



Nigerian Association of  
**Medical Physicists**  
- NAMP -

# CONSTITUTION

Revised: August, 2020

## TABLE OF CONTENT

<b>ARTICLE ONE</b>	<b>4</b>
<b>1.1 Introduction</b>	
<b>1.2 Name of the Association</b>	
<b>1.3 Jurisdiction</b>	
<b>1.4 Purpose</b>	
<b>1.5 Declaration</b>	
<b>ARTICLE TWO</b>	<b>6</b>
<b>2.1 Membership</b>	
<b>2.2 Categories of membership</b>	
<b>2.3 Right and privileges of members</b>	
<b>2.4 Applications for membership</b>	
<b>ARTICLE THREE</b>	<b>10</b>
<b>3.1 Officers</b>	
<b>3.2 Appointment of officers</b>	
<b>ARTICLE FOUR</b>	<b>14</b>
<b>4.1 Board of Trustees</b>	
<b>4.2 Appointment of the Board</b>	
<b>ARTICLE FIVE</b>	<b>15</b>
<b>5.1 Election</b>	
<b>ARTICLE SIX</b>	<b>16</b>
<b>6.1 Administrative structure</b>	
<b>6.2 Zonal and state chapters</b>	
<b>ARTICLE SEVEN</b>	<b>17</b>
<b>7.1 Financial matters</b>	
<b>7.1 Expenditure control</b>	

**ARTICLE EIGHT** **18**

**8.1 Committees**

**8.2 Other arms of the association**

**ARTICLE NINE** **19**

**9.1 The National Conference**

**9.2 The Annual General Meeting**

## ARTICLE ONE

### 1.1 Introduction

The Nigerian Association of Medical Physicists, hereafter referred to as the “Association” or “NAMP” was founded in February 1986 and has been an active professional Association. NAMP has partnered with National and International organizations in the promotion of the Association’s ideals. NAMP is a member of the Federation of African Medical Physics Organisations (FAMPO) and consequently, a member of the International Organisation of Medical Physics (IOMP).

### 1.2 Name of the Association

The official name of the Association shall be the “Nigerian Association of Medical Physicists”, “NAMP” and is a professional association having its registered office in Nigeria.

### 1.3 Jurisdiction

The activities of the NAMP shall cover the territory of the Federal Republic of Nigeria. NAMP is exclusively organized for non-profit, charitable, scientific and educational purpose.

### 1.4 Purpose: The purpose of the association shall be:

- i. To promote and develop to the highest standards, the application of the methods and concepts of physics in medicine, biology and related sciences through clinical services, education and research
- ii. To encourage professional interest in training and safety in the application of physics in medicine.
- iii. To prepare and disseminate technical information, scholarships, scientific resources related to medical physics and related fields to members.
- iv. To promote cooperation in scientific research, development and education within the field of medical physics.
- v. To promote scientific exchanges on medical physics and related fields of science.

- vi. To recommend standards for education, training and accreditation programmes within the field of medical physics.
- vii. To initiate and/or support in approved centres and institutions, research and educational programs in medical physics.
- viii. To promote certification of medical physicists.
- ix. To develop the field of medicine and healthcare in the country through the application of concepts of physics.
- x. To be the voice of Nigerian medical physicists in the international community.

### **1.5 Declaration**

We the members of the Nigerian Association of medical Physicists, having firmly and solemnly resolved to pursue the goals of the association, hereby make and give to ourselves the following constitution. The provisions of the constitution shall have binding force on all members of the association.

## ARTICLE TWO

### 2.1 Membership

- i. Membership of NAMP is by application or nominations/election as appropriate.
- ii. It is open to all Medical Physicists and related professionals who are interested in the application of physics to medicine.
- iii. All members are expected to fulfil all financial obligations of the association accordingly and abide by the constitution and code of ethics.
- iv. Membership is divided into the following categories: fellowship, full membership, associate membership, student membership and affiliate membership.
- v. All membership applications must be approved by the board after the conditions have been met as certified by the NEC.

### 2.2 Categories of membership

2.2.1 **Fellowship:** Fellowship of the association shall be awarded to members:

- i. With at least 20 years post-qualification experience
- ii. Who have risen to the peak of their careers and have made significant contributions to the association nationally and internationally.
- iii. Have previously been full members
- iv. Retirees of medical physics
- v. Applications for fellowship may be made by individuals themselves who meet the requirements or nomination by the Executive Council.
- vi. Approval is made by the Board of Trustees.

2.2.2 **Full membership:** Membership of this category is open to professionals who:

- i. Have obtained relevant bachelor's degree in Physics or engineering and postgraduate degrees in Medical physics; MSc/MPhil/PhD from accredited universities.
- ii. Practicing clinical medical physics or medical physics residents
- iii. Are working in academia or industry in the country.
- iv. Have relevant post-qualification training

**2.2.3 Associate membership:** Membership of this category is open to physics postgraduates and professionals who:

- i. Work in academia or industry
- ii. Have qualifications from closely related fields e.g health physics, radiation protection, nuclear physics, nuclear sciences, engineering etc.
- iii. Who have strong interests in medical physics and have made plans to convert to medical physics.

**2.2.4 Student membership:** Membership of this category is open to students who are:

- i. Recognized as postgraduate students or trainees enrolled in accredited universities in the field of Medical Physics.
- ii. Interested in the medical applications of physics and are in the fields of radiation & health Physics, radiation biology, biomedical engineering, radiation protection, and other closely related fields.
- iii. Who have proof of studentship.
- iv. Students may remain in this category until the completion of their academic program.

**2.2.5 Affiliate membership:** Membership of this category is open to non-medical physics professionals, organisations and institutions who are:

- i. Members of other medical physics associations/organisations.
- ii. interested in the applications of physics in medicine
- iii. Professionals of other relevant associations e.g. radiologists, radiation oncologists, biomedical engineers, radio-pharmacists, radiographers, engineers, software developers, vendors of medical equipment etc.

## **2.3 Rights and privileges of members**

- i. Membership status holds for active members of all categories. Active members refer to individuals who have met the financial obligations of the association as specified. Any

- individual owing dues up to a year would be stripped of his/her rights and membership of the association and shall be duly communicated. Reinstatement of membership shall be considered when financial dues are paid up to date.
- ii. All active members may nominate individuals for election to the Executive Council but only fellows and active full members in good standing have the right to vote.
  - iii. Active full members and fellows are eligible to be elected to the Executive Council, serve as NAMP delegates, serve in committees, and make petitions. Only fellows may be nominated or elected to serve on the Board of Trustees.
  - iv. Only full members and fellows as defined in sections 2.2.1 and 2.2.2 may participate in the AGM.
  - v. Student members are eligible for discounts as determined by the board.
  - vi. Only members who have paid their subscriptions and all dues payable to the Association in respect of their membership shall be entitled to receive official publications of the association including reports and meeting minutes. They may also use NAMP references, and use appropriate NAMP appellations.
  - vii. Other privileges per membership category would be determined from time to time by the NEC and the board.

#### **2.4 Applications for membership**

- i. Applications for all the categories of memberships shall be made by the submission of a duly completed and signed form made available online via the official website of the association or offline along with a CV and proof of qualifications.
- ii. Application forms must be signed by the applicant and the applicant's departmental head as a proof of the applicant's affiliation.
- iii. The applications shall be reviewed by the appointed persons of the NEC to ensure that the eligibility criteria are met. Approval shall be by the board.
- iv. The board has the right to suspend or withdraw membership of individuals or groups who are found not to be of good conduct and representation worthy of the association or engaged in activities contrary to the policies or detrimental to the survival, image and progress of the Association. These could be moral, physical or professional activities or conducts.



- v. Active full members may protest the admission of an individual to membership by official communication to the Executive Council with clearly stated reasons and proofs. This petition shall be investigated and reviewed, and membership of the individual in question shall be suspended pending the review outcome of the NEC and the board.
- vi. Database of members shall be updated regularly and made available to all members of the association via emails, the official website or other means as determined by the Executive Council.
- vii. Official letters or certificates of membership shall be given to successful applicants.
- viii. Upon acceptance of membership, all applicants become bound by the constitution of the association and other regulations approved by the board.

## **2.5 Membership Dues**

- i. All members are liable to pay the prescribed dues per respective categories of membership as recommended by the Executive Council and approved by the board.
- ii. Membership dues are to be paid annually valid between January 1 to December 31 of a calendar year.
- iii. Members would be notified of the amount and dues dates of payment annually.
- iv. Payments shall be made electronically via direct debit orders or bank transfers only to the approved bank accounts of the association.
- v. All members must pay the due fees before the deadline specified. Members who do not pay before the deadline lose their membership and privileges for that year. Reminders shall be sent before that action is taken. Reinstatement shall be done when the membership fees are paid up to date.

## **ARTICLE THREE**

**3.1 Officers:** Officers of the association hereafter refers to the National Executive Council (NEC). The NEC comprises of the President, Vice-president, Secretary-general, Treasurer, Public Relations Officer (PRO), Welfare Officer, Assistant secretary-general, auditor, and two Ex officios.

### **3.1.1 Terms of Office**

- i. The term of office shall begin January 1 and end December 31 of the year.
- ii. Nominations to NAMP offices shall be made by at least two active members of NAMP after the consent of the nominee and must reach the NAMP secretariat at least 2 weeks before the AGM.
- iii. Election into NAMP offices shall be during Annual General Meetings (AGM). The Executive Council of NAMP shall comprise Elected officers and Two ex-officio members, who shall be immediate past President and Secretary-General.
- iv. All offices of NAMP shall be regarded as a call to service. The tenure of elective offices shall run for two years and officers may contest for a second term. No officers can hold the same office for more than 2 terms.
- v. If any office in the Executive Council becomes vacant, election for the unexpired term shall be held at the next AGM. The Executive Council shall make appropriate arrangement in the interim to fill the vacancy. The vacant office of the president shall be filled in the interim by the vice-president.
- vi. The president reserves the right to invite any person(s) to the NEC who he considers necessary to assist on a subject matter.
- vii. Amendments to NAMP constitution shall be made upon proposal from members at the AGM. A majority vote of paid up members at the AGM is required to approve the amendment.
- viii. The president shall report directly to the Board of Trustees.
- ix. An officer may be impeached.
- x. Any officer found to be of gross misconduct shall cease to be member of the NEC.

### **3.1.2 Functions of the NEC**

- i. The NEC shall be responsible for running the day to day affairs for the association and ensuring that its goals and objectives are achieved.
- ii. The NEC shall be responsible for reviewing issues facing the association and making preliminary decisions for consideration by the board.
- iii. The NEC shall be responsible for making sure that the association lives up to its name.
- iv. The NEC shall make recommendations to the board on the levy for membership subscriptions and annual conference.
- v. The NEC shall recommend to the board other means of raising funds for the association.

## **3.2 Duties of officers**

**3.2.1 President:** The president is the chief spokesperson of the association and shall preside over the affairs and meetings of the association. He/she shall also perform all other duties and exercise such powers as prescribed by the board.

**3.2.2 Vice-President:** The vice-president shall stand in for the president in absentia or incapacity and assist the president in the execution of his/her duties. He/She shall also carry out duties as delegated by the president.

**3.2.3 Secretary-General (SG):** The SG shall keep all NAMP records, documents and correspondences. He/She shall be responsible for conducting correspondences of the NEC and the association as directed by the president and approved by the NEC. The SG shall submit and present annual reports of the association at the AGM. He/she shall be responsible for keeping the records of members up to date. The SG shall be responsible for reviewing membership applications with the president. The secretary-general shall be responsible for taking minutes of all meetings of the association and making it available to qualified members. The secretary-general shall be the custodian of the belongings of the association in the secretariat.

**3.2.4 Assistant Secretary-General (ASG):** The assistant secretary-general shall assist the SG in carrying out the duties above and also stand in for the SG in absentia.

- 3.2.5 Treasurer:** The Treasurer shall be responsible for managing all financial transactions of NAMP. He or she shall be responsible for keeping the financial records of the association and preparation of the annual report for auditing and presentation at the AGM. Quarterly reports shall be presented to the board and NEC. These reports shall be made available to fellows and full members on request. The treasurer shall also be responsible for the collection, disbursing and receipt of funds of the association which shall be deposited and invested with approved financial institutions (banks). He/she shall be responsible for preparing the budget of the association.
- 3.2.6 Public Relations Officer:** The PRO shall be responsible for maintaining the public image and running the public affairs of the association. He/she shall act as the chief communications officer of the association. The PRO shall be responsible for planning campaigns and publicity strategies for the association. He/she shall be responsible for dealing with enquiries from the public, press and members of the association. The PRO shall be responsible for organizing events and conferences for the association. The PRO shall be responsible for writing speeches, newsletters, the association's website, and social media. Overall, he/she is responsible for maintaining the reputation of the association.
- 3.2.7 Welfare officer:** the welfare officer shall be responsible for providing practical support for the organization and her members. He/she shall be responsible for promoting the wellbeing, diversity and inclusion of members of the association. The officer shall be responsible for maintaining harmonious relations between members, resolution of disputes and bring to the notice of the executive council grievances of members. He/she shall act as a bridge between members and the council/board. The welfare officer shall deal with all matters responsible for the development of members of the association.
- 3.2.8 Internal Auditor:** The auditor shall be responsible for assessing the financials statements of the organization and ensuring compliance of organization's operations and documentations. He/she shall periodically check the association's account books and payrolls. The auditor shall at the end of the fiscal year, carry out

evaluation of financial activities of the association and submit an annual report to the council/board.

**3.2.9 Ex Officios:** The ex officios shall play advisory roles.

**3.3 Quorum:** The quorum of the NEC shall be two-third of its officers provided the president or vice-president and secretary-general or assistant secretary-general are present.

## **ARTICLE FOUR**

**4.1 Board of Trustees (BOT):** The BOT of NAMP shall comprise at least 6 selected fellows of NAMP who have held prominent offices creditably in the association or similar organisations. These men and women must have risen to the peak of their careers in the profession and have made great impact nationally and internationally. The president of the association shall be an ex-officio to the board. The most senior member of the board shall serve as the chair. The BOT shall be the highest policy organ of NAMP. BOT shall be the final arbiter to resolve all issues, disputes and complaints related to members and other corporate bodies. BOT shall approve the appointment of NAMP Fellows upon recommendation by the Executive Council.

### **4.1.1 Terms of office**

- i. The tenure of members of the board shall be for three years.
- ii. A board member may serve for an additional term.
- iii. The term of office shall begin January 1.
- iv. Only fellows may serve on the board.
- v. Any member found to be of gross misconduct shall cease to be member of the board.

### **4.1.2 Duties of the Board**

- i. The BOT is the highest governing body of the association and shall be responsible for approving major decisions made by the NEC.
- ii. The board shall be responsible for supervising the activities of the association and protecting its interest.
- iii. The board shall be responsible for approving nominations and election of officers into the Executive Council as well as appointing them.
- iv. The board may authorize the NEC and committees to carry out some duties of the board if need be.
- v. The board shall meet twice in a year or as needed
- vi. A majority of the board shall constitute a quorum

## ARTICLE FIVE

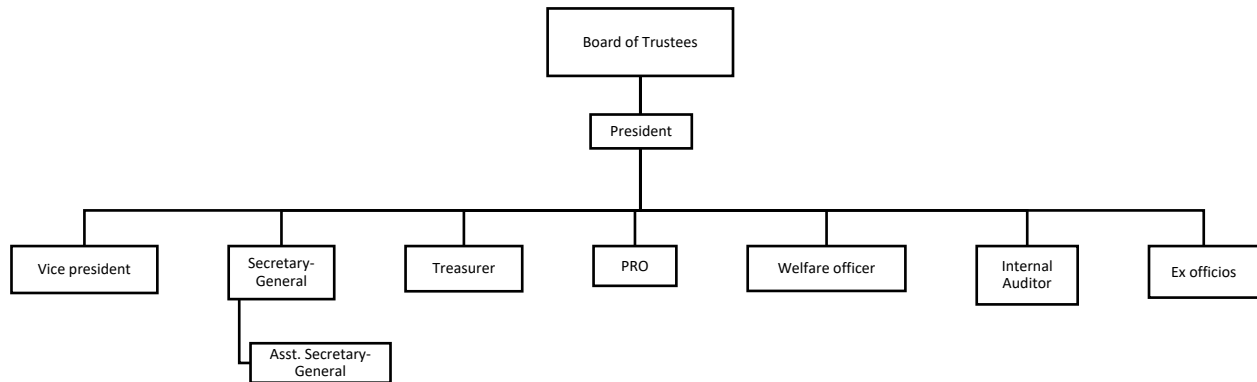
**5.1 Election:** Elections into the NEC shall be conducted at the AGM of the association. An election committee shall oversee the conduct of elections at the AGM. The committee will also be responsible for screening candidates. Names of eligible candidates shall be published at least 90 days before the AGM. The rules of the elections shall be as prescribed by the election committee and approved by the NEC.

**5.1.1 Eligibility:** Only active fellows and full members who satisfy the following criteria may be eligible to nominate and contest for positions in the Executive Council. Nominations may be accepted by qualified individuals and duly completed application forms must be endorsed by at least two fellows of the association. All candidates must satisfy the requirements of the election committee as approved by the board and be in good financial standing of the association. The board has the right to disapprove the nominations of interested candidates. Specific eligibility criteria are as follows:

- i. Candidates for the post of president, vice-president and secretary-general must be fellows or senior members of the association who have served in various capacities within or outside the association, participated in several annual conferences, are very active and familiar with the operations of the association. The president must have served in the Executive Council or be a fellow.
- ii. Candidates for the post of treasurer, PRO, AGS, internal auditor, welfare officer must have been active in the last two to three years prior to the election year, are familiar with the operations of the association and must have participated in at least one annual conference of the association.
- iii. The board has the right to reject the nominations of interested candidates.
- iv. Only fellows may be nominated/appointed to the BOT.
- v. No member of the BOT shall hold any elective office in the association.
- vi. On the expiration of tenure of serving officers and in the event that elections do not hold, the BOT shall appoint a caretaker committee until elections are conducted.
- vii. Other criteria are as prescribed by the electoral committee with the approval of the board.

## ARTICLE SIX

### 6.1 Administrative Structure:



### 6.2 Regional and local chapters:

- i. The association shall have regional or state chapters with a chairman, secretary and any other officers that are required for its smooth operations.
- ii. The constitution of the association shall hold for regional and local chapters.



## **ARTICLE SEVEN:**

### **7.1 Financial Matters:** Financial Resources of NAMP shall consist of;

- i. Membership application fee and annual Subscriptions as approved by Executive Council
- ii. Gifts, Bequests and Legacies.
- iii. Grants and subsidies.
- iv. Revenues from NAMP activities and investments.

### **7.2 Expenditure Control**

- i. All revenue accrued to NAMP shall be paid into bank accounts approved by the NEC.
- ii. The accounting period shall be the calendar year
- iii. Accounts of the association shall be audited annually by an external auditor.
- iv. The Executive Council shall make an annual report on all activities of NAMP to the AGM.
- v. All expenditure shall be approved by the Executive Council.
- vi. Signatories to NAMP accounts shall be the President, Secretary-General and the Treasurer.
- vii. The annual budget of the association shall be prepared by the NEC and approved by the board.
- viii. In the event of dissolution of NAMP, outstanding asset after payment of all liabilities shall be transferred to a body or Bodies with similar ideals and aspiration as NAMP.

## ARTICLE EIGHT

### 8.1 Committees

**8.1.1 Standing committees:** The NEC shall constitute the following committees to run the affairs of the association. Each committee shall have a Chairman and Secretary, and may co-opt members.

- i. Education and Training Committee.
- ii. Registration and Certification committee
- iii. Welfare, Honours and Disciplinary Committee.
- iv. The NEC may establish more committees as needed.

### 8.1.2 Ad Hoc Committees

- i. Electoral committee
- ii. NAMP bill committee
- iii. Constitution review committee
- iv. Revenue mobilization committee
- v. Editorial committee
- vi. The board may establish more ad hoc committees as needed.

### 8.2 Other arms of the association/interest groups

- i. **Clinical medical physics group:** this group comprises all clinically trained medical physicists practicing in any hospital within the country.
- ii. **Women in medical physics group:** the group comprises all female NAMP members.
- iii. **Academic/research medical physics group:** this group comprises medical physicists employed in tertiary and research institutions in the country.
- iv. **Industry medical physics group:** this group comprises all non-clinical and non-academic medical physicists.
- v. **Students and trainees group:** this group shall comprise postgraduate medical physics students and residents in training.

## **ARTICLE NINE**

### **9.1 The national conference**

- i. The national conference of the organisation shall be held once every year at a date, time and venue agreed by the NEC.
- ii. The NEC shall resort to holding the national conference virtually in the event that there is a situation that does not permit physical gathering.
- iii. The registration fee for those who seek to attend the conference shall be determined by the Local Organising Committee (LOC).
- iv. Applications for hosting the annual conference shall be submitted by interested hosts from state/zonal chapters.

### **9.2 The Annual General Meeting (AGM)**

- i. The AGM shall be held annually during the national conference or at any other date approved by the NEC.
- ii. Reports of the association shall be presented at the AGM
- iii. Decisions taken at the AGM are binding on all members of the association.
- iv. Only members in good financial and moral standing of the association may participate at the AGM
- v. A quorum of the AGM shall be formed by one-third of the members provided the president or vice president and secretary-general or assistant secretary-general are present.