

**Missouri River Valley Chapter
American Association of Physicists in Medicine**

BYLAWS

(Amended effective March 11, 2016)

Article I
Officers

Section 1: The officers of the Chapter shall be the President, the President Elect, the Secretary-Treasurer, the Past President and the Representative Board Member to the Association. Eligibility to hold office is defined in Article VI of the Constitution.

Section 2: (Duties of the President) The President shall preside at all meetings of the Chapter and shall preside over meetings of the Executive Committee. The President shall set the exact dates for the Chapter meetings and shall call such meetings of the Executive Committee as he/she deems necessary. The President shall appoint all committees to serve during the President's term, except the Nominating Committee and the Chairman of the Program Committee. At the end of the President's term of office he/she shall assume the office of the Past President.

Section 3: (Duties of the President-Elect) The President-Elect shall act in the place of the President in the President's absence, and the President-Elect shall serve as Chairman of the Program Committee. At the end of his/her term of office the President-Elect shall assume the office of President.

Section 4: (Duties of the Secretary-Treasurer) he Secretary-Treasurer shall be responsible for all correspondence and records for the Chapter and shall have custody of the funds of the Chapter and shall execute the financial transactions of the Chapter upon the direction of the Executive Committee. The Secretary-Treasurer shall also preside at meetings of the Chapter of the Executive Committee in the absence of the President and President-Elect.

Section 5: (Duties of the Representative Board Member to the Association) The Representative Board Member to the Association will 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 6: (Duties of the Past President) The Past President shall serve on the Executive Committee of the Chapter.

Section 7: The terms of the office of the Past President, President, President-Elect and Secretary-Treasurer shall be one year commencing January 1st following the fall business meeting. The Secretary-Treasurer shall not serve more than three consecutive terms. The term of office of the Representative Board Member to the Association shall be three years beginning January 1st following the fall business meeting.

Section 8: Vacancies among the officers occurring during the year shall be filled by qualified persons appointed by the Chapter's Executive Committee. For the office of Past President, any past President who is a member in good standing shall be considered qualified. An appointee whose tenure on the Executive Committee would extend past the calendar year shall be presented to the membership on the corresponding fall election ballot for approval or disapproval by a majority of qualified voters for the office in question. Upon approval, the appointee shall serve the entire unexpired term of the vacant office and at the end of this term of office the appointee shall assume other offices as specified by these Bylaws. Upon disapproval the office shall be considered vacant at the time of the fall meeting and shall be filled by nomination and majority vote of those in attendance who are qualified to vote for the office in question.

Article II The Executive Committee

Section 1: The Executive Committee will consist of the officers of the Chapter.

Section 2: The Executive Committee will conduct the business of the Chapter. Any special appropriation of funds exceeding \$200.00 necessary to development of a scientific program must be approved by the Executive Committee.

Section 3: The Executive Committee shall appoint the members of the Nominating Committee.

Article III Membership Application and Qualifications

Section 1: Application for any of the several classes of membership in the Chapter shall be made on a form designated by the Executive Committee. Each application shall be submitted to the Secretary-Treasurer and shall be endorsed by a member of the Association who has personal knowledge of the applicant.

Section 2: The Secretary-Treasurer shall provide a copy of each application to each member of the Executive Committee and shall request a vote of approval or disapproval. An affirmative vote of a majority of the Executive Committee shall be required for acceptance of the applicant. The Secretary-Treasurer shall notify the applicant and the Executive Committee promptly of the results of the vote, and the acceptance of new members shall be announced at the next Chapter meeting.

Section 3: Membership in good standing in the Association shall be considered as qualification for membership in the Chapter. The requirements for eligibility for membership for persons who are not members of the Association shall be set forth in Article VI of the Chapter Constitution. An academic degree in physical science or engineering shall be required. In special cases, the Executive Committee may consider as eligible for membership individuals who fail to meet the

academic requirement who can demonstrate adequate experience and who have contributed significantly to the field of medical physics.

Section 4: Junior Membership shall be open to students preparing for a career in the application of physics to medicine or biology.

Section 5: There shall be no further requirements for Associate Membership beyond those set out in Article VI of the Constitution.

Section 6: When Circumstances change such that a member no longer qualifies according the requirements of the Chapter, that membership shall terminate at the end of the fiscal year.

Article IV Meetings

Section 1: There shall be at least two regular meetings per year. They shall be designated as the Fall and Spring meetings. The Spring meeting shall be the annual business meeting.

Section 2: The President may call additional meetings.

Section 3: The order of business for any Chapter meeting shall be prepared by the President and approved by the Executive Committee.

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

Article V Finance

Section 1: The fiscal year of the Chapter shall coincide with the business year of the Association beginning on the 1st of January.

Section 2: The amount of annual dues and affiliation dues shall be determined by the majority of the Chapter members present at the spring business meeting and shall be due and payable at the beginning of the next fiscal year. A membership or affiliation in good standing will terminate at the time of the spring business meeting, if dues for the preceding fiscal year have not been paid. Reinstatement in good standing will require that dues for the entire year be paid.

Section 3: The President shall appoint an Audit Committee consisting of two members. They shall report the results of their audit of all financial transactions for the previous fiscal year at the spring business meeting.

Article VI
Nomination and Election of Officers

Section 1: Nominations of officers shall be made by a Nominating Committee consisting of a chairman and two other members appointed by the Chapter's Executive Committee.

Section 2: The Nominating Committee shall select at least one nominee for each office to be filled. No member shall be nominated without that member's consent.

Section 3: Nominations for officers may be made by at least two members after consent has been obtained from the nominee in time to reach the Secretary-Treasurer at least six weeks before the Fall or Spring business meeting.

Section 4: The Secretary-Treasurer shall prepare a Ballot to be available to the voting membership not less than four weeks before the Fall or Spring meeting for a two week period or longer (as determined by the nomination committee). The closing date for the receipt of ballots by the Secretary-Treasurer shall be one week before the Fall or Spring meeting.

Section 5: The Secretary-Treasurer shall report the results of the election at the Fall or Spring business meeting.

Article VII
Annual Report

Section 1: The President shall submit an annual report concerning the activities of the Chapter to the Board of Directors of the Association before the Annual Meeting of the Association.

Article VIII
Amendments

Section 1: A proposed amendment to the Bylaws 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-Treasurer. A copy of the proposed amendment with a supporting statement shall be sent to each member with discussion period at least two weeks before voting is open. A minimum two week voting period shall be taken on the proposed amendment. The adoption of the proposed amendment shall require the affirmative vote of a majority of voting members in good standing, and, if adopted, the amendment shall become effective immediately.