



Statute:

**The Malta Association of
Biomedical Scientists**

Established on 09 July 2018

Article Name

The name of the Organisation shall be the “Malta Association of Biomedical Scientists”, abbreviated as MABS.

Article 2 Address

The official address of the Organisation is:

Malta Association of Biomedical Scientists

c/o Malta Life Sciences Network

Malta Life Sciences Park

San Gwann, SGN 3000

Article 3 Objectives

3.1 The Organisation shall have the following Objectives:

3.1.1 To help members achieve and maintain quality standards of professionalism;

3.1.2 To promote the value of the profession in Healthcare to the public;

3.1.3 To provide professional development opportunities;

3.1.4 To ensure due observance of the Code of Ethics and Practice of the Professional by all members of the Organisation;

3.1.5 To liaise with Health Authorities, Professional Bodies and Voluntary Organisations on issues related to Medical Laboratory Scientists;

3.1.6 To safeguard and enhance the interest/s of the Profession;

3.2 To work with European and International organisations active in the field of laboratory science;

3.3 To raise funds by means of subscription of members or otherwise for all the purposes and objectives of the Organisation in such amounts and in such

manner as may be authorised by the Executive Committee;

- 3.4 To do all that which is ancillary, incidental or conducive to the attainment of the above objectives.

Article 4 General Policy

- 4.1 The Organisation shall be autonomous and voluntary.
- 4.2 The Organisation shall be non-profit making and any excess of funds received or generated from its activities must always be reinvested in the same Organisation.
- 4.3 The MABS is not a trade union and hence it shall not enter into any acts done in contemplation or in furtherance of a trade dispute.
- 4.4 The accounts of the Organisation shall be reviewed or audited and published on a yearly basis.
- 4.5 Provided that its autonomy is not affected, the Organisation may collaborate with other entities on a national, regional or international basis in order to further its aims.
- 4.6 The funds of the Organisation shall be collected through membership fees, voluntary contributions, donations or grants by Members, benefactors, the State, any other institution and from fundraising activities.

Article 5 Structure and Membership

- 5.1 The Malta Association of Biomedical Scientists shall be made up of Members and Associates. Together, these form the Council and shall meet once yearly.
- 5.2 The Administration of the Council shall be co-ordinated by the Executive Committee members. The latter is made up of the following posts:

President

General Secretary

Treasurer

Communication Officer

Education Officer

Two (2) Council Members

- 5.3 The Executive Committee posts will be assigned by the elected Executive Committee.
- 5.4 The Executive Committee shall be composed of a minimum of five (5) persons.

Article 6 Executive Committee

6.1 The Executive Committee shall meet at least eight (8) times a year to discuss an Agenda set up by the General Secretary. Any member who is absent for more than three (3) consecutive Committee meetings without a valid reason shall automatically be considered as having resigned from the Committee.

6.2 The term in office of the Executive Committee shall be of two (2) years.

6.3 The responsibility of the Executive Committee members shall be to set the policy by taking initiatives to fulfil the objectives of the Malta Association of Biomedical Scientists in accordance with Article 3.

6.4 Any Executive Committee member wishing to resign from the Executive Committee must inform the Committee in writing and shall give a four (4) week prior notice. During the abovementioned four (4) week period, the resigned Committee member shall carry out his/her duty in line with the position occupied and give a proper handover to the Executive Committee. All Council members will be informed of the resignation by the General Secretary.

6.4.1 In case that during the term of office of the Executive Committee one of its members becomes either politically exposed or assumes a role in a Trade Union, (ranging from shop steward, union representative or higher roles), the member must inform the other committee members and hand in his / her resignation.

6.5 The vacant position within the Executive Committee shall be filled by the person having obtained the next highest votes in the previous election. This newly appointed Committee member shall maintain this position until the end of the term of the member who has resigned as per Article 6.2.

6.5.1 In the event that Article 6.5 is not applicable, the procedure of co-option will apply.

6.5.1.1 A Council member may be co-opted if he/she has been registered as a Council member for a minimum of two (2) consecutive years or since the launch of the same Association.

6.5.1.2 The proposed candidate for co-option shall be approved by two thirds (2/3) of the Executive Committee.

6.5.2 In such cases, Article 5.3 may be applied to re-assign Executive Committee posts.

6.6 The Chairperson of the Executive Committee shall be the President. Should the President not be in a position to chair the meeting, an alternative chairperson shall be nominated from amongst the Executive Committee members present.

6.7 Decisions taken by the Executive Committee shall be by simple majority, with the Chairperson having a second vote in the eventuality of a tie.

6.8 Decisions taken at an Executive Committee meeting shall be binding when a quorum is reached. Any five (5) members from the Executive Committee shall form a quorum.

6.9 MABS funds shall be deposited in a local bank. All transactions shall be endorsed by the Treasurer and counter-signed by the President or General Secretary.

Article 7 Duties of Executive Committee Members

7.1 The President:

1. When present shall chair all meetings. In his/her absence, an alternative chairperson shall be nominated from amongst the Executive Committee members present;
2. Shall see that the policies and decisions of the Executive Committee are applied and adhered to;
3. Shall co-ordinate the work of all the Executive Committee members and see that the work is being done;
4. May represent the Executive Committee on any of the official and non-official events;
5. Shall, together with the Secretary, see to the day to day running of the organisation;
6. May delegate any of his/her work to any of the other Executive Committee members as deems fit;
7. Shall present an annual report at the Annual General Council Meeting.

7.2 The General Secretary shall:

1. Be responsible for the administration of the MABS according to the statute and will be accountable to the Council;
2. Set the Agenda of the Executive Committee meetings and inform the Committee members of the meetings;
3. Keep the minutes of all the meetings. He/she will be responsible for all documents of the MABS and for the administration of the MABS office;
4. Together with the President, see to the day-to-day running of the Organisation;
5. Call the General Council Meetings;
6. Send out the agenda for the Council Meetings to all Council members two (2) weeks prior to the set date;
7. Prepare an annual report for the Annual General Council Meeting. This report must be approved by the Executive Committee.

7.3 The Treasurer shall:

1. Be responsible for MABS funds according to instructions given by the Executive Committee;
2. Keep accounts/ledgers and balance sheets;
3. Be responsible for the collection of annual fees;
4. Prepare and present an annual reviewed or audited financial report at the Annual General Council Meeting.

7.4 The Education Officer shall:

Be responsible for organising Continuous Professional Development (CPD) opportunities.

7.5 The Communication Officer shall be responsible for:

1. Online media;
2. The promotion of the profession;
3. Public Relations.

- 7.6 The other two (2) Members shall assist the President, General Secretary, Treasurer, Education Officer and Communication Officer in their roles depending on the needs.

Article 8 Principles

- 8.1 The Council shall follow the following principles:

8.1.1 The MABS is based on the Statute approved by the organisation's Executive Committee.

8.1.2 Members and Associates must faithfully observe all regulations laid down in the Statute.

8.1.3 The MABS is a non-profit-making organisation and retains its professional independence.

8.1.4 Correct ethical behaviour and professional conduct is expected from all Council members of the MABS.

Article 9 Membership

9.1 Membership is open to Medical Laboratory Scientists registered with the Council for Professions Complementary to Medicine (CPCM).

9.2 Associate Membership is open to students reading for a B.Sc (Hons) in Applied Biomedical Science.

9.3 Applicants who are not included in Section 9.1 and Section 9.2 shall only be accepted as Associate Members at the discretion of the Executive Committee.

9.4 Any decision of the Executive Committee not to accept an Associate Member shall be final.

9.5 Council Members and Council Associates shall pay an annual Council fee and a one-time Administration Fee. Fees shall be decided by the Executive Committee. MABS members who fail to pay the membership fees by the 31st January will have their membership automatically terminated and will not be eligible to attend and participate during the General Council Meeting. The MABS Committee shall remind members that their membership is due for renewal a month prior to expiry of membership.

9.6 The membership year runs from 1st January to 31st December. New applicants who wish to join the Organisation at any time during the year shall

pay the Administration fee in full and the membership fee pro-rata, to the nearest quarter of the year.

9.7 Any Council Member or Council Associate may resign by giving a written notice to the General Secretary, provided, that the resignation shall not exempt him/her from any unpaid payment for outstanding subscription or other financial obligations. Resigning members are not entitled to refunds.

9.8 Council Members and Council Associates of the MABS may be subject to suspension or expulsion from the Organisation:

9.8.1 When they cease to qualify for membership in terms of Section 9.1 to 9.3.

9.8.2 When, in the opinion of the Executive Committee, their conduct has been detrimental to the best interest of the Organisation.

9.9 Council Members and Council Associates may appeal against suspension or expulsion. This appeal must be submitted in the form of a letter addressed to the General Secretary and signed by the suspended/expelled person within 8 weeks. The Executive Committee shall appoint an Appeals Board, composed of two (2) members nominated by the Executive Committee and one (1) member nominated by the appellant, to re-examine the case. Decisions must be submitted within four (4) months from receipt of the appeal. The Executive Committee shall ensure that there is a fair hearing. The decision of the Appeals Board is final.

Article 10 General Council Meeting

10.1 The General Council Meeting of the MABS shall be held once a year, in January of each year. A new Executive Committee will be elected every two (2) years.

10.2 Reports by the Executive Committee Officials shall be read at the meeting – namely by the President, General Secretary, Treasurer and Sub-committees, where applicable.

10.3 The notice for the General Council Meeting shall be sent by post or other means as agreed, to Members and Associates at least six (6) weeks prior to the set date and shall be signed by the General Secretary.

10.3.1 Proposals for amendments of the Statute by Council Members must reach the General Secretary four (4) weeks prior to the General Council Meeting.

- 10.3.2 The agenda shall be sent at least two (2) weeks before the General Council Meeting.
- 10.4 Any other Council Meeting shall be an Extraordinary Meeting:
 - 10.4.1 The Executive Committee may call an Extraordinary Meeting if the need arises or if Council Members collect signatures representing at least 25% of the members. A formal request must be submitted to the General Secretary, who is bound to call an Extraordinary Council Meeting by not later than four (4) weeks from the receipt of the formal request. The General Secretary must give notice of the Extraordinary Council Meeting together with the agenda to all Members and Associates, by post or other means that are agreed upon, by not later than seven (7) days before the date of the meeting.
- 10.5 The quorum for any Council Meeting shall be a number of Council Members representing at least 15% of total Council Members. If within half an hour of the time chosen for the meeting to start, a quorum is not available, the meeting shall proceed and the Council Members present shall form the necessary quorum.
- 10.6 All voting at Council Meetings shall take place by a show of hands except for the election of the Executive Committee which is undertaken by a secret ballot.
- 10.7 All votes, elections and decisions at Council Meetings shall be decided by a simple majority of the Council Members present except:
 - 10.7.1 In cases of amendments to the Statute – two thirds (2/3) of Council Members present.
 - 10.7.2 When considering amalgamation or dissolution of the Organisation – two thirds (2/3) of Council Members present.
- 10.8 President shall act as Chairperson of the Council Meeting. In his/her absence, Council Members present at the meeting shall nominate an alternative Chairperson from amongst the Executive Committee members present.
- 10.9 The Executive Committee has the right to invite observers to attend a General Council Meeting.
- 10.10 The Chairperson has the right to ask for a list of participants. He/she decides on the time and duration of the meeting allotted for each speaker and limits the time for discussion.

- 10.11 Members and Associates of the MABS may be requested to present proof of membership when attending a General Council Meeting.
- 10.12 Every qualified Medical Laboratory Scientist who is a Member of the Organisation shall have one vote. In the event of an equality of votes, the Chairperson shall have a second vote.
- 10.13 The General Council has to nominate two (2) council members to review / audit the financial report of the following year.

Article 11 Elections

- 11.1 Elections for the members of the Executive Committee shall take place at the General Council Meeting every two (2) years.
- 11.2 Only Council Members shall have the right to be nominated and seconded to the Executive Committee posts by other Council Members of the MABS.
 - 11.2.1 Nominations from Council Members who are politically exposed or have a role in a Trade Union, (ranging from shop steward, union representative or higher roles), will not be considered.
- 11.3 The General Secretary shall duly inform the Council of the MABS of any forthcoming elections, not less than six (6) weeks before the General Council Meeting.
- 11.4 Nominations, duly signed and seconded, must reach the General Secretary not less than two (2) weeks before the General Council Meeting.
- 11.5 Voting at the General Council Meeting shall take place when more than seven (7) Council Members are nominated to form part of the Executive Committee. Voting shall be undertaken by a secret ballot.
 - 11.5.1 No elections shall take place, when seven (7) or fewer nominations are received by the General Secretary. These Council Members will automatically form part of the Executive Committee for the term of office.
 - 11.5.2 In the case when less than seven (7) nominations are received, the Executive Committee shall have the right to co-opt members from the Council Members.
 - 11.5.3 The Electoral Commission shall be composed of a minimum of three (3) persons who are external and/or internal to the organisation.

Article 12 Sub-committees

- 12.1 The Executive Committee shall have the power to create Sub-committees to co-ordinate particular events.
- 12.2 Any sub-committee must have at least one member from the Executive Committee. Other members can be chosen from the Council Members and Council Associates.

Article 13 Contractual or Judicial proceedings

In all contractual and judicial proceedings, the MABS shall be represented by the President and the General Secretary.

Article 14 Affiliation

The MABS can be affiliated to national or international organisations related to the Medical Laboratory Science profession. Proposals in this regard must be presented during a General Council Meeting and approved by the Council.

Article 15 Dissolution

- 15.1 Dissolution of the MABS is only possible when agreed upon by the Council. Such a decision has to be approved by two thirds (2/3) of the Council Members as per Article 10.7.2
- 15.2 In the event of dissolution, no current or former member of the MABS has any right whatsoever to its net assets. The net assets that may remain after settlement of all debts or charges shall devolve to a charitable organisation. The Executive Committee shall decide on the disbursement of funds.

Article 16 Registration as an NGO

The MABS is to be registered with the Office of the Commissioner for Voluntary Organisations and be in line with all obligations required as per the Voluntary Organisations Act 2007.

Prof Joseph Borg
President

Ms. Christine Gatt
General Secretary

Mr. Roderick Busuttill
Assistant General Secretary

Mr. Jesmond Debono

Treasurer

Ms. Stephanie Meli

Communication Officer

Mr. Mario Farrugia

Assistant Communication Officer

Mr. Ian Brincat

Education Officer