Member. Any such proposal shall be brought to the notice of all members of the General Conference at least one month in advance of the meeting at which it will be discussed. Approval of such proposals shall require a two-thirds majority of all National Members.

In case of dissolution, the General Conference shall propose to the IFIP General Assembly by the same majority on the method of liquidation of the IMIA and the disposal of its assets.