

Constitution of the New Jersey Medical Physics Society, a Chapter of the American Association of Physicists in Medicine

ARTICLE 1 (name)

The name of this organization shall be The New Jersey Medical Physics Society, (hereinafter referred to as the Chapter) of the American Association of Physicists in Medicine (hereafter referred to as the Association).

ARTICLE 2 (purposes)

Section 1a. The purposes of this chapter are:

To promote the application of physics to medicine and biology.

To encourage interest and training in medical physics and related fields.

To prepare and disseminate technical information in medical physics and related fields.

It is organized exclusively for charitable, scientific, and educational purposes as defined under Section 501 (C) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 1b. No part of the net earnings of the Chapter shall inure 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 purpose 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 by (a) a corporation exempt from Federal Income Tax under Section 501 (C) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, or (b) a corporation, contributing to which are deductible under Section 170 (C) (2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law.

Section 1c. In the event of dissolution of the Chapter, the Executive Board of the Chapter shall pay or make provision for the payment of all the liabilities of the Chapter. The residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501 (C) (3) and 170 (C) (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State, or Local government for exclusive public purpose, as the Executive Board shall determine.

Section 2. The jurisdiction of this Chapter shall be confined to the State of New Jersey. At such time as the majority of the members residing in any area of this state may wish to form or be incorporated into a new chapter of the Association, the jurisdiction of this Chapter over that area shall cease.

ARTICLE 3 (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 and charter members of the Chapter, and the duly authorized officers of the Association, shall admit the Chapter to the Association, and shall obligate the officers of both the Chapter and the Association in accordance with the provisions of both their Constitutions.

Section 3. The Chapter shall submit to the Board of Directors of the Association an annual report concerning the activities of the Chapter.

Section 4. The Board of Directors of the Association may dissolve the Chaptership at its discretion.

ARTICLE 4 (Membership)

Section 1. The Chapter shall consist of Members of the Association and other persons interested in the purposes of the Chapter. The Chapter shall have two membership levels.

NJ Chapter Full Member: Members of the Association and other persons interested in the purposes of the Chapter.

NJ Chapter Emeritus Member: Emeritus Member of the Association. An Emeritus member will possess all rights of a Full NJ Chapter member.

Section 2. Chapter members who are Full or Emeritus members of the Association may vote for bylaws changes and Chapter Representative. All chapter members may vote for the remaining Chapter officers and other issues.

ARTICLE 5 (Officers)

Section 1. The elected officers of the Chapter shall be a President, a President-Elect, a Secretary, a Treasurer, a Representative to the Association, and the immediate Past President.

Section 2. The President, President-Elect, and Representative to the Association shall be chapter members who are in good standing and are Full or Emeritus members of the Association. All officers shall define the NJ chapter as their primary chapter.

Section 3. Nominations for officers shall be made by a nominating committee, consisting of at least two Members of the Chapter, after written consent has been obtained from the nominee, and must reach the Secretary at least six weeks before the Annual Business Meeting.

The Secretary shall prepare a Ballot to be emailed to the general membership not less than four weeks before the Annual Business Meeting. The closing date for the receipt of ballots by the Secretary shall be one week before the Annual Business Meeting. The Secretary shall report the results of the election at the Annual Business Meeting.

Section 4. Tenure of office for the President and President-Elect shall be one year, tenure for the Secretary and Treasurer shall be two years, and tenure for the Chapter Representative shall be three years.

Section 5. The Executive Board of the Chapter shall consist of the six elected officers. They shall be responsible for the affairs of the Chapter. A majority of the Board shall constitute a quorum.

Section 6. The President shall preside at all general meetings and Executive Board Meetings of the Chapter. The President-Elect shall assume the duties of the President upon the resignation or in the absence of the latter.

Section 7. At the end of the President's term of office, the President-Elect shall succeed to the office of the President.

Section 8. The Secretary shall be responsible for the records of the Chapter affairs, membership records, and correspondence of the Chapter.

Section 9. The Treasurer shall be responsible for financial transactions, and shall provide a summary of the Chapter's income, expenses, and activities to the Association at the beginning of the next calendar year.

Section 10. The Representative to the Association will make every effort to represent the Chapter as a Member of the Board of Directors of the Association; if unable to be present at a given AAPM Board session, the chapter will remain unrepresented for that session.

Section 11. If any office other than that of the President becomes vacant during a year, elections to fill the vacancy for the unexpired term will be undertaken. Until a replacement is chosen by the membership, an interim appointment can be made by the Executive Board.

ARTICLE 6 (Committees)

Section 1. Standing Committees

The Standing Committees of the Chapter shall be:

- a. Nominating Committee
- b. Membership Committee
- c. Program Committee
- d. Scientific Committee
- e. Education Committee
- f. Professional Committee

Section 2. Nominating Committee

The President shall appoint a Nominating Committee each year at least four months before the next annual business meeting. This committee shall make nominations for elective officers other than that of President and shall be composed of the President, who shall be Chairman, and two appointed members who are currently serving on the Board.

Section 3. Membership Committee

With the concurrence of the Executive Board, the President shall appoint a Membership Committee which shall receive applications for membership from the Secretary and which, after consideration of the applicant's qualifications, shall make recommendations to the Executive Board. A majority vote of the Executive Board is required for membership.

Section 4. Program Committee

With the concurrence of the Executive Board, the President shall appoint a Program Committee, the Chairman of which shall be the President-Elect. This committee shall arrange programs and shall recommend to the Executive Board the time and place of Chapter meetings.

Section 5. Scientific Committee

With the concurrence of the Executive Board, the President shall appoint a Scientific Committee whose responsibility it shall be to recommend the direction of the scientific and/or technical activities of the Chapter.

Section 6. Education Committee

With the concurrence of the Executive Board, the President shall appoint an Education Committee whose responsibility it shall be to recommend the direction of the educational activities of the Chapter.

Section 7. Professional Committee

With the concurrence of the Executive Board, the President shall appoint a Professional Committee whose responsibility it shall be to recommend the direction of the professional activities of the Chapter in accord with Article 2, Section 1a and 1b.

ARTICLE 7 (Meetings and Dues)

Section 1. The business year of the Chapter shall coincide with the business year of the Association.

Section 2. The annual business meeting will be held in conjunction with a Chapter meeting.

Section 3. The Executive Board shall establish the time and the place of regular meetings; special meetings may be held if petitioned by at least 25% of the Chapter membership.

Section 4. Two elected officers and three Members shall constitute a quorum.

Section 5. Except as provided, the Parliamentary procedure of the Chapter shall be governed by "Roberts' Rules of Order". The Chairman of the Professional Committee shall act as Parliamentarian.

Section 6. The amount of annual dues shall be established by the Executive Board and must be approved by a majority of the Chapter membership via email ballot. NJ Chapter Emeritus members are exempt from paying chapter dues.

Section 7. Dues are due by the second regular meeting of the business year. Those persons whose dues are in arrears shall be disqualified from voting and holding office.

ARTICLE 8 (Amendments)

Section 1: Proposed amendments to bylaws may originate by petition bearing the signatures of at least three Members in good standing and submitted to the Chapter Secretary in writing.

Section 2: The Chapter officers shall transmit the proposed amendment, with a statement to its necessity and an argument in favor or against the proposed amendment, to the Secretary who will provide the document to all Members for a one-month "Review" period. The proposed amendments, together with the statement of necessity, and feedback from the general membership should be presented to ALL Chapter Members for final approval or rejection by an anonymous ballot. The Secretary shall be responsible for the integrity of the balloting process.

Section 3: A simple majority (>50%) of the ballots received on each proposal shall determine the outcome of the vote. The Secretary shall incorporate any and all changes into the new bylaws document and submit the final document to the membership. The Secretary shall forward a copy of the new bylaws document to the Executive Office Manager of the Association.