

# Charter of the European College of Baromedicine

## Preamble

The European College of Baromedicine shall be an academic institution whose primary and principal object will be to encourage, foster and maintain the highest possible standards in the teaching and practice of pressure related medicine as advocated by the European Committee for Hyperbaric Medicine.

The College shall endeavour to sustain and improve the academic and professional qualifications of its members and for that purpose will take or join with others in taking any steps consistent with the nature of that object or which may assist towards the same.

The College is constituted in accordance to the relevant clauses in the statute of the Foundation for European Education in Baromedicine and shall be the primary means by which its parent body, the said Foundation for European Education in Baromedicine, will reach its aims

0 By means of this Charter, the European College of Baromedicine is hereby set up and established and is hereinafter also referred to as the E.C.B.

0.1 Charter

0.2 In this Charter, unless the context otherwise requires:

- (a) Bye-Laws means the Bye-laws of the time being in terms of this Charter
- (b) Charter means Charter of the E.C.B.
- (c) Council means Council of the E.C.B. in accordance with the provisions of Section 6 et sequitur of this Charter
- (d) College means E.C.B. set up, established and regulated in virtue of this Charter
- (e) Member means a Member of the College (whether a Fellow or Ordinary Member) except where used in connection with a Member of the Council or any committee or sub-committee or an Associate Member or Honorary Member or Honorary Fellow

0.3 Nothing in this charter shall be construed as to conflict with itself, with the Statutes of the Foundation for European Education in Baromedicine and the European Committee for Hyperbaric Medicine, the Constitutions, Acts of Parliament, legislation and regulations having force of law in the E.U. and the member's countries.

1.0 Aims, Objectives and Responsibilities

The Aims, Objectives and Responsibilities of the European College of Baromedicine shall be:

- 1.1 To promote the highest standards in the practice of Diving, Aerospace and Hyperbaric Medicine in the European as well as in the international sphere.
- 1.2 To sustain and improve the academic and professional qualification of its members through association with the European College of Baromedicine, Universities, Colleges and similar Institutions active in the field of Baromedicine
- 1.3 To support organisations or bodies either within or without the structure of the College with the aim to further the objects for which the College is established
- 1.4 To safeguard, protect and promote the professional interests of its members
- 1.5 To conduct, direct, encourage, support or provide for research in matters relating to Baromedicine and encourage publication
- 1.6 Undertake or assist others in undertaking courses or other educational or academic activities designed to enhance the knowledge and skills of medical practitioners in the field of Baromedicine
- 1.7 Grant diplomas or other certificates of proficiency or standards as an academic institution in its own right or with universities and other academic bodies and carry out such assessments necessary to further this aim.
- 1.8 Diffuse information on all matters relating to Baromedicine through publications and other media and hold such meetings, conferences, seminars and instructional courses as may assist the objects of the college
- 1.9 To direct professional and public opinion on matters relating to Baromedicine
- 1.10 To promote a high standard of professional ethics with special reference to bio-ethical consideration
- 1.11 To establish a register of Fellows, Members and Associates, as the case may be and as decided by the Council and publish such register from time to time
- 1.12 To assign to appropriate sub-committees any of the activities of the College as is found necessary
- 1.13 To pursue any other activities as are deemed to be consonant with the aims of the College

## 2.0 Membership

### 2.1 Application

Applications for membership of the College shall be in such form and shall contain such information as the council may from time to time require

2.2 The College will have provisions for:

- (a) Honorary Fellows
- (b) Ordinary Fellows and Members
- (c) Associate Members

2.3 An Ordinary Member shall:

- (a) be qualified and licensed to practice medicine
- (b) i. be in possession of an appropriate higher degree in Baromedicine from the E.C.B. or,  
ii. for a limited period of time, to be determined by the College, a post graduate qualification in Baromedicine from other recognised institutions or have achieved senior status in the field or fulfilled such criteria related to postgraduate study or periods of training under the supervision of institutions recognised by the College as the Council shall from time to time determine.
- (c) practice according to the codes of practice of the College
- (d) be sponsored by 2 members of the College or is known to the Council as an established and known practitioner in the Baromedical field, testifying to the applicant having a minimum of 5 years active experience in the field.
- (e) Submit logbooks, thesis, dissertation or other documents that may be required by the College Council
- (f) May be asked to submit to assessment, examination or interview as determined by the College
- (g) Be approved for election by the Council
- (h) Pay the required application, enrolment and membership fees.

2.3.1 Ordinary Members shall be designated “Members of the European College of Baromedicine” (M.E.C.B) at a time to be determined by the College

2.3.2 The title to each certificate of membership shall remain at all times with the College

2.3.3 Continued membership in the College may depend on the fulfilment of criteria related to postgraduate studies or number of hours of continued medical education as determined from time to time by the College

2.3.4 An Ordinary Member shall be entitled to receive all general notices sent out by the College to its members, to attend, speak and vote at College meetings and generally to participate in the activities of the College.

2.3.5 Any Member who wishes to resign or otherwise terminate his membership must do so by informing the council in writing and will automatically relinquish all rights as a member of the College as provided by this Charter

2.3.6 Any Member whose membership is in whatever way terminated will automatically lose all rights as a member of the College as provided by this Charter

2.3.7 The Council shall have absolute discretion in accepting or rejecting any application for admission as an Ordinary 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.

2.3.8 Decisions taken by the council accepting or rejecting any application for membership shall be final and shall in no way be challenged in any Court of Law or any tribunal of whatever nature

2.3.9 Any Member who is found guilty of any form of professional misconduct or unethical behaviour by the College Council during a specifically called disciplinary meeting or loses the right to practice medicine in his country shall ipso facto cease to be a member of the College

2.4 An Associate Membership shall:

- (a) be any health professional studying or working in the Baromedical field but not yet able to fulfil the criteria for Ordinary Membership
- (b) If required by the Council submit to examination or assessment to show or prove level of proficiency
- (c) undertake a specified period of training under the supervision of a individual or institution recognised by the College
- (d) pay the required fees

2.4.1 An Associate Member shall be entitled to receive all general notices sent out by the College to its members and speak at the general meetings of the College and generally to participate in the activities of the College but he shall not rank as a Member of the College and shall not be entitled to vote at General Meetings of the College or be eligible for election to the Council

2.4.2 Associate membership does not entitle designation of any form and does not confer any form of status, specialist or otherwise, in Baromedicine

2.4.3 The Council shall have absolute discretion in accepting or rejection of any application for admission as a Associate 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.

2.4.4 Decisions taken by the council accepting or rejecting any application for membership shall be final and shall in no way be challenged in any Court of Law or any tribunal of whatever nature

2.4.5 Any Associate Member who is found guilty of any form of professional misconduct or unethical behaviour by the College Council during a specifically called disciplinary meeting shall ipso facto cease to be a member of the College

2.5 Ordinary Fellows

The College in General meeting may on the recommendation of the Council confer the title of Fellow of the European College of Baromedicine (F.E.C.M.) to those Ordinary Members who have been shown to be outstanding in the field of Baromedicine or have contributed in an extraordinary way to the establishment and work of the College. The first Ordinary Fellows shall be the Founding Fellows of the College

2.5.1 The member recommended for fellowship must be a Member of the College of not less than 5 years standing except in cases described in provisions 3.1(a) and 3.1(b)

2.5.2 Any appointment pursuant to section 2.5 may be subject to the payment by the appointee of such fee as may be provided for by the Council.

2.5.3 A Fellow of the College will pay an annual subscription fee (if any) instead of the annual membership fee stated in Section 2 of this Charter as may be determined from time to time by the Council

2.5.4 A Fellow of the E.C.B. will have all the rights, duties and responsibilities of an Ordinary Member as outlined in Section 2 of this Charter in addition to any further rights and duties as the council may determine.

2.5.5 A Fellow of the European College of Baromedicine is designated Fellow of the European College of Baromedicine (F.E.C.B.) at a time to be determined by the Council

## 2.6 Honorary Fellows

The College in General Meeting may on the recommendation of the Council confer the title of Honorary Fellow of the European College of Baromedicine to an individual in recognition of special services to or in connection with the formation of the College or of outstanding work towards the objects of the College

2.6.1 An honorary fellow shall be entitled to receive all general notices sent out by the College to its members but shall not as such rank as a Member of the College or (except as otherwise approved by the Council ) be entitled to attend General Meetings or participate in the activities of the College

2.6.2 The title of Honorary Fellow does not confer a higher level of qualification to its possessor than that he already possesses

2.6.3 There shall not at any time be more than 10 Honorary Fellows

## 3. Fees and Subscriptions

3.1.1 Every applicant for membership or associateship of the College shall pay to the College such application fee as may be provided for by the College

- 3.1.2 No application shall be considered until such fee has been paid and such fee shall not in whole or in part be liable to be reimbursed if the application is not accepted
- 3.2 Every member shall pay an annual subscription of such amount as may be decided by the College
- 3.3 Every associate shall pay an annual subscription of such amount as may be decided by the College
- 3.4 Subscriptions shall be payable annually in advance on the first day of June
- 3.5 Failure to be fully paid up in accordance with Section 3 of this Charter may as determined by the Council jeopardise the rights of Members and Associates and may in exceptional circumstances lead to erasure from the College Register
4. The Council
- 4.1 The Council shall consist of 20 members of which 16 shall be elected by the College membership, 2 members shall be nominated by the Foundation for European Education in Baromedicine and 2 members shall be nominated by the European Committee for Hyperbaric Medicine. Elections of the 16 elected members are to be held every 5 years in accordance with this charter.
- 4.2 The two Council members nominated by the Foundation for European Education in Baromedicine shall hold the positions of Secretary General and of Registrar of the College. The two Council members nominated by the European Committee for Hyperbaric Medicine shall be the President and Secretary General of the European Committee for Hyperbaric Medicine.
- 4.3 The members of the first Council shall be the persons holding office on the date of approval of this Charter as members of the Steering Committee
- 4.4 The following provisions shall apply as regards the election of Members and Fellows to Council:
- 4.4.1 No person shall be eligible for election as member of the Council unless he is an Ordinary Member or Fellow of the College
- 4.4.2 Nominations:
- (a) The Secretary general shall within 90 days of the end of the 5 year term of the Council inform the membership that nominations for President Elect and 15 Council posts will be received
- (b) Nomination forms shall be signed by two Ordinary Members or Fellows and the statement of acceptance signed by the candidate. The nomination forms must be

- received by the College Secretary General within 30 days of the date of call for nominations
- (c) If the number of nominations exceeds the number of posts the Council shall appoint an independent electoral commission of 2 persons who shall take full charge of the ballot for the posts
- 4.4.3 All eligible members will receive a ballot paper signed by both of the electoral commissioners together with a c.v. of the candidates and instructions on voting procedures at least 40 days before the previous Council's end of term
- 4.4.4 All ballots must be returned to the electoral commission within 20 days of the mailing date in a sealed envelope marked "Ballot E.C.B."
- 4.4.5 In the event of an equality of votes, a further secret ballot shall be taken where only the candidates involved shall compete
- 4.5 The election result will be circulated by the Electoral commission to all members
- 4.6 The office of member of Council shall be vacated in any of the following events:
- (a) if he resigns in writing
  - (b) if he is found guilty of misconduct
  - (c) if he ceases to be a member of the College
  - (d) if he is removed from office by a simple majority vote in General Meeting
- 4.7 When a vacancy on the Council arises for any cause, the candidate obtaining the highest number of votes from the non-elected candidates shall be elected member of the Council
- 4.8 If a vacancy cannot be filled in terms of section 4.7, the council is empowered to nominate a member to fill the vacancy

## 5. Proceedings of the Council

- 5.1 Within seven days from the official result of the election the incoming President who, in the previous committee, was President Elect shall convene the Council and elect the officers from within it

### 5.2 The Council shall consist of the following Persons

(a) President

The President shall chair all meetings, he is also responsible for the general supervision of the affairs of the College. He is also responsible for the authentication of any documents affecting the constitution of the College and any resolution passed by the College or by the Council or any Committee of Council and any books, records, documents and accounts relating to the affairs of the College.

(b) President Elect

The President Elect is also the vice-president of the College and shall take up the duties of the President in his absence or when requested by the President to do so

(c) Secretary General

The Secretary General is an appointed permanent official of the College and is responsible for the general administration of the College. His duties include keeping accurate minutes of every council and general meeting, notifying all Council Members of the date, time, agenda and venue of the council meetings, responsibility for the due notice to all Members of the College of any General Meeting in accordance with the provisions of this charter. He is responsible for the collection of membership related fees and the issuing of the relative receipts

(d) Treasurer

The Treasurer shall be responsible for all moneys appertaining to the College and their administration in accordance to the policies of the E.C.B. He shall supervise the collection of all payments and fees due to the College and issuing of receipts by the officers and staff of the College. He shall be responsible for supplying all necessary accounts and other financial information to the auditor in order that such may be duly edited and presented to the Annual General Meeting. The Treasurer is also responsible for any and all outgoing payments. The Treasurer shall be sole signatory for any outgoing payments up to and including 1000 Euro. Any payment exceeding 1000 Euro requires the signatures of the Treasurer and of the President or any other person or persons approved by the Council for this purpose.

(e) Secretary, Academic Affairs and sub-committees

Shall chair and is responsible for all committees and boards involved in the preparation, approval and updating of all academic courses run by the College or by approved institutions as well as the related examining boards. He is responsible for relations and agreements with academic institutions and also is responsible for all ad hoc sub-committees.

(f) Secretary, International Affairs and Public Relations

He is responsible for all contacts with non academic institutions and organisations, the membership and the public in general, he is also responsible for relations with College sponsors and supporters

(g) Secretary, Social and Ethical Affairs

He is responsible for any recreational and social activities organised by the College in association with its academic activities or as stand alone activities. He shall be responsible for the ethical affairs of the College and its members in all their aspects and shall chair the ethical committee of the College

(h) Registrar

The Registrar is an appointed permanent official of the College and is responsible for the maintenance of the Register of members, Fellows, Diplomates or Licentiates as the case may be, and shall be responsible for the inclusion or exclusion of such as decided upon by the Council and/or General Meeting as the case may be. He shall be responsible for the actual running of examinations and issuing of certifications as well as the collection of the relevant fees and issuing of the relative receipts

(i) Members

5.3 The Committee should meet at least once a year otherwise all business can be carried out using any appropriate means of communication such as international conference calls, e-mail and fax transmission.



5.4 The President or any 5 Council Members may at any time summon a Council meeting

5.5 The President; President Elect; Secretary General; Secretary for Academic Affairs and the Registrar shall form the executive who are responsible for the day to day running of the College

5.6 The Council shall cause minutes to be made of all meetings and a copy should be circulated to all Council Members at the same time as the notification for the next meeting

5.7 The quorum for the statutory Council meeting shall be 10. Matters at any meeting shall be determined by a simple majority of vote. In case of equality of votes the President shall have a second and casting vote

5.8 The Council may delegate any of its duties to sub-committees consisting of such persons the Council sees fit which shall be chaired by the Secretary responsible for sub-committees or his delegate

5.8.1 Sub-committees shall exercise their duties according to this Charter and any regulations that may be imposed by the Council

5.8.2 All decisions or reports by any sub-committee must be presented to the Council for approval before it is made public

## 6. Powers of the Council

6.1 The affairs of the College shall be managed by the Council which may exercise all such powers of the College and do on behalf of the College all such acts as may be exercised and done by the College which are not by law or by these ordinances required to be exercised or done by the College in General Meeting

6.2 Subject to the provisions of this Charter, the Council may meet together for dispatch of business, adjourn or otherwise regulate its meetings and the procedures to be used thereat as it thinks fit

6.3 The Council shall have the power from time to time to adapt and make, alter and revoke Bye-Laws for the regulation of the College and for the furtherance of the object for which the College is established, provided that these Bye-Laws are not repugnant to the Ordinances of this Charter

6.3.1 Any resolutions of the Council for the adoption, making, alteration or revocation of such Bye-Laws shall be subject to confirmation by the College at the next General Meeting and if not so confirmed shall cease to have effect at the conclusion of the meeting.

- 6.3.2 No member shall be absolved from observing Bye-Laws by reason of his not having received a copy of the same or of any alteration made therein or additions made thereto or having otherwise no notice of them
- 6.3.4 It is expressly declared that, without prejudice to the powers of the Council to make Bye-Laws on other matters, the following shall be deemed to be matters which will be governed by Bye-Laws hereunder, namely:
- (a) any fees payable in respect of any applications for admission to or on admission to membership, fellowship or associateship of the College or any class of such membership, fellowship or associateship
  - (b) subscriptions and other payments (if any) to be payable by members or associates of the College in respect of membership, fellowship or associateship of the College or any class of such membership, fellowship or associateship
  - (c) any fees payable in respect of registration to any courses and/or examinations held by the College and to any certification and/or entries into the College Registers
- 6.3.5 Any member or associate whose membership or associateship is proposed to be terminated shall be entitled to be informed of the charge made against him, such a member or associate shall have the right to hear all witnesses, to cross-examine witnesses called against him and shall have the right to nominate any person to defend him or represent him
- 6.3.6 Termination of membership or associateship shall be decided by a simple majority vote in Council
- 6.4 All cheques, promissory notes, drafts, bills of exchange and other negotiable or transferable instruments and all receipts for money paid to the College shall be signed, drawn, accepted, enclosed or otherwise excluded as the case may be, in such a manner as the Council shall from time to time by resolution determine
- 6.5 The President of the Council or any person appointed by the Council for the purpose shall have the power to authenticate any documents affecting the constitution of the College and any resolution passed by the College or by the Council or any Committee of Council and any books, records, documents and accounts relating to the affairs of the College, and to certify copies thereof or extracts therefrom as true copies or extracts
- 6.6 A resolution in writing signed by all the members of the Council for the time being shall be as effective as a resolution passed at a meeting of the Council duly convened and held in terms of this Charter

## 7. General Meetings

- 7.1 The College shall hold a General Meeting in every alternate year as its biannual General Meeting at such time and place as may be determined by the Council and shall specify the meeting as such in the notices calling it

7.2 The Council shall endeavour to time the Biannual General Meeting to coincide with an important European Meeting in Baromedical Sciences or similar activity to facilitate attendance

7.3 The Council may whenever it thinks fit proceed to convene an extraordinary General Meeting

7.4 The Council shall on request in writing of not less than 20% of the ordinary Members and Fellows of the College convene a general meeting at the earliest time convenient to the general membership

7.5 Every notice calling a general meeting shall specify the place, day, and hour of the meeting as well as the agenda for discussion

7.6 At least 30 days notice shall be given for any General Meeting except the Statutory Biannual General Meeting where 6 months notice is the minimum time

## 8. Proceedings at General Meetings

8.1 No business shall be transacted at any General Meeting unless a quorum is present

8.2 20% of the membership in person or by verified proxy shall be a quorum for all purposes

8.3 If within 30 minutes of the appointed time of a Biannual General Meeting a quorum is not present the members present shall be a quorum

8.4 At any General Meeting a resolution put to the vote shall be decided by a show of hands unless a secret ballot is demanded by any five persons in person

8.5 No vote may be held at a general meeting on resolutions to amend the Ordinances and Bye-Laws of this Charter unless 20% of the membership is present in person during the vote

## 9. Votes of Members

9.1 Voting by proxy is permitted only on proposals which had been circulated to the membership at the time of notification of the General Meeting and when such vote is in accordance with ordinance 8.5 of this Charter

9.2 A postal ballot may be requested on any proposal or resolution by the Council or the membership if insufficient members are present at a general meeting to hold the said vote

9.3 In the event of an equality of votes the chairman of the meeting, or in the case of a postal ballot, the President, shall be entitled to a casting vote

## 10. Finances

10.1 The Council may invest any College moneys not immediately required for its purposes

10.2 The council shall cause to be kept proper books of account with respect of all moneys received and expended and the relative receipts, the assets and liabilities of the College, all sales and purchases by the College

10.3 At the Biannual General Meeting the Council shall lay before the College audited accounts for the period since the date of the last account

10.4.1 The Auditor shall be appointed at the Biannual General Meeting and shall hold office until the next Biannual General Meeting subject to earlier death or resignation or removal from office by the College in General Meeting

10.4.2 Only suitably qualified persons may be appointed to act as auditor who shall be totally independent of the Council Members or the College administrators

10.4.3 In case of a casual vacancy in the office the Council is empowered to appoint a replacement which may be confirmed at the next General Meeting

10.5 The books of account of the College shall at all times be open to the inspection of members and fellows of the College

## 11. Notices

11.1 Any notices or document may be served by the College on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his registered address

11.2 A member who has not supplied to the College an address for the service of notices shall not be entitled as of right to receive notices from the College

## 12. Representation

21.1 Legal representation of the E.C.B. shall vest jointly in the President and the Secretary General

## 13. Amendments to this Charter

31.1 Notwithstanding any other provision in this Charter any amendments to this Charter shall, in the form of a motion in accordance with the provisions of this Charter, be proposed and seconded and presented to the Secretary General who shall submit them to the next General Meeting following receipt of such proposed amendments and amendments that are proposed, seconded and presented in accordance with this Charter shall be carried and become effective only if they are approved by a majority of two thirds of the members present and voting.

#### 14. Dissolution

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

14.2 Any assets of the College at dissolution will be distributed to charitable institutions as decided at the General Meeting that has decided to dissolve the said College