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***NORTH CENTRAL CHAPTER  
OF THE  
AMERICAN ASSOCIATION OF PHYSICISTS IN MEDICINE***

**CONSTITUTION**

Article I

The name of the organization shall be the “North Central Chapter of the American Association of Physicists in Medicine”, hereafter to be referred to as the “Chapter”.

Article II

The purposes for which the Chapter is organized are, within the area of jurisdiction of the “Chapter”:

- 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”.

All the assets and earnings shall be used exclusively for the purposes herein as set out above, including the payment of expenses incidental thereto, and no part of the net earnings shall inure to the benefit of any private member or individual, and no substantial part of the activities of the corporation shall be for the carrying on of propaganda or otherwise attempting to influence legislation.

Article III

The jurisdiction of the Chapter shall include the states of Wisconsin, Minnesota, North and South Dakota and contiguous areas not served by other Chapters of the Association. The Chapter shall have the authority to solicit members in the North Central Region of the United States without prejudice toward future formation of other chapters within this region.

Article IV

The Chapter shall be obligated with respect to the relevant provisions of the Articles of Incorporation and By-Laws of the Association. Said organization is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article V

The Chapter shall not use the name of the Association to obligate in any way the officers or members of the Association without first obtaining written approval of the duly authorized representative of the Association.

## Article VI

The Chapter shall be divided into several classes of membership, including Full Members, Junior Members, Emeritus Members, Corporate Members, and Associate Members. Further classes of members may be specified in the By-Laws. Only Members who are simultaneously Members of the Association may hold the offices of President, President-Elect, Secretary/Treasurer, and Representative Board Member to the Association, The privilege of voting for any of the above offices shall be limited to Full Members and Emeritus Members.

Full Membership is open to individuals who are engaged in the application of physics to medicine or biology. They shall be interested in the purposes of the Chapter as expressed in Article II. They shall meet standards as specified in the By-Laws.

Emeritus Membership is open to any full member in good standing who meets the requirements set forth within this paragraph through a request to the Membership Committee. This membership class shall be open to a member who is 55 years of age or older and has been a member in good standing for at least ten years, and has retired from the practice of medical physics Emeritus Members shall have all the rights and privileges of Full Members; Emeritus Members will not be required to pay dues.

Corporate Membership is open to any corporation involved in the application of products for use of physics in medicine and biology.

Associate Membership is open to individuals who are interested in the application of physics to medicine or biology and in the purpose of this chapter, but who are ineligible for Full Membership or Junior Membership.

Junior Membership is open to students preparing for a career in the application of physics to medicine or biology.

Additional requirements for the several classes of membership may be defined in the By-Laws. Except as provided, in this Constitution and in the By-Laws, all Members shall enjoy all rights and privileges of Membership.

## Article VII

The manner of election of the officers and duties shall be specified in the By-Laws.

## Article VIII

Any and all amendments to this Constitution must be supported by at least three Members of the Chapter in good standing who are also Members of the Association.

The proposed amendment with a supporting statement explaining why the proposed amendment is thought desirable shall be submitted to the Secretary-Treasurer at least one month before a Chapter meeting, at which it is intended for discussion. A copy of the proposed amendment with its supporting statement shall be sent to each eligible Member by the Secretary-Treasurer at least two weeks before the Chapter meeting, and the agenda for the meeting shall provide for a discussion of the proposed amendment. The Secretary-Treasurer shall prepare a summary of the discussion of the proposed amendment. The Secretary-Treasurer shall prepare a summary of the discussion, a copy of which, after it has been approved by the Executive Committee, shall be sent with an electronic or paper ballot to each eligible Member no later than one month after the Chapter meeting. Only ballots returned within one month from the date of mailing by the Secretary-Treasurer will be valid. The Secretary-Treasurer shall tabulate results. The adoption of the proposed amendment shall require the affirmative vote of two-thirds of the eligible Members voting. If passed, the amendment shall become effective at the next Chapter meeting.

# BYLAWS

## Article I - Officers

Section 1. The officers of the Chapter shall be the President, the President-Elect, the Secretary-Treasurer, the Immediate Past President, and the Representative Board Member to the Association. Only full or Emeritus Members in good standing may hold office.

Section 2. Duties of the President. The President shall preside at all meeting of the Chapter and of the Executive Committee, set the exact dates for the Chapter meetings, and call such meetings of the Executive Committee as necessary.

Section 3. Duties of the President-Elect. The President-Elect shall act as President during the President's absence, serve as Chairman of the Program Committee, and assume the position of President at the beginning of the next term.

Section 4. Duties of the Secretary-Treasurer. The Secretary-Treasurer shall be responsible for all correspondence and records for the Chapter, have custody of the Chapter's funds, execute the financial transactions of the Chapter, and act as second Vice-President.

Section 5. Duties of the Representative to the Association Board of Directors. The Chapter's Board Representative will represent the Chapter as a member of the Board of Directors of the Association. If the Board Representative cannot attend a meeting of the Board of Directors of the Association, the President of the Chapter shall appoint an alternate Representative. The Representative Board Member shall give a report to chapter members twice each year at chapter meetings or by a written report circulated to the members.

Section 6. Duties of the Past-President. The immediate Past-President shall serve on the Executive Committee of the Chapter, and shall act as President in the event the President and the President-Elect are absent.

Section 7. The terms of the office of the President and President-Elect shall be one year. The term of office for the Secretary-Treasurer shall be two years. The term of office of the Representative to the AAPM Board of Directors shall be three years. Under no circumstances may any officer serve more than two consecutive terms in the same office. The Representative to the AAPM Board of Directors may not serve consecutive terms.

Section 8. The term of office for all officers except the Board Representative shall expire following the annual spring business meeting. The term of office for the Board Representative shall expire at the end of the calendar year following the election of the new Representative.

Section 9. Vacancies occurring during the year among the officers may be filled by qualified persons appointed by the Chapter's Executive Committee. Persons appointed will remain in office until the next annual Chapter meeting.

## Article II - The Executive Committee

Section 1. The Executive Committee will consist of the President, the President-Elect, the Secretary-Treasurer, the Board Representative to the Association, and the Immediate Past President.

Section 2. The Executive Committee will conduct the business of the Chapter during the time between Chapter meetings.

Section 3. The Executive Committee shall appoint the members of the Program Committee and may appoint such other committees as it considers necessary.

## Article III - Membership Applications and Qualifications

Section 1. Membership in good standing in the Association shall be considered as qualification for membership in the Chapter. Chapter membership shall be automatically granted upon the candidate declaring to the Association that NCCAAPM is a primary or secondary chapter affiliation. Chapter Membership class shall match the class of membership with the Association.

The requirements for eligibility for membership for persons who are not Members of the Association shall be those set forth in Article VI of the Chapter Constitution, and an academic degree in a physical science or engineering. 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. A written 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. A majority vote of the Executive Committee shall be required for acceptance of the applicant.

Section 2. Junior Membership shall be open to students preparing for a career in the application of physics to medicine or biology.

Section 3. There shall be no further requirements for Associate Membership beyond those set out in Article VI of the Chapter Constitution.

Section 4. There shall be no further requirements for Emeritus Membership beyond those set out in Article VI of the Chapter Constitution.

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

Section 6. When circumstances change such that a member no longer qualifies according to the requirements of the Chapter, his/her membership shall terminate at the end of the fiscal year. Membership in any of the classes may be terminated following two year non-payment of dues, at the discretion of the Executive Committee.

## Article IV - Meetings

Section 1. There shall be two regular meetings per year. They shall be designated the Fall and Spring meetings. The Spring meeting shall be the Annual Chapter meeting.

Section 2. The President, with the approval of the Executive Committee, may call additional meetings. When calling a special meeting, the Secretary/Treasurer must send notices to all members including the time, location, and agenda for the meeting at least one month in advance.

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 10% of Full members shall constitute a quorum.

#### Article V - Finance

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

Section 2. The amount of annual dues shall be determined by the majority of the Chapter Members present at the Annual Chapter meeting and will be due and payable at that time.

Section 3. The President shall appoint an Audit Committee consisting of two Members. They shall report the results of the audit at the Annual Chapter meeting.

#### Article VI - Nomination and Election of Officers

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

Section 2. The Nominating Committee shall select at least one nominee for each office to be filled. Nominations shall require the consent of the nominee.

Section 3. Nomination 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 six weeks before the Annual Chapter meeting.

Section 4. The Secretary shall prepare a Paper or electronic ballot to be sent to the voting membership not less than four weeks before the Annual Chapter meeting. The closing date for the receipt of the ballots by the Secretary shall be one week before the Annual Chapter meeting.

Section 5. The Secretary shall report the results of the election at the Annual Chapter meeting.

#### Article VII - Annual Report.

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

A Proposed amendment to the By-Laws must be prepared in writing and shall be signed by at least three Full and/or Emeritus 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 at least one month before the next Chapter meeting. A copy of the proposed amendment with a supporting statement shall be sent to each Member at least two weeks before the next Chapter meeting. At that meeting a vote shall be taken on the proposed amendment. The adoption of the proposed amendment shall require the affirmative vote of a majority of members in good standing present, and if adopted, it shall become effective immediately.

## Article IX - Rules

### Section 1. Purpose

The rules of the corporation (the "Rules") shall augment the articles of incorporation and the Bylaws. Their purpose is to detail and expedite administrative matters of the corporation. The rules include matters which come under the purview of the executive committee, which is responsible for their development, enactment and documentation.

### Section 2. Enactment and amendment

The enactment or amendment of a Rule requires a majority vote of the members of the executive committee and becomes effective immediately after such a ballot unless otherwise stipulated. The act of enacting or amending a Rule shall be in accordance with the Rules. Rules may also be enacted at a scheduled meeting of the corporation by a majority vote of those present.

# **RULES**

1. The duties of the program committee, finance committee and awards and honors committee shall be provided by the executive committee.
2. The Secretary-Treasurer shall prepare a budget to be presented for approval of the membership at the Annual Meeting.
3. The budget shall include travel expenses for the Board Representative or alternate, to the Board of Directors meetings up to \$1500 per year, provided legitimate expense receipts are submitted.