

**Declaration of the Governing Body of
Mid-Atlantic Chapter of the American Association of Physicists in Medicine**

We declare that our Bylaws were adopted by two or more members of our governing body on _____ (Exact Date – mm/dd/yyyy). The copy submitted with our application is a complete and accurate copy of our Bylaws that were updated on February 21, 2001 and were signed and dated by at least two of our officers.

Signature of Officer and Title

Date

Signature of Officer and Title

Date

I understand that this resolution, as it is submitted as an integral part of my application for exemption, is signed under penalties of perjury and to the best of my knowledge is true, correct, and complete.

*** This document must be signed by at least two officers ***

**MID-ATLANTIC CHAPTER:
AMERICAN ASSOCIATION OF PHYSICISTS IN MEDICINE**

Bylaws

Updated, February 21, 2001

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BY-LAWS

(Revised 1997)

The By-Laws of the CHAPTER consists of the following eight ARTICLES:

- ARTICLE I Name
- ARTICLE II Purpose and Jurisdiction
- ARTICLE III CHAPTER Relationship
- ARTICLE IV Membership
- ARTICLE V Officers
- ARTICLE VI Meetings and Dues
- ARTICLE VII Amendments to By-Laws
- ARTICLE VIII Attestation

ARTICLE I Name

The name of this organization shall be the Mid-Atlantic Chapter of the American Association of Physicists in Medicine. (The Mid-Atlantic Chapter shall hereinafter be referred to as the CHAPTER; the American Association of Physicists in Medicine shall hereinafter be referred to as the ASSOCIATION.)

ARTICLE II Purpose and Jurisdiction

Section 1a: The purpose of this CHAPTER shall be: a) to encourage interest in the field of physics in medicine and biology and its application to human welfare, b) to promote and improve the practice of medical physics, and c) to promote research and training 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 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 the 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, contributions 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 CHAPTER will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501(c)(3) 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 of the CHAPTER shall determine.

Section 2: The jurisdiction of this CHAPTER shall be the District of Columbia, Maryland, southern parts of Delaware, Virginia, and southern parts of West Virginia. The CHAPTER shall have the authority to solicit members in this region without prejudice toward future formation of other Chapters within this region.

ARTICLE III CHAPTER Relationship

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

Section 2: The By-Laws, when signed by the duly authorized officers of the CHAPTER and 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 By-Laws.

Section 3: The President shall submit an annual summary report of the CHAPTER's activities to the Executive Committee of the ASSOCIATION by January 31 of the year following the presidency.

Section 4: The Board of Directors of the ASSOCIATION may, at its discretion, dissolve the CHAPTER if, in its opinion, the CHAPTER has ceased to function or its actions are considered detrimental to the objectives of the ASSOCIATION.

Section 5: 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 representative of the ASSOCIATION.

ARTICLE IV Membership

Section 1: The CHAPTER shall consist of Full Members, Emeritus Members, Associate Members, Junior Members, Corporate Members, and Affiliate Members.

Section 2: Full Members of the CHAPTER must be Full Members of the ASSOCIATION.

Section 3: Emeritus Members of the CHAPTER must be Emeritus Members of the ASSOCIATION.

Section 4: Associate Members of the CHAPTER must be Associate Members of the ASSOCIATION. Associate Membership can be converted to Full Membership at any time following change to Full Membership in the ASSOCIATION.

Section 5: Junior Members of the CHAPTER must be Junior Members of the ASSOCIATION or individuals who are preparing to meet the requirements for Membership and are currently enrolled as full-time students in a college or university course to that end. Junior Membership may be held for a period not exceeding four years.

Section 6: Corporate Membership is open to businesses, corporations, or institutions who wish to further the work of the CHAPTER, and whose election to membership is recognized as promoting the purposes of the CHAPTER.

Section 7: Affiliate Members of the CHAPTER are any individuals who are interested in the purpose of the CHAPTER but do not meet the requirements for Full, Emeritus, Associate, Junior, and Corporate membership.

Section 8: Voting on amendments to the By-Laws and on election of the Representative Board Member shall be restricted to Full Members and Emeritus Members in good standing. Voting on all other matters including election of officers, is open to Full Members, Emeritus Members, and Associate Members in good standing.

Section 9: A member in good standing shall be a member who is not delinquent in payment of dues (as set forth in the Rules).

Section 10: Membership may be terminated following non-payment of dues as set forth in the Rules or, by a two-third majority vote of the Executive Board, for conduct contrary to the stated purposes of the CHAPTER.

ARTICLE V Officers

Section 1: The elected officers of the CHAPTER shall be a President, (i.e. a President-Elect), a Secretary/Treasurer, and a Representative Board Member.

Section 2: The elected CHAPTER officers must be Full Members or Emeritus Members, except that the Secretary/Treasurer may be an Associate Member.

Section 3: An officer of the CHAPTER must be a member in good standing.

Section 4: The newly elected officers shall take office on the first of January of the year following the election results announcement. Tenure of office for elected officers are as follows:

President - 1 year

President-elect - 1 year

Secretary/Treasurer - 2 years

Representative Board Member - 3 years

The President-elect may not directly succeed oneself, but the Secretary/Treasurer and Representative Board Member may.

Section 5: Nominations for officers shall be made by a Nominating Committee appointed by the President and comprised of the Past President and at least one member in good standing who is not currently an elected officer.

This committee shall attempt to select at least two nominees for each elective office except for the Presidency. Nominees must be members in good standing. No member shall be nominated without that individual's consent. The list of nominees shall be submitted to the Secretary/Treasurer by no later than the first of September. The Secretary/Treasurer shall prepare a Ballot to be mailed to each voting member by no later than the first of October. This Ballot will include the proposed nominees and a write-in selection choice.

The closing date for receipt of Ballots to the Secretary/Treasurer or designee shall be no later than the fifteenth of November.

A plurality vote of the valid Ballots received shall elect.

Section 6: The President shall preside at all general meetings and Executive Board meetings of the CHAPTER. The President shall act as Program Committee Co-Chairperson.

Section 7: The President-Elect shall preside at any meeting of the CHAPTER or the Executive Board from which the President is absent. Should the office of President be vacated for any reason, the President-Elect shall assume the duties of the President for the remainder of the term of office. At the end of his term of office, the President-Elect shall succeed to the office of President. The President-Elect shall act as Parliamentarian and as Program Committee Co-Chairperson.

Section 8: The Secretary/Treasurer shall be responsible for the following:

- a. maintaining records of the CHAPTER's activities, affairs, and correspondence,
- b. maintaining membership records,
- c. maintaining financial records of the CHAPTER and accountability for all funds that may accrue to the CHAPTER,
- d. disbursal of such funds of the CHAPTER as may be necessary to meet appropriations and expenses incurred by the CHAPTER, subject to approval of the President or Executive Board, and
- e. submission of a quarterly financial summary report to the President for audit which will be included in the CHAPTER's Newsletter for members. Also, an annual financial report will be submitted to the Executive Board of the CHAPTER by the twenty first of January.

Section 9: The Representative Board Member will represent the CHAPTER as a member of the Board of Directors of the ASSOCIATION. If the Representative is unable to attend the Board of Directors meetings, the President of the CHAPTER shall designate an Alternate Representative.

A written report for each ASSOCIATION Board meeting will be submitted by the CHAPTER's Representative to be included in the CHAPTER's Newsletter for the members.

Section 10: The Executive Board of the CHAPTER shall consist of the above four elected officers, and the most recent Past President.

The Executive Board shall conduct the general business of the CHAPTER and shall set the rules of the CHAPTER by simple majority.

Any action taken by the Executive Board may be subject to review by the membership upon petition by at least twenty percent of the Full Members, Emeritus Members, and Associate Members.

Section 11: If any office, other than that of President, becomes vacant during the year, elections for the unexpired term will be held at the first regular meeting following written notification of the CHAPTER membership. Prior to this meeting an interim appointment may be made by the Executive Board of the CHAPTER.

ARTICLE VI Meetings and Dues

Section 1: The CHAPTER shall have a minimum of two meetings per calendar year.

Section 2: The business year of the CHAPTER will coincide with the calendar year.

Section 3: The CHAPTER's Annual Business Meeting will be held during one of the required scheduled meetings and announced in advance to the membership through the CHAPTER's Newsletter.

Section 4: The Executive Board shall establish the time and place of regular meetings. Special meetings shall be held if petitioned for by at least twenty percent of the CHAPTER Full Members, Emeritus Members, or Associate Members. The request for a special meeting must be submitted in writing to the Secretary/Treasurer.

Section 5: Twenty percent of the total Full Members, Emeritus Members, and Associate Members including two elected officers shall constitute a quorum for the execution of CHAPTER business. A quorum for any standing committee shall exist when a majority of the committee members is present.

Section 6: Except as provided, the parliamentary procedure of the CHAPTER shall be governed by Robert's Rules of Order.

Section 7: Dues shall be established by the officers of the CHAPTER subject to approval by a majority of the Full Members, Emeritus Members, and Associate Members present at the Annual Business Meeting.

ARTICLE VII Amendments to By-Laws

Section 1: Amendments to the By-Laws may be proposed at any CHAPTER meeting with the concurrence of at least five Full Members, Emeritus Members, or Associate Members and shall be submitted in writing to the CHAPTER Secretary/Treasurer prior to the meeting.

Section 2: Amendments will be acted upon only after the CHAPTER membership has been notified in writing by the Secretary/Treasurer. This notification of the proposed amendment shall take place at least thirty days prior to the meeting at which the amendment is to be considered.

Section 3: Amendments shall require approval of two-thirds of the Full Members and Emeritus Members present at the scheduled meeting.

ARTICLE VIII Attestation

The Mid-Atlantic 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 provisions of the foregoing By-Laws.

Dated this 8th day of July, 1980

Priscilla F. Butler, Secretary/Treasurer

Mid-Atlantic Chapter

Robert G. Waggener, President

American Association of Physicists in Medicine

Rules

The Rules of the CHAPTER consists of the following five items:

- 1.0 Dues
- 2.0 Standing Committees
- 3.0 Membership Directory
- 4.0 Newsletter Advertising
- 5.0 Amendments to Rules

1.0 DUES

1.1 Annual dues for Full Members and Associate Members shall be \$10.00. No dues shall be required for Emeritus Members or Junior Members. Annual dues for Corporate Members shall be \$25.00.

1.2 Dues become payable on the first of January and should be remitted to the CHAPTER by the fifteenth of March of that year. Full Membership in the CHAPTER ceases, i.e. mailings and directory listing are suspended, if member fails to meet annual dues requirements for two consecutive years. Full Members in arrears during the current year will be unable to vote in that year's elections or be nominated for an office.

1.3 Junior members must re-apply yearly with signature of a sponsor who is a Full Member or Emeritus Member of this CHAPTER.

2.0 STANDING COMMITTEES

2.1 The standing Committees of the CHAPTER shall be as follows:

- Education
- Executive
- Honors/Scholarship Awards
- Membership
- Newsletter
- Nominating
- Professional
- Program

2.2 The roles and responsibilities of the standing Committees shall be as follows:

Education Committee - The duties of the Education Committee shall be:

(1) to formulate and implement activities that aim to improve the training of members

(2) to actively engage in organizing various teaching programs such as seminars, symposiums, workshops of educational or professional value to the members

(3) to actively seek Continuing Education Credits for the CHAPTER's teaching programs.

Executive Committee - The duties of the Executive Committee shall be:

(1) to conduct the general business of the CHAPTER.

(2) to set rules of the CHAPTER by simple majority.

(3) to confirm/reject appointment of the Chairs of the Committees.

(4) to rule on the Committees proposals/programs.

(5) to help implementing the Committee's approved proposals/programs.

(6) to rule and oversee all the financial aspects of the CHAPTER.

Honors/Scholarship Awards Committee - The duties of the Honors/Awards Committee shall be:

(1) to evaluate and nominate Full Member in good standing to the CHAPTER President for recommendation to the AAPM Honors and Awards Committee

(2) to administer scholarship application process.

(3) to evaluate and nominate CHAPTER member(s) for scholarship award(s).

Membership Committee - The duties of Membership Committee shall be:

(1) to actively seek new members for the CHAPTER

(2) to administer the application process

(3) to approve or disapprove applications for membership following the CHAPTER Membership criteria.

(4) to maintain and update most current Membership Directory.

(5) to mail an updated Membership Directory to the membership at least every other year; preferably every year.

(6) to provide an updated mailing list to the Newsletter Editor and to the CHAPTER Secretary on an annual basis.

Newsletter Committee - The duties of the Newsletter Committee shall be:

(1) to assist Editor in seeking and preparing reports, information, and news for Newsletter at least two times per year.

(2) to assist editor in mailing Newsletter to the membership.

Nominating Committee - The duties of Nominating Committee shall be:

(1) to attempt to select at least two nominees, of good standing, for each elective officers.

(2) to seek consent from the nominees.

(3) to submit the list of the nominees to the Secretary by no later than the first of September.

Professional Committee - The duties of the Professional Committee shall be:

(1) to promote the professional aspects of medical physicists in the Mid Atlantic region.

(2) to inform the membership of new professional or proposed legislative pertaining to the interest of the CHAPTER.

(3) to report significant local or proposed legislation to the ASSOCIATION

(4) to act as a professional placement service and make members aware of professional positions available in the area.

(5) to act as a clearing house for information from the CHAPTER to the public.

Program Committee - The duties of Program Committee shall be:

(1) to plan scientific meetings

(2) to encourage, oversee, and assist organization of special lectures, seminars, symposium, and workshops of educational or professional value to the membership.

2.3 The chairperson of these committees (except Executive) will be chosen and named by the CHAPTER President when he/she takes office.

2.4 Committee membership will be the responsibility of the chairperson in consultation with the President.

2.5 The chairperson is responsible for submitting a report of the committee's activities to the President to be included in the CHAPTER's Newsletter.

3.0 MEMBERSHIP DIRECTORY

3.1 The CHAPTER Membership Directory shall be updated and distributed by the Membership Committee and shall be distributed by the Secretary/Treasurer to all CHAPTER members at least every two years.

3.2 There will be no sale of membership listings.

4.0 NEWSLETTER ADVERTISING

4.1 Free advertising will be made available for educational or non-profit activities if the CHAPTER incurs no expense.

4.2 Medical physics related commercial advertising will be accepted at \$50 for a half page or \$100 for an advertiser-supplied stuffing of not more than two pages.

4.3 The President or President-Elect, Secretary/Treasurer and Newsletter Editor must approve each advertisement.

5.0 AMENDMENTS TO RULES

5.1 Amendments to the Rules may be proposed and acted on at any Executive Board meeting. Amendments may be proposed by any board member or committee chairperson.

5.2 The approved amendment, other than the annual dues (Rule 1.1), shall become effective immediately.

KEY TO MAC AAPM MEMBERSHIP STATUS

Af Affiliate Member

As Associate Member

E Emeritus Member

- F Full Member
- J Junior Member
- C Corporate Member

KEY TO MAC AAPM MEMBERSHIP SPECIALTY

- D Diagnostic Physics
- H Health Physics
- N Nuclear Medicine Physics
- R Radiological Physics
- T Therapy Physics