

THE MIDWEST CHAPTER
OF THE
AMERICAN ASSOCIATION OF PHYSICISTS IN MEDICINE
CONSTITUTION

ARTICLE ONE: Name

The name of the Chapter shall be:

The Midwest Chapter of the American Association of Physicists in Medicine.

It may be referred to in this Constitution and By-Laws as "the Chapter" or "the MCAAPM."

ARTICLE TWO: Period of Duration

The period of duration is perpetual.

ARTICLE THREE: Area of Jurisdiction

The Chapter headquarters shall be located in the vicinity of Chicago, Illinois. The Chapter shall have authority to solicit members primarily employed in Illinois, western Indiana and eastern Wisconsin.

ARTICLE FOUR: Purpose

The purpose of the Chapter shall be to promote the advancement of physics as applied to medicine and related fields. Among others, some specific purposes shall be:

- A. To provide opportunities for scientific discussions and exchange of ideas of physical-medical nature.
- B. To promote improvements and standardization of teaching methods and requirements for students of medical physics.
- C. To take action in scientific and educational matters within the realm of the Society.
- D. To discuss and, if necessary, take action in matters relating to the profession of medical physics.
- E. To discuss and, if necessary, take action in matters relating to radiation protection and control.

ARTICLE FIVE: Relationship with National Organization

- A. The Chapter shall function under the sponsorship of the American Association of Physicists in Medicine hereafter referred to also as "the Association" or "the AAPM."
- B. This Constitution, when signed by the duly authorized officers of the Chapter and the American Association of Physicists in Medicine, shall obligate the officers of both the Chapter and the Association in accordance with the provisions of both Constitutions.
- C. The Chapter shall not obligate in any way the officers or members of the AAPM without first obtaining written approval of the duly authorized representatives of the AAPM.

ARTICLE SIX: Membership

The Chapter shall be divided into several classes of members including Members, Emeritus Members and Associate Members. Further classes of members may be specified in the By-Laws. All classes of members shall be entitled to all the rights and privileges of members of the Chapter, provided, however, that only Members and Emeritus Members may vote on amendments to the Constitution and only Members of the AAPM may vote on the election of the representative to the AAPM. Members, Emeritus Members and Associate Members may vote on other matters, including election of officers.

Membership is open only to members of the AAPM.

Emeritus Membership is open to a Member in good standing who is either 65 years of age or older, or who is 60 years of age or older and has retired from a full-time position in the medical physics profession.

Associate Membership may be held by individuals who are interested in the application of physics to medicine and biology and in the purposes of this Chapter, but who are ineligible for Membership. Associate Membership can be converted to Membership at any time if the necessary requirements are met.

ARTICLE SEVEN: Election of Officers

The manner of election or appointment of the officers shall be provided in the By-Laws.

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ARTICLE EIGHT: Disposition of Assets

In the event of the liquidation, dissolution, or winding up of the Chapter, whether voluntary, involuntary, or by operation of law, the disposition of the assets of the Chapter shall be decided by a vote of the membership present at the last Business Meeting. The disposition of the assets shall be limited to the AAPM, the Health Physics Society, the Radiation Research Society, or any of their chapters. The disposition of assets may be to any one or any combination of these possible recipients. A two-thirds vote may specify a given formula for disposition, otherwise the assets shall be prorated among the different recipients according to the vote count.

ARTICLE NINE: Annual Business Meeting

The Chapter shall hold an Annual Business Meeting as specified in the By-Laws.

ARTICLE TEN: Amendments

Amendments to the Constitution can be made only at the Annual Business Meeting, or at a special business meeting called for said purpose. In either case, proposed amendments must be supported by at least two members, and reach the Secretary in time to be circulated with the agenda of the meeting. Such a meeting may accept any such proposed amendment, may accept it after modification, or may reject it. A proposed amendment which is accepted without modification becomes effective upon approval by the Executive Board of the AAPM. If a proposed amendment, is modified, it does not become effective until the proposed amendment, as modified, has been circulated to all members and has been accepted without further modification by a subsequent business meeting, and approved by the Executive Board of the AAPM. If and when any amendment to the Constitution has thus been made, the Secretary is required to circulate the Constitution as amended (or such part of it as has been amended) to all Members and Emeritus Members. This must be done as soon as conveniently possible and in any case not later than at the circulation of the notice convening the next Business Meeting. Amendments shall be carried by a two-thirds majority vote of the Members and Emeritus Members present.

ARTICLE ELEVEN: Attestation

The Midwest Chapter of the American Association of Physicists in Medicine is duly authorized by the Board of Directors of the American Association of Physicists in Medicine to function as a Chapter of the Association in accordance with the foregoing Constitution.

BY-LAWS

ARTICLE I: EXECUTIVE BOARD

Section 1 - Duties

The Executive Board (the "Board") shall be responsible for the affairs of the Chapter.

The Board shall direct the use and care of all funds and properties of the Chapter.

The Board is responsible for promulgating the Rules as provided for in the By-Laws.

The Board may appoint an Executive Director to assist in handling the affairs of the Chapter.

The Board shall have other duties pursuant to these By-Laws and in accordance with the Rules.

Section 2 - Composition

The Board will consist of the elected officers, the chairpersons of all standing committees, the Executive Director, and the most recent Past-President of the Chapter.

Section 3 - Term of Office

Term of office on the Board shall run concurrently with the term of office qualifying the individual to sit on the Board.

Section 4 - Board Meetings

Meetings of the Board will be at least annually in accordance with the Rules. Additional meetings of the Board may be held in accordance with the Rules. A majority of Board Members shall constitute a quorum. For the requirements of satisfaction of a quorum, individuals rather than offices shall be counted. The principle of one person one vote shall apply.

ARTICLE II: OFFICERS

Section 1 - Elected Officers

The elected officers of the Chapter shall be a President, President-Elect, Secretary-Treasurer, two Board-Members-at-Large, and Representative to the AAPM. These officers shall be elected as provided in these By-Laws.

Section 2 - Terms of Office

The terms of office for President, President-Elect, Secretary-Treasurer, and Board Members-at-Large are two years and the term of office for Representative to the AAPM is three years to coincide with the schedule established by the AAPM. The term of office of all officers shall start on the first of January following his/her election. Neither the President, President-Elect, nor Representative to the AAPM may succeed themselves. The Board Members-at-Large may be reelected for a maximum of two successive two-year terms, and the Secretary-Treasurer may be reelected for any number of successive two-year terms.

Section 3 - Nomination and Election

The Nominating Committee shall make nominations for President-Elect, Secretary-Treasurer, Board Members-at-Large, and Representative to the AAPM. Nominees for Representative to the AAPM must be Members or Emeritus Members of the AAPM. Nominees for all other offices must be Members or Emeritus Members of the Chapter except that the nominees for Secretary-Treasurer may be members of the Chapter. The Nominating Committee shall nominate at least one eligible individual for President-Elect, Representative to the AAPM and Secretary-Treasurer and two eligible individuals for Board Members-at-Large. Any eligible individual may also be nominated for any office by submission of a petition signed by at least 3 members. Nominations and petitions as well as written consent from each nominee must be received by the Secretary-Treasurer no less than eight weeks prior to the Annual Business Meeting.

The Secretary-Treasurer shall prepare a ballot to be mailed to Members, Associate Members and Emeritus Members not less than six weeks before the Annual Business Meeting. Space on the ballot shall be provided for write-in candidates. The closing date for receipt for the ballots shall be three weeks before the Annual Business Meeting. Those candidates who receive a simple majority of the votes cast shall be declared elected to office. If no candidate received a majority, then a runoff election shall be held between the two candidates receiving the largest number of votes. No write-ins will be allowed in the runoff election. All candidates shall be notified of the results of the election at least one week before the Annual Business Meeting.

Section 4 - Duties of the President

The President shall preside at all general meetings of the Chapter and at all meetings of the Board. He/she shall call to the attention of the Chapter any matters which affects its interests. He/she shall take action in accordance with the recommendations of the Board to whom he/she shall report at each meeting of the Board. All matters of major policy shall have prior approval of a majority of the Board. With concurrence of the Board he/she shall appoint members to represent the Chapter to other groups or societies as seem desirable. He/she shall submit to the Chapter membership an annual report concerning the activities of the Chapter, and this report shall be filed with the Secretary of the AAPM. He/she shall be a non-voting member of all committees. He/she shall provide for an annual audit of the Chapter's funds and it shall be so attested on the Treasurer's Annual Report.

Section 5 - Duties of the President-Elect

The President-Elect is chairperson of the Program Committee. He/she shall preside at any meeting of the Chapter or the Board from which the President is absent. Should the office of President be vacated for any reason, the President-Elect shall assume his/her duties for the remainder of the term of office. The President-Elect shall be a non-voting member of all committees except the Program Committee. At the end of his/her term of office, the President-Elect shall succeed to the office of President. Should the office of President-Elect become vacant with more than one year remaining in the term, a general election shall be held to fill the remainder of the term. If the position becomes vacant with one year or less remaining, the office shall remain vacant. The President shall then appoint a Program Committee Chairperson.

Section 6 - Duties of the Secretary-Treasurer

The Secretary-Treasurer shall keep in permanent form a correct record of all transactions of the Chapter and the Board. He/she shall be responsible for all correspondence for the Chapter to the members regarding meetings, amendments, membership status, and like matters as specified in the Rules. He/she shall be responsible for the financial records of the Chapter and accountable for all funds that may accrue to the Chapter. He/she shall disburse such funds as may be necessary to meet the appropriations and expenses of the Chapter, subject to the approval of the Board. He/she shall present a financial report to the Chapter at the Annual Business Meeting. In the event an Executive Director is appointed by the Board, the Rules shall provide for delineation of administrative responsibilities. In the event that the offices of President and President-Elect both should become vacant for any reason, the Secretary-Treasurer shall call a meeting of the Board for the purpose of appointing a Member President for the remainder of the term, at the end of which term both a President and President-Elect shall be elected by the membership.

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Section 7 - Duties of the Representative to the AAPM

The Representative to the AAPM shall represent this Chapter on the Executive Board of the AAPM, and report to the membership at least semi-annually.

Section 8 - Duties of the Board Members-at-Large

The Board Members-at-Large shall be regular voting Members of the Board who should insure that the interests and concerns of the members are adequately presented during Board deliberations.

ARTICLE III: COMMITTEES

Section 1 - Appointments and Tenure

The President, with the majority approval of the Executive Board, shall appoint members to the Standing Committees except as provided for in these By-Laws and in accordance with the Rules.

Membership of Standing Committees shall be limited to Members and Emeritus Members of the Chapter who are in good standing. Their tenure shall be determined by the President and may be unspecified except that the term of office shall not extend beyond the term of office of the President.

The President, with the majority approval of the Executive Board, shall appoint the Chairpersons to Standing Committees, with the exception of the Program Committee, which shall be chaired by the President-Elect, and the Nominating Committee, which shall be chaired by the most recent Past-President. The appointed chairpersons of the Standing Committees shall be non-voting members of the Executive Board. The term of office shall be concurrent with that of the President. Appointed chairpersons of Standing Committees may be reappointed.

The President, with the concurrence of the Board, may establish Ad Hoc Committees as the need arises or as required by these By-Laws. Tenure of committee members shall be determined by the President and may be unspecified except that the term of office shall not extend beyond the term of office of the President.

Section 2 - Standing Committees

The Standing Committees shall be:

- A. Nominating Committee
- B. Membership Committee
- C. Legislative Committee
- D. Public Affairs Committee
- E. Program Committee
- F. Publications Committee

Section 3 - Nominating Committee

The duties of the Nominating Committee shall be:

- (1) to prepare nominations for each elected office
- (2) to administer the election of officers

Section 4 - Membership Committee

The duties of the Membership Committee shall be:

- (1) to actively seek new members for the Midwest Chapter, AAPM
- (2) to administer the application process
- (3) to approve or disapprove applications for membership in the various categories

Section 5 - Legislative Committee

The duties of the Legislative Committee shall be:

- (1) to inform the membership of all new or proposed legislative pertaining to the interest of the MCAAPM
- (2) to report significant local new or proposed legislation to the national AAPM

Section 6 - Public Affairs Committee

The duties of the Public Affairs Committee shall be:

- (1) to act as a professional placement service and make members aware of professional positions available in the area
- (2) to act as a clearing house for information from the Chapter to the public
- (3) to find sponsors to assist in the financial support of Chapter activities
- (4) to promote the professional aspects of medical physicists in the Midwest region

Section 7 - Program Committee

The duties of the Program Committee shall be:

- (1) to plan scientific meetings
- (2) to encourage and oversee the organization of special lectures and seminars as well as symposia and workshops of educational or professional value to the membership of the Chapter

Section 8 - Publication Committee

The duties of the Publication Committee shall be:

- (1) to evaluate manuscripts for publication under the Chapter auspices
- (2) to oversee the publication of manuscripts under the Chapter auspices

ARTICLE IV: MEMBERSHIP

Section 1 - Application

Membership and Associate Membership applications shall be on a form authorized by the Executive Board. Approval by the Membership Committee is required for election to membership. The applicant will be informed of the type of membership offered. Dues may be prorated on the basis of a fiscal year.

Section 2 - Emeritus Members

A Member in good standing who is 65 years of age or older, or who is 60 years of age or older and has retired from a full-time position in the medical physics profession may request the Membership Committee to change the class of membership to that of Emeritus Member.

Section 3 - Requirements for Associate Membership

There shall be no further requirements for Associate Membership beyond those set out in the Constitution.

Section 4 - Change of Class of Membership

Any member desiring a change in membership classification shall submit a request to the Membership Committee giving the reasons for the requested change. The Membership Committee may change the class of membership for any member in order that the membership is in accordance with the Constitution and By-Laws. The Membership Committee shall notify the applicant of its decision.

ARTICLE V: FINANCE

Section 1 - Dues

Annual dues of the members are payable in a manner specified in the Rules. The Board shall recommend the amount of annual dues for each class of membership which must be approved by a majority of the voting Members present and voting at an Annual Business Meeting. Non-payment of dues may terminate membership as prescribed in the Rules. "Members in good stand" shall refer to members whose dues are not in arrears.

Section 2 - Other Assessments

The Board shall prescribe the cost and manner of payment of any special activities relative to the Chapter. These assessments shall be made only against those members who choose to participate in such activities.

ARTICLE VI: ANNUAL BUSINESS MEETING

Section 1 - Time and Place

An Annual Business Meeting shall be convened at the place and time agreed upon by the Board. The membership of the Chapter shall be notified of this decision at least two months before the meeting.

Section 2 - Quorum

At least 10% of the membership (Members and Emeritus Members) must be present to constitute a quorum.

Section 3 - Order of Business

The order of business shall be prepared by the President and approved by the Board.

Section 4 - Procedure

Except as provided, the parliamentary procedure of the Chapter shall be in accord with the current edition of Robert's Rules of Order.

Section 5 - Other Chapter Meetings

The Board, at its discretion, may collaborate with other organizations in sponsoring meetings.

ARTICLE VII: RULES OF THE CHAPTER

Section 1 - Purpose

The purpose of the Rules shall be to provide guidance to the Officers, the Board, the Committees, and any other appropriate group as to the normal and accepted methods of pursuing the activities of the Chapter. They shall be considered to be a working document which contains the collective experiences of various members as they participate in the activities of the Chapter.

Section 2 - Enactment and Amendment

The enactment and amendment of a Rule requires a majority vote of the members of the Board and becomes effective immediately after such ballot unless otherwise stipulated. The act of enacting or amending a Rule shall be in accordance with the Rules.

ARTICLE VIII: AMENDMENTS

Amendments to these By-Laws can be made at any Business Meeting or by ballot circulated to the membership. In either case, proposed amendments must be supported by at least two members. A simple majority of the members voting is required for passage of an amendment. The Secretary shall circulate the By-Laws which have been amended to all members.

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