

STATUTES OF THE INTERNATIONAL UNION OF RAILWAY MEDICAL SERVICES

PREAMBLE

The problems posed by medicine as practised in the railways call for the creation of a joint body among interested members of the International Union of Railways (UIC), with the essential role of providing a forum for exchanges of ideas and experience in this field.

This body shall constitute a Special Group within UIC, under the terms of Article 53 of the latter's Statutes.

The purpose of these UIMC Statutes is to define the structures and working of the said body.

I DENOMINATION – PURPOSE

Article 1

At the initiative of a number of UIC members listed in Appendix, a special group to be known as the "International Union of Railway Medical Services" (UIMC) shall be established within the UIC.

Article 2

2.1 The purpose of UIMC shall be to promote progress in medicine, covering all of its applications to railway related activities.

In addition to the periodic organisation of scientific congresses, the means employed to fulfil this objective may include research into railway-specific medical problems, the issue of special publications, and development of professional contacts for the mutual information and improvement of medical officers in the various railway companies.

2.2 The three official languages of the UIMC shall be English, French and German. All documents for UIMC meetings, congresses and work shall be drafted in these three languages.

II MEMBERS

Article 3

3.1 Members of the UIMC are the organisations listed in the appendix.

Subject to an undertaking to comply with these Statutes and to be actively involved in the work of the group, UIC members and external bodies may apply to become members of the UIMC.

3.2 External bodies can be:

- medical services working for railways or railway related organisations
- railway-related organisations

- 3.3 The members shall appoint an official delegate and a deputy to represent them at UIMC; these people shall be medical officers. They may at any time terminate this remit and appoint another delegate and another deputy. When this occurs, they should immediately inform the UIMC Chairman accordingly.

Article 4

- 4.1 The General Assembly shall decide on the admission of new members under the conditions laid down in Article 8 below.
- 4.2 The candidate who fulfils the criteria of art. 3.1 and 3.2, sends a representative, who presents the documents of candidature during the General Assembly. The admission of the candidate by the General Assembly is linked to the advance payment of the Congress contribution defined in art. 16.2.
- 4.3 Membership status shall be lost through:
- resignation of the member by registered letter sent three months prior to the end of the calendar year to the UIMC Chairman. This resignation shall in any case only take effect at the end of the calendar year in question;
 - exclusion, pronounced under the conditions laid down in Article 8 below by the General Assembly, as a result of a failure to abide by these regulations or for any other reason considered serious, having once heard the defence of the member concerned.
 - not paying the membership fee for at least two years.
- 4.4 The list of UIMC members given in Appendix shall be kept up-to-date by the Management Committee.

III ORGANISATION

Article 5

The bodies and authorities of the UIMC shall be:

- the General Assembly,
- the Management Committee,
- the Chairman,
- the Vice-Chairman
- the Secretary General

Article 6

- 6.1 The General Assembly shall be composed of the representatives of all UIMC members.
- Eminent personalities who are a recognised authority in their field may be invited by the UIMC Chairman to attend meetings of the General Assembly in an advisory capacity when their presence is deemed to be of interest in terms of the questions on the agenda.
- 6.2 The Chairman shall call such a meeting at the request of at least one third of UIMC members. The invitation, together with the agenda, shall be sent out at least one month before the date set for the meeting.

Article 7

The General Assembly shall determine the general policy of the UIMC.

It shall, on the basis of proposals from the Management Committee, set the venue, date and programme for the yearly scientific congress with general assembly.

It shall approve, on the basis of proposals from the Management Committee, the annual programme of work for the UIMC's scientific activities and issue guidelines to the Management Committee to carry out the necessary studies.

On the basis of proposals from the Management Committee, it shall approve the budgets, set members' contributions and approve the accounts.

It shall pronounce the admission or exclusion of members.

It shall revise the Statutes.

It shall elect the UIMC Chairman, the UIMC Vice-Chairman, the Secretary General and the members of the Management Committee, to whom it may delegate certain of its powers.

Article 8

8.1 Allocation of votes:

Each member has one vote.

Each country holds a maximum of three votes.

If more than 3 UIMC members are based in the territory of a single State, this maximum number of votes shall be allocated to these members collectively. The use and division of these 3 votes is up to these members themselves.

If a member (holding one vote) is operating in more than one country it will have to choose and express the country it will use its vote for.

8.2 Majorities required when voting

Decisions concerning the admission or exclusion of a member, the revision of these Statutes and the disbandment of the UIMC shall be reached on the basis of a two-thirds majority of votes cast. The General Assembly may only validly address these matters if at least two-thirds of the total number of votes are represented. Each member has the right to be represented by another one, written authorization is indispensable.

Elections of the Chairman, Vice-Chairman, Secretary General and members of the Management Committee shall be held under the conditions set out in Article 9.1 below.

All other General Assembly decisions shall be reached on the basis of a majority of the votes cast. Where there is an equal number of votes, the Chairman shall have the casting vote.

Article 9

9.1 The General Assembly shall elect from among its members, for a period of four years, which may be renewed:

- a Chairman,
- a Vice-Chairman,
- a Secretary General,
- six persons to sit on the Management Committee.

The election of these nine persons, each of whom should be of different nationality, with the exception of the Secretary General, shall be on the basis of a majority of votes cast. When votes cast are equally divided, a new vote shall be held until a result is obtained.

For the purposes of these elections, the General Assembly attendance must constitute at least half the total number of votes. If this figure is not attained, the General Assembly shall be reconvened and this time it may deliberate validly, irrespective of the number of members present.

9.2 Should the chair become vacant, or should the Chairman be unable to exercise his functions for an indefinite period, the Vice-Chairman shall replace him until the next General Assembly (see Article 10).

Should the post of Secretary General become vacant, the Management Committee shall appoint one of its number to stand in until the General Assembly elects a new Secretary General to complete the term of office of his predecessor.

Should the post of the Chairman, the Vice-Chairman, the Secretary General or a member of the Management Committee become vacant, the General Assembly shall elect a replacement to complete the ongoing term of office.

Article 10

10.1 The Management Committee of the UIMC shall be composed of the Chairman, the Vice-Chairman, the Secretary General and six persons elected by the General Assembly under the terms of Article 9.1 above. The Secretary of the Management Committee and the Treasurer will be designated by the Committee itself.

The Management Committee shall be presided over by the UIMC Chairman.

10.2 Irrespective of the powers that the General Assembly may delegate to it, the Management Committee shall exercise the following powers in particular :

- prepare and enforce the decisions of the General Assembly relating to the scientific activities of the UIMC
- draw up and execute the budgets, under the supervision of the General Assembly
- liaise between the various UIC bodies and authorities
- ensure upkeep of archives and any useful documents.

The Management Committee shall meet as called by the Chairman.

The implementation of decisions made by the Management Committee shall be entrusted to the Chairman, who may sub-delegate this power to the Vice-Chairman or to the Secretary General.

- 10.3 Each member of the Management Committee shall hold one vote. However, when the Secretary General is of the same nationality as another member of the Management Committee, the vote of the Secretary General shall not be taken into account.

The decisions of the Management Committee shall be adopted by majority of the votes cast. When the votes cast are equally divided, the Chairman shall have the casting vote. When the Chairman reports to the General Assembly on discussions within the Management Committee concerning a technical matter of a medical order, he shall inform the General Assembly whenever the final decision has not been unanimously adopted.

Article 11

- 11.1 The Secretary General of the UIMC shall be responsible for the administration of the UIMC. He shall be accountable to the Management Committee.

He may, in agreement with the Management Committee, entrust part of these administrative tasks to the UIC Headquarters, which shall invoice UIMC for the services thus provided. To this end, the UIC General Secretary shall appoint a person from his department to be responsible for the provision of these services.

- 11.2 The Secretary General shall also organise the upkeep of UIMC archives. He shall, with the help of the Management Committee, set up a medical data bank covering areas of interest for railways. Each UIMC member shall undertake to enter into this data bank a copy of the medical studies it has carried out on its own behalf and which may be circulated, with a clear indication of the level of confidentiality (for other UIMC members and for third parties).
- 11.3 The Treasurer is the privileged partner of the UIC concerning all financial questions. He prepares the annual budget of the UIMC for the Management Committee and the General Assembly as well as an annual financial report for the General Assembly. He is responsible for the administration of the UIMC assets.

Article 12

Regional groups can be created by members located in a specific region. Each group designs a coordinator who reports the activities of the group to the Secretary General or to a designed member of Management Committee and who also reports the activities to the General Assembly.

IV SCIENTIFIC ACTIVITIES

Article 13

Any member may submit to the Management Committee problems which, in its opinion, merit scientific research.

The Management Committee shall propose the studies to be carried out to the General Assembly as part of the annual programme of work and, where necessary, the creation of the corresponding working groups.

Experts may be invited to participate in these working groups in an advisory capacity.

The Management Committee shall co-ordinate and monitor the activities of the working groups.

Article 14

- 14.1 The scientific congresses of the UIMC shall take place yearly coinciding with the General Assembly.

Arrangements for the congress shall be the responsibility of the member(s) from the host country.

- 14.2 The following shall be entitled to attend UIMC scientific congresses:
- the delegates and their representatives,
 - guests invited by the Management Committee at the proposal of members, by reason of their particular expertise for the topics under discussion,
 - medical doctors who are active for UIMC members, may take part with the allowance of the organizer and with payment of an entrance fee set by the host member(s).
 - The host has the right to invite medical doctors who are working for him.

- 14.3 Congress languages may be English, French, German and any other languages accepted by the host member(s).

The technical reports, minutes, etc., shall be drawn up in English, French and German.

- 14.4 The UIMC Chairman shall present a report on UIMC activities to the General Assembly.

- 14.5 The conclusions of this congress shall be submitted to the UIMC General Assembly for approval.

Article 15

The UIMC shall produce a special annual publication including the studies and scientific reports carried out by all its members over the course of the previous year. This annual publication shall be in the medical data bank under responsibility of the Management Committee.

V FUNDING

Article 16

- 16.1 The UIMC shall have its own budget, drawn up each year by the Management Committee for the following year and submitted to the General Assembly for approval. The Management Committee shall be responsible for monitoring expenditure.

This budget shall include:

- on the one hand, an administrative budget covering all management costs, (in particular expenditure for secretariat work, translation, and interpreting, publication etc., as well as the Chairman's and Secretary General's extra expenses except these concerned with statutory meetings and scientific congresses),
- and, on the other hand, a special budget covering all the study costs occasioned by the scientific activities of the UIMC.

The management costs shall be covered by the annual subscription of members and the study costs by a specific contribution from members. These different costs may also be covered by any other means, particularly those received by UIC on behalf of UIMC.

The UIMC accounts shall be audited and certified by the UIC Auditors.

- 16.2 The annual member contribution shall be set by the General Assembly on the basis of proposals from the Management Committee.

Non-members can participate to the scientific congresses, so long that they pay a contribution, fixed by the Management Committee.

Contributions shall be paid by members by end of each calendar year at the latest.

The General Assembly may exclude any member that is more than two years in arrears with the payment, by proposal of the Management Committee.

Article 17

Members shall cover the personal expenses of their representatives (travel, hotel, etc.).

General costs for scientific congresses, general assemblies and meetings of specialists shall be shared between the UIMC and the member(s) from the country where the meetings are being held.

Article 18

Payment of subscriptions shall entitle members to receive free of charge a copy of all publications, reports and minutes in either English, French or German.

VI RELATIONS WITH UIC

Article 19

- 19.1 As a UIC Special Group, the UIMC shall be subject to the UIC Statutes (Article 53), and to the Internal Regulations A 19 on the general conditions governing the creation and working methods of Special Groups.

- 19.2 The UIMC shall enjoy management and financial autonomy within UIC, in accordance with the provisions of § 3 of Internal Regulations A 19.

- 19.3 The UIC General Secretary shall appoint, in agreement with the UIMC Chairman, a representative from UIC Headquarters within the UIMC. This representative shall be sent the agendas and minutes of UIMC meetings or congresses.

- 19.4 The work of UIMC must be in keeping with its purpose and compatible with the UIC Statutes and the general policy of the Association.

The UIC General Secretary may request that a UIMC decision that does not respect this principle be withdrawn or amended. If agreement cannot be reached on this subject with the UIMC Chairman, he may refer the matter to the UIC Assembly of active members for a final ruling.

- 19.5 UIC may use the work of the UIMC.

If the studies carried out by the UIMC hold potential interest for all UIC members, UIC General Secretary may submit these questions to the relevant UIC study bodies for examination. As appropriate, these bodies may propose that the necessary regulations or recommendations be made in this field. UIMC representatives may participate in the work of these UIC study bodies.

At the request of the UIC General Secretary, the UIMC may carry out certain studies of a medical nature. Representatives of the UIC Headquarters may participate in these studies.

The conditions of application of the preceding paragraphs of this Article 19.5, particularly those with financial implications, shall be governed by special agreements between the UIC and the UIMC.

VII REVISION

Article 20

Amendments to these Statutes shall be subordinated to a decision by the General Assembly, according to the methods laid out in Article 8 above.

These amendments may not be contrary to the principle set out in Article 19.1 above.

UIMC General Assembly
Bergen (Norway), September 26, 2008