

NEAAPM Constitution

ARTICLE I

NAME

The name of the organization shall be the New England Chapter of the American Association of Physicists in Medicine (NEAAPM).

ARTICLE II

JURISDICTION

The Chapter headquarters shall be located in the New England region and the Chapter shall have the authority to solicit members in the states of Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

ARTICLE III

OBJECTIVES

Section 1. The objectives of the Chapter shall be:

- A. To promote the application of physics to medicine and biology.
- B. To encourage interest and training in medical physics and related fields.
- C. To prepare and to disseminate technical information in medical physics and related fields.
- D. To provide representation to the Board of Directors of the American Association of Physicists in Medicine, hereafter to be known as the "Association", for persons who are simultaneously members of the Chapter and Association.

The Chapter is organized exclusively for charitable, scientific, and educational purposes as defined under section 501(c) (6) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent United States Internal Revenue Law).

Section 2. No part of the net earnings of the Chapter shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of the Chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Chapter shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Chapter shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income tax under section 501(c) (6) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 3. Upon the dissolution of the Chapter, the Chapter Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Chapter, dispose of all of the assets of the Chapter exclusively for the purposes of the Chapter in such manner, or to such organization or organizations under section 501(c) (6) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Chapter Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Chapter is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV

CHAPTER RELATIONSHIP

Section 1. The Chapter shall function under the sponsorship of the American Association of Physicists in Medicine.

Section 2. The Constitution, when signed by the duly authorized officers of the Chapter shall replace the present Constitution, and shall obligate the officers of both the Chapter and the Association in accordance with the provisions of both Constitutions or By-Laws.

Section 3. The Chapter shall not use the name of the Association nor obligate in any way the officers or members of the Association without first obtaining written approval of the duly authorized representatives of the Association.

Section 4. The Chapter shall submit to the Secretary of the Association an Annual Report concerning the activities of the Chapter.

Section 5. The Board of Directors of the Association may, at its discretion, disassociate the Chapter when, in its opinion, the Chapter has ceased to function or its actions are considered detrimental to the objectives of the Association.

ARTICLE V

MEMBERSHIP

Section 1. Membership categories shall be defined as: Student, Associate, Full, Emeritus, and Corporate.

Section 2. Student Members are persons interested in the purpose of the Chapter who are recognized as students or trainees by an accredited college, university or teaching hospital.

Section 3. Associate Members of the Chapter shall be individuals interested in the goals of the Chapter who are active in the clinical practice of Medical Physics, Medical Dosimetry, Health Physics, Medicine, Physical Science, Engineering, Mathematics or Biology.

Section 4. Full Members of the Chapter shall be persons who are Full members of the Association.

Section 5. Emeritus Members: Full members in good standing and meeting the Association qualifications for Emeritus member status may request Emeritus member status. Emeritus members retain all the rights and privileges of Full members.

Section 6. Corporate Members: Corporate entities, not individual persons, interested in supporting the goals of the Chapter.

Section 7. Application review: All applications for Chapter membership will be reviewed by the board and approved by at least 3 members. Application approval is subject to the definitions set forth by the Association regarding Student and Full members. In the event that the application is not approved, all dues will be refunded immediately.

Section 8. Dues: Chapter membership dues are required in addition to national membership dues of the Association. Chapter dues shall be the same for Full and Associate members. There shall be no dues for Student or Emeritus members. The amount of the annual dues shall be specified annually by the Chapter officers, and are payable to the Treasurer at the beginning of each business year. If dues are not paid within three months of the payable due date, the applicant will be notified that membership shall be terminated.

ARTICLE VI

OFFICERS, COMMITTEES, AND TENURE

Section 1. Chapter officers shall be the Immediate Past President, the President, the President-Elect, the Secretary, the Treasurer, the Representative Board Member to the Association, and the Officer-At-Large. Chapter officers shall be Full or Emeritus members of the Association. The Officer-at-Large and all committee members must be Full, Emeritus, Associate, or Student members in good standing with the chapter.

Section 2. Terms of office shall be one year for the Immediate Past President, President, President-Elect, and Officer-At-Large; two years for the Secretary and the Treasurer; and three years for the Representative to the Association Board. Newly elected officers shall take office at the beginning of the business year, which shall start on January 1 for one calendar year and continue through December 31 of that year, except that the term of the Representative to the Association Board shall begin as specified in the Association By-Laws and Rules.

Section 3. Officer vacancy: If an officer other than the President resigns or ceases to be eligible, the vacancy so created shall be filled for the remainder of the current year by election at the next meeting of the Chapter by a simple majority of Full and Emeritus members.

Section 4. Duties of the Immediate Past President: The Immediate Past President shall provide constancy and leadership support for the Chapter while providing guidance and assistance to the President, Chapter officers, and Committee Chairs.

Section 5. Duties of the President: The President shall preside at all Chapter meetings and shall preside as chairperson over Chapter Board meetings. The President shall lead the organization and, as necessary, call meetings of the Chapter Board. At the end of the President's term of office, the President shall succeed to the office of Immediate Past President.

Section 6. Duties of the President-Elect: The President-Elect shall be scientific director for Chapter meetings, set the exact dates for the Chapter meetings, and act in the place of the President in the President's absence. At the end of the President-Elect's term of office, or upon vacancy of the office of the President, the President-Elect shall succeed to the office of President.

Section 7. Duties of the Secretary: The Secretary shall assist the President and President-Elect with their responsibilities, scribe Chapter Board meeting minutes, and be responsible for recordkeeping of all correspondence for the Chapter. The Secretary shall also act in the place of the President in the absence of the President and the President-Elect.

Section 8. Duties of the Treasurer: The Treasurer shall have custody of the funds of the Chapter and shall execute the financial transactions of the Chapter. The Treasurer shall oversee membership compliance with dues payments, and will communicate with the President on related contentious issues.

Section 9. Duties of the Representative Board Member to the Association: The Representative Board Member to the Association shall represent the Chapter as a member of the Board of Directors of the Association. If the Representative Board member cannot attend a meeting of the Board of Directors of the Association, the President of the Chapter shall appoint an alternate Representative.

Section 10. Duties of the Officer-At-Large: The Officer-At-Large shall serve on the Chapter Board.

Section 11. Meeting Organization & Robert's Rules of Order: Except where provisions of this Constitution stipulate otherwise, all Meetings shall be conducted under the provisions of the current edition of "Robert's Rules of Order".

ARTICLE VII

STANDING COMMITTEES

There shall be five Standing Committees:

- A. Chapter Board of Directors
- B. Scientific Program Committee
- C. Nominating Committee
- D. Information Technology Committee
- E. Corporate Membership Committee

Section 1. Board of Directors: The Board of Directors shall consist of the Immediate Past President, the President, the President-Elect, the Secretary, the Treasurer, the Representative Board Member to the Association, and the Officer-At-Large, and are the voting members. The Chapter Board of Directors shall conduct the business of the Chapter in the intervals between Chapter meetings. The Board of Directors shall appoint the members of the Scientific Program Committee and may appoint such other committees, as it considers necessary.

Section 2. Scientific Program Committee: The Scientific Program Committee, with the concurrence of the Board of Directors, shall develop and implement the scientific programs of the Chapter meetings and any jointly sponsored meeting that the Chapter may undertake. The President-Elect shall be the chairperson of the Scientific Program Committee.

Section 3. Nominating Committee: The President shall appoint a Nominating Committee chair each year at least three months before the next Annual Business Meeting, which shall make nominations for any officer position being vacated. This Committee shall be composed of a chairperson and two other members. No officer shall serve on the Nominating Committee.

Section 4. Information Technology Committee: The President shall appoint an Information Technology Committee chair each year at least three months before the next Annual Business Meeting, which shall maintain the Chapter website and storage of electronic records. This Committee shall be composed at most of a chairperson and two other Chapter members.

Section 5. Corporate Membership Committee: The President shall appoint a Corporate Membership Committee each year at least three months before the next Annual Business Meeting, which shall solicit the ethical support from corporate members to assist with funding the Chapter. This Committee shall be composed at most of a chairperson and two other Chapter members.

ARTICLE VIII

ELECTION PROCEDURES

Section 1. Nominations for officers shall be made by the Nominating Committee.

Section 2. The Nominating Committee shall select at least two nominees for each office to be filled. No person shall be nominated without that person's consent.

Section 3. A notice listing the nominees selected under Section 2 shall be sent to the Chapter membership at least 6 weeks before the Annual Business Meeting, and shall state that further nominations from the Chapter members are in order.

Section 4. Nominations for officers may be made by at least two members after consent has been obtained from the nominee and must reach the Secretary at least 10 weeks before the Annual Association Meeting.

Section 5. The Secretary shall prepare a ballot to be sent to the Chapter voting membership not less than 4 weeks before the Annual Chapter Business Meeting.

Section 6. The closing date for the receipt of ballots by the Secretary shall be two weeks before the Chapter Annual Meeting.

Section 7. The Chapter Board shall count the ballots and the Secretary shall report election results at the Chapter Annual Meeting.

Section 8. The President-Elect and the Representative Board Member shall be elected by Chapter Full and Emeritus members, whereas the Secretary, Treasurer, and the Officer-At-Large shall be elected by Chapter Associate, Full, and Emeritus members.

ARTICLE IX

MEETINGS

Section 1. Not less than three meetings should be scheduled at times arranged by the Executive Board during the year. A petition by at least 10% of the membership shall cause a special meeting to be held.

Section 2. An Annual Business Meeting shall be convened at the place and time agreed upon by the Executive Board. The Chapter membership shall be notified of this decision at least one month before the meeting.

Section 3. Three elected officers and five Members shall constitute a quorum for voting on decisions at the Annual Business meeting.

ARTICLE X

ANNUAL REPORT

The President shall submit an annual report concerning Chapter activities to the Board of Directors of the Association and the Chapter membership before the Annual Business Meeting.

ARTICLE XI

AMENDMENTS

A proposed amendment to this Constitution must be prepared in writing and shall be signed by at least three members in good standing. The proposed amendment, with a supporting statement explaining why it is thought to be desirable, shall be submitted to the Secretary at least one month before the next Chapter meeting. A copy of the proposed amendment with a supporting statement shall be sent to each Chapter member. At the next Chapter meeting, there will be time provided for discussion of the proposal. A second communication of the proposed amendment with meeting comments and a ballot will be sent to each member. A date on which the ballots will be counted must be announced in the communication. At least 3 weeks must be allowed for return of the ballots to the Secretary. The adoption of the proposed amendment shall require the affirmative vote of a majority of members in good standing returning the ballots by the stated date. If approved, the proposed amendment shall become effective immediately. The Secretary shall submit a copy of the amended constitution to the Regional Organization Committee of the Association.