



## **IFHE EUROPE REGIONAL GROUP IFHE EU STANDING ORDERS**

(Version 07 unanimously approved by IFHE EU Exco on May 18, 2026)

These Standing Orders (IFHE EU SOs) determine IFHE European Regional Group organization, operations, activities, and financial management.

### **A.1 GENERALITIES**

#### **A1.1 Name and duration**

IFHE European Regional Group (IFHE EU) is a section of the International Federation of Healthcare Engineering (IFHE) in accordance with IFHE Statutes and particularly its article 27 and IFHE Standing Orders and particularly SO.011.

IFHE EU is created for an indefinite period of time, so long as the IFHE exists.

Its purpose is to encourage and facilitate exchange of information and experience in the broad field of healthcare facility planning, design, construction, engineering, commissioning, maintenance, and operation on a pro bono and non-profit basis, between European countries associations, member of IFHE.

#### **A1.2 Means**

IFHE EU may pursue all lawful activities to achieve its purpose, consistent with IFHE statutes and Standing Orders.

It may undertake the following:

- Arranging for a European Congress, to take place typically every two years, at venues throughout Europe, usually in conjunction with a local healthcare engineering conference and trade exhibition.
- Consulting and cooperating with other like-minded organizations who pursue similar objectives in the development and implementation of a plan of collaborative activities.
- Disseminate information and educational material on healthcare engineering matters by making available periodical publications to its members, such as journals and digests.

#### **A1.3 Resources**

IFHE may allocate some portion of its budget to support the work of the IFHE EU. In addition, IFHE EU may derive financial resources from additional membership fees. The amount and modalities of these fees shall be determined by IFHE EU Council, within the limits of art. 9 of IFHE Statutes and IFHE SO.011.04. In addition to fees, IFHE EU may secure further financial resources through donations, sponsorships, grants, and other voluntary contributions. All such resources must be obtained in the name of and under the responsibility of IFHE, ensuring full compliance with applicable legal and fiscal regulations. All funds

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collected by IFHE EU, whether from fees or other sources, shall be managed in accordance with IFHE Statutes and Standing Orders. IFHE EU shall maintain transparent records of all income and expenditures and submit an annual financial report to IFHE Executive Committee for review and approval. Resources secured by IFHE EU shall be used exclusively to further the objectives of IFHE within the specific regional context, including the organization of events, communication activities, and operational costs directly related to IFHE EU.

#### **A1.4 Language**

The working language of IFHE EU shall be English. This does not preclude the use of other languages which may be warranted by the circumstances.

#### **A1.5 IFHE Executive Committee Delegation and Supervision**

IFHE is ultimately responsible for the actions of the IFHE-EU. Therefore, as a section of the IFHE, IFHE-EU actions are subject to the terms of the delegation created by annual approval from the IFHE Executive Committee of the IFHE-EU workplan and budget, as well as conformance with IFHE Statutes and Standing Orders.

By the month of March of each year, IFHE-EU will submit to IFHE Executive Committee a report on its activities a financial report covering all income and expenditures of the previous year and all contracts entered into under its delegation for review and approval (SO.011.03).

At the end of every year, IFHE-EU will submit to the IFHE Executive Committee a budget proposal for review and approval.

### **A2 MEMBERS**

#### **A2.1 Membership requirements**

IFHE EU members must mandatorily be IFHE members.  
IFHE members are defined in article 5 “Membership requirements” of IFHE Statute.

#### **A2.2 Membership request**

IFHE Members may join the IFHE EU Regional Group by submitting a written application to IFHE EU Executive Committee.

IFHE EU Executive Committee shall review applications before submitting them to IFHE EU Council for approval.

##### **A2.2.1 Membership process**

**A2.2.1.1** IFHE EU Council may accept an application for ‘A’ Membership by a simple majority of votes of ‘A’ Members present, and eligible to vote. IFHE EU Secretariat shall send a copy of the application to each ‘A’ Member's national secretary, at least 30 days before the next IFHE EU Council meeting. The following criteria shall be taken into account in considering acceptance of an application from an organization for ‘A’ National Membership:

- a. The organization shall be an ‘A’ IFHE member and shall be situated in Europe.
- b. The organization shall submit a copy of its statutes or constitution in English.
- c. The organization shall undertake to promptly pay the annual IFHE EU fees.

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- A2.2.1.2** When applications for 'B' Associate Membership are received from applicants in a country where there is an 'A' Member, the IFHE EU Secretariat shall send the application to the 'A' Member national secretary of that country for advice before it is accepted.
- A2.2.1.3** IFHE EU Executive Committee shall have the power to delegate to IFHE EU General Secretary the approval of applications for 'B' Associate, 'C' Institutional, & 'D' Affiliate Membership. He shall report his decisions at the next meeting of IFHE EU Executive Committee.
- A2.2.1.4** 'E' Honorary Members shall be appointed by IFHE EU Council and shall not pay a membership fee. Past Presidents shall normally become 'E' Members.
- A2.2.1.5** Only IFHE EU Council may terminate the membership in the Section of any Member. IFHE EU Council may terminate the membership of any Member whom IFHE EU Council determines has acted against the best interests of IFHE EU as defined in article 2.3 of IFHE EU Standing Orders.
- A2.2.1.6** No membership shall be confirmed until the registration fee has been received by IFHE EU.
- A2.2.1.7** A Certificate prepared by IFHE EU Secretariat and signed by IFHE EU President and IFHE EU General Secretary shall be issued to new 'B', 'C', and 'D' Members, if they ask for it. Certificates shall also be issued to 'E' Members on appointment, with recognition of their distinctive service, if they ask for it.

**A2.3 End of membership**

Membership ceases :

- Upon the written resignation of the Member addressed to the Executive Committee
  - By exclusion decided by the Council, for cause.
- In particular, the following reasons constitute cause:
- The Member has acted against the best interest of IFHE EU.
  - The Member no longer satisfies the admission requirements on a permanent basis.
  - The Member has not paid their membership fees if required.

**A3 ORGANISATION AND GOVERNANCE**

**A3.1 Bodies**

IFHE EU bodies are:

- The Council
- The Executive Committee
- Internal auditors

**A3.2 The Council**

**A3.2.1 Composition**

IFHE EU Council is made up of all the IFHE EU member associations.  
Each member association can be represented by at most two of its own members.

- A3.2.1.1** 'A' National Members shall name two representatives to IFHE EU Council within sixty days of their election to join IFHE EU. 'A' Members may at any time change

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their representatives to IFHE EU Council and inform IFHE EU Secretariat in writing.

**A3.2.1.2** No person shall be a member of IFHE EU Council unless he is an engineer, an architect or a similar leading function, having his main activity in the field of healthcare engineering. 'E' Members shall automatically become members of Council.

### **A3.2.2 Powers**

IFHE EU Council is the European Regional Group's supreme body. It has all the competences that are not specifically attributed to IFHE EU Executive Committee.

The ordinary annual IFHE EU Council Meeting has exclusive jurisdiction over the following matters:

- Approval of the minutes of the previous IFHE EU Council Meeting
- Approval of the annual report of IFHE EU Executive Committee
- Approval of the annual financial reports of IFHE EU Executive Committee
- Approval of the budget
- Setting annual membership fees
- Organization of elections of IFHE EU Executive Committee members
- Decisions on proposals
- Decisions on matters referred to it by IFHE EU Executive Committee
- Admission of new members proposed by IFHE EU Executive Committee
- Exclusion of members
- Revision of IFHE EU Standing Orders

### **A3.2.3 Meetings**

IFHE EU ordinary Council meetings should be held at least once every year.

Extraordinary meeting of IFHE EU Council may be called by IFHE EU Executive Committee or at the request of at least 20 percent of all IFHE EU Council members.

Ordinary or extraordinary IFHE EU Council meetings can be held face-to-face on site, by videoconference or in a hybrid mode (mix on site and videoconference).

#### **Convocation :**

The ordinary meetings of IFHE EU Council are convened by IFHE EU Executive Committee at least 30 days before the scheduled date of the meeting.

The extraordinary meetings of IFHE EU Council are convened by IFHE EU Executive Committee at least 10 days before the scheduled date of the meeting.

The agenda of the meetings must be sent with the invitations. Members may suggest items for the agenda by sending their proposal to IFHE EU Executive Committee no later than 10 days before the scheduled date of the IFHE EU ordinary Council meeting and 5 days before the scheduled date of the extraordinary IFHE EU Council meeting. The invitations will be sent by electronic mail (e-mail).

#### **Chairmanship:**

IFHE EU President, and in his/her absence, IFHE EU General Secretary, shall chair the meetings of IFHE EU Council.

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#### **A3.2.4 Decision making and voting rights**

##### **Voting rights:**

Each member that has paid its membership dues for the current calendar year, shall have a single and equal voting right at IFHE EU Council. Where there is more than one member from one country, only one vote is allowed from that country.

##### **Power of attorney:**

Members may vote in person or by proxy, if such proxy has been nominated in an admissible form and accepted by the assembled IFHE EU Council.

##### **Process:**

Voting takes place by a show of hands or through an electronic voting process. Upon request of one of the present members, voting may take place by confidential ballot.

##### **Majority of votes:**

All decisions shall require a simple majority of all votes expressed (including votes by proxy), insofar as the present Standing Orders do not provide for a different majority. In case of a tie, the president's country shall have a casting vote. Blank votes, invalid ballots and abstentions shall not be taken into consideration to determine the majority.

##### **Minutes:**

The meetings of IFHE EU Council and its decisions are recorded in the minutes which shall be approved at the latest during the next IFHE EU Council meeting.

#### **A3.3 The Executive Committee**

##### **A3.3.1 Principles**

##### **Role:**

IFHE EU Executive Committee is the European Regional Group's executive body. It has the duty to manage IFHE EU in accordance with the guidelines decided by IFHE EU Council and to represent it.

##### **Pro-bono:**

Executive Committee members shall act on a pro-bono basis, with the exception of reimbursement of their effective accommodation and travel expenses.

##### **A3.3.2 Composition and terms**

IFHE EU Executive Committee shall be composed of six members elected by IFHE EU Council after a call for candidates.

Candidates for election IFHE EU Executive Committee are mandatory full member of one of the IFHE EU association member.

IFHE EU Executive Committee shall be composed of a President, a General Secretary, a Treasurer, and three other members.

IFHE EU Executive Committee allocates among its members the roles of President, General Secretary and Treasurer validated by a formal vote.

Members of IFHE EU Executive Committee shall assume their function immediately following their election by IFHE EU Council for a two-year period. They are eligible for re-election.

##### **Eligibility for Exco members**

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The number of IFHE Executive Committee members working in for-profit supplier companies to healthcare cannot exceed the third of the total number of members.

#### **Eligibility for IFHE EU presidency**

IFHE EU Executive Committee members working in for-profit commercial companies (supplier to healthcare or healthcare provider) are not allowed to apply for presidency.

#### **A3.3.3 Powers**

IFHE EU Executive Committee has the powers not expressly reserved to IFHE EU Council Meeting, in particular:

- IFHE EU management as a whole
- Preparation of business to be discussed at all IFHE-EU Council Meetings
- Execution of Council Meeting resolutions
- To enact the standing orders and other internal directives
- To supervise IFHE EU working groups' activities

#### **A3.3.4 Reporting and Bookkeeping**

IFHE EU Executive Committee annual report :

IFHE EU Executive Committee, under the supervision of the President, shall prepare an annual report for approval by the annual IFHE EU Council Meeting. Once approved by IFHE EU Council, the report shall be submitted to IFHE Executive Committee for review of the conformity to IFHE Statute and SOs and approval.

#### **Accounts :**

IFHE EU Executive Committee must prepare for each financial year a financial report for approval by the Council Meeting. Once approved by IFHE EU Council, the financial report shall be submitted to IFHE Executive Committee for review of the conformity to IFHE Statute and SOs and approval.

#### **A3.3.5 Removal and resignation**

##### **Removal:**

IFHE EU Executive Committee members may be removed by IFHE EU Council for cause, in particular if IFHE EU Executive Committee member has violated his/her obligations towards IFHE EU or if IFHE EU Executive Committee member is not in a position to exercise his/her functions correctly.

##### **Resignation:**

IFHE EU Executive Committee members may resign at any time by submitting a written declaration to the IFHE EU President, specifying when the resignation shall take effect.

IFHE EU President may resign writing to all members of IFHE EU Executive Committee.

Vacancy during the term of office :

In the event of dismissal or resignation during the term of office, IFHE EU President may appoint a replacement member by co-optation, until the next meeting of the Council.

If it is the president who resigns, IFHE EU Executive Committee elects his new president as described in 3.3.2

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### **A3.3.6 Meetings**

#### **Meetings:**

IFHE EU Executive Committee shall meet as often as necessary, but at least four times a year.

#### **Process:**

Executive Committee members may validly participate in a meeting of the Executive Committee in person, by video or telephone conference or any other means decided by the Executive Committee.

The venue of in person meetings are decided by the Executive Committee.

#### **Convocation:**

The President shall convene Executive Committee meetings at least fifteen days in advance. The President may convene the Executive Committee with three day's advance notice, where justified by urgent circumstances.

### **A3.3.7 Decision making and voting rights**

Each IFHE EU Executive Committee member shall have one vote.

In case of a tie, the President shall have a casting vote.

Decisions may also validly be taken by written resolution, including by email.

Executive Committee meetings and decisions will be recorded in the minutes of the Executive Committee.

E-mail votes will be used whenever this mode of communication seems best suited to IFHE EU needs. A reasonable time shall be respected to allow members to consult their organizations members and measure the consequences of the consultation.

### **A3.4 Appointment of Executive Committee members**

The members of IFHE EU Executive Committee shall be elected after a call for candidate every two years by IFHE EU Council. They are eligible for reappointment.

#### **A.3.4.1 Election process for Executive Committee members**

**A.3.4.1.1** A call for candidates will be distributed to all IFHE EU member associations three (3) months in advance of the bi-annual Council meeting being held in conjunction with an IFHE EU Conference.

**A.3.4.1.2** Candidates are to provide to IFHE EU General Secretary their applications no less than two (2) months before the Council Meeting.

**A.3.4.1.3** This application will consist of a Curriculum Vitae which outlines their relevant experience in organizational leadership and governance relative to the IFHE EU activities and a short presentation of the candidate's motivation for the position with eventually a mention on the desired position.

**A.3.4.1.4** IFHE EU General Secretary will distribute the applications to IFHE EU Council Members one (1) month before the Council Meeting.

**A.3.4.1.5** Each member association will send the list of the candidates they vote for two (2) weeks before IFHE EU Council Meeting.

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**A.3.4.1.6** IFHE EU General Secretary will then announce the composition of IFHE EU Executive Committee with the list of the six (6) candidates who have the greatest number of votes.

**A.3.4.1.7** If there is equality of the number of votes between two candidates, the current president country will have a casting vote.

**A.3.5 PROCESS FOR THE APPOINTMENT OF THE PRESIDENT, THE GENERAL SECRETARY AND THE TREASURER.**

**A.3.5.1** IFHE EU president, general secretary and treasurer shall be appointed by IFHE EU Executive Committee in accordance to article 3.3.2 1 of present Standing Orders for two years. They are eligible for re-appointment

**A.3.5.2** This appointment will be decided by consensus by the 6 Executive Committee members.

**A.3.5.3** In the absence of consensus, IFHE EU president, General Secretary and Treasurer will be successively elected.

**A.3.5.4** If there is equality of the number of votes between two candidates, the longest serving Exco member will have a casting vote.

**A.3.5.5** The General Secretary and Treasurer shall serve for the period of the President and shall be eligible for re-appointment.

**A.3.6 THE ROLE OF THE EXECUTIVE COMMITTEE MEMBERS**

**A.3.6.1** The President shall preside over the activities of IFHE EU. He shall convene and chair the meetings of IFHE EU Council and IFHE EU Executive Committee.

**A3.6.2** In the absence of IFHE EU President, IFHE EU General Secretary shall preside over the meetings of IFHE EU Council and IFHE EU Executive Committee. If both the president and the general secretary are absent, the longest serving Exco member will chair Executive Committee and Council meetings.

**A3.6.3** If the President is unable to continue with his term of office, IFHE EU Executive Committee will elect a new president among its members.

**A3.6.4** IFHE EU General Secretary will have to ensure the secretariat activities necessary to IFHE EU operations, inter alia: the sending to members of IFHE EU Executive Committee and Council the convening mails, with the agendas for, and minutes of, the meetings of IFHE EU Council and IFHE EU Executive Committee, within a reasonable time before the date of the meetings. Due to the heavy task of the General Secretary, he will be allowed, if needed, to delegate some of his duties to other Exco members. IFHE EU Treasurer will have to ensure the receipt and banking of all payments; the keeping of books of accounts and reporting the financial situation regularly to IFHE EU General Secretary and President.

**A3.6.5** IFHE EU General Secretary and Treasurer shall: plan annual budgets in conjunction with the President; review the financial accounts; present annual interim reports for discussion in IFHE EU Executive Committee and Council; submit financial reports and budgets for approval by IFHE EU Council and IFHE Executive Committee regarding their conformity to IFHE Statute and SOs.

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## **A4 FINANCE**

- A4.1** IFHE EU is responsible for editing invoices regarding annual fees from IFHE-EU members, as determined by IFHE-EU. These invoices will be distributed by IFHE Director to IFHE EU members following IFHE EU Treasurer instructions.
- A4.2** IFHE EU Council shall, from time to time, on the basis of simple majority, determine the annual fees payable by 'A' and 'B' Members and the limits within which subscriptions can be made by 'C' and 'D' Members, and notify members as well as IFHE Executive Committee of any change at least three months before the new fee or subscription is due to come into effect.
- A4.3** The currency in which the fees and subscriptions are to be set is Euros. All bank charges due to conversion in Euros are to be taken in charge by the national association.
- A4.4** Financial reports shall be submitted to all IFHE EU Executive Committee and Council meetings, and shall, unless otherwise directed by the Executive Committee or the President, state the financial position as at 31 December of the previous year.
- A4.5** Interim financial reports shall be submitted to every meeting of IFHE EU Executive Committee or whenever required by IFHE EU President.
- A4.6** In September or October of every year, IFHE EU Executive Committee will propose the next year provisional budget, subject to IFHE Executive Committee's approval (S0.011.03, last alinea) This budget will have to be approved by the IFHE EU Council before the end of the year on the basis of a simple majority vote. The Executive Committee will decide if this approval will be organized by a vote by mail or a vote in a video conference.  
This budget will precise the following items:
- Amount of IFHE EU annual fee
  - IFHE EU website provision
  - IFHE EU Call for studies provision
  - Extra IFHE EU projects provision
  - IFHE EU eventual contribution provision
  - Rules for eventual reimbursement of transport and accommodation expenses for IFHE EU Exco members for in person Exco meetings in Europe
  - Any other business
- A4.7** It is expected that the 'A' Member hosting an IFHE EU Executive Committee and/or Council meeting will bear the cost of providing meeting rooms and the reasonable cost of providing light refreshments.
- A4.8** IFHE EU Treasurer will be responsible of the management of IFHE EU bank accounts.  
He will have the signature to make payments but will need beforehand the written approval of IFHE EU General Secretary or President (two approvals for all payments).
- A4.9** IFHE EU financial assets are hosted on two UBS bank accounts under the legal ownership and supervision of IFHE in conformity with IFHE SO.011.05, second alinea, dispositions:
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The first called IFHE EU Operations is managed by IFHE EU treasurer through IFHE supervision International Federation of Healthcare Engineering  
IBAN: CH55 0021 5215 2252 6903 R  
BIC/SWIFT: UBSWCHZH80A

The second called IFHE EU Legacy is managed directly by IFHE EU treasurer: International Federation of Healthcare Engineering  
IBAN: CH07 0021 5215 2252 6902 L  
BIC/SWIFT: UBSWCHZH80A

## **A5 EUROPEAN CONFERENCES**

### **A5.1 Organization**

The Council shall aim to ensure that a European Conference on Healthcare Engineering (ECHE) takes place every two years and delegate its organization to one of IFHE EU member associations.

These congresses will be held at venues throughout Europe, in conjunction with a local healthcare engineering conference and trade exhibition of an IFHE EU member association.

### **A5.2 Selection of the venue**

The decision relating to the selection of the IFHE EU member association to host a European Conference shall be taken by IFHE EU Council after a call for candidates and presentation of the applications.

It shall require a simple majority of all votes expressed (including votes by proxy). Blank votes, invalid ballots and abstentions shall not be taken into consideration to determine the majority.

When selecting the 'A' member to organise the Congress, IFHE EU Council shall take into account the following criteria:

- a. period of membership of the 'A' Member;
- b. the availability of suitable facilities;
- c. the commitment of the hosting member
- d. the anticipated degree of support from speakers and delegates;
- e. the need to promote health-care engineering in a country or zone;
- f. the need to promote geographical spread of locations of European Congresses;
- g. that the 'A' Member proposes:  
interesting practical and financial conditions to the speakers, the congress and the fair participants.
- h. the hosting member accepts to bear full financial responsibility for the conference.

A call for candidates to host the European Conference should be launched by IFHE EU General Secretary three years before the expected date for the European Congress and a decision should be taken by the IFHE EU Council at least two years in advance.

Ideally, the scientific selecting committee to choose the speakers should include some representatives of other IFHE EU organizations.

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### **A5.3 Purposes**

The main purposes of these bi-annual conferences shall be to encourage and facilitate exchange of information and experience in the broad field of healthcare facility planning, design, construction, engineering, commissioning, maintenance, and operation on a pro bono and non-profit basis, notably at European level as mentioned in article 1.2 of the present Standing Orders.

To optimize the success of these conferences, one of the official conference languages must be English and specific means to be implemented are specified in the standing orders.

The association selected to organize the conference will select the president of the European Conference.

## **A6 AMENDMENTS TO STANDING ORDERS**

### **A6.1 Amendments to Standing Orders**

IFHE EU Council can modify these Standing Orders by a simple majority of members eligible to vote, provided notice is given for the agenda. Mail votes will be accepted provided they have been rendered in terms of A3.3.7 by the date determined by the General Secretary.

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