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

**Bylaws**

*Updated, February 21, 2001 October 28, 2012*

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**BY-LAWS**
(Revised 1997)

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

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**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 9 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 Committee 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

Comment [A1]: To distinguish between chapter activities and AAPM Board.
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 his/her 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 Past-President, a Secretary, a Treasurer, and a Representative Board Member. The President-Elect, the Secretary, the Treasurer and the Representative Board Member shall be elected by the CHAPTER membership. The President and Past-President assume their positions at the end of their tenure, i.e., the President-Elect becomes President and the President becomes Past-President. These officers shall constitute the Executive Committee of the CHAPTER.

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 and be a member in good standing.

Section 43: 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
- President – 1 year

Comment [A2]: This set of changes clarifies what officers the CHAPTER will have and how they are elected. It splits the old Secretary/Treasurer office into separate Secretary and Treasurer offices. It also emphasizes that the Past-President is an officer.

Comment [A3]: This change tightens the membership category required for the Secretary and Treasurer.

Comment [A4]: This section is combined into the last. Meaning is unchanged.

Comment [A5]: Because not all offices are elected each year, removed the term “newly”
Past President - 1 year
Secretary - 2 years
Treasurer - 2 years
Representative Board Member - 3 years

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

Section 54: Nominations for officers shall be made submitted by a Nominating Committee comprised of the Past President and at least one member in good standing who is not currently an elected officer, writing (on paper or in electronic format). This committee, the Executive 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, same time schedule as the ASSOCIATION’s elections. 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, a biographical summary of each nominee, and a write-in selection choice. The ballot will be distributed to the chapter membership via either postal service or secure electronic voting system by a time in synchrony with that of the ASSOCIATION’s.

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 65: The duties of the President shall include:

a. presiding at all general meetings and Executive Board Committee meetings of the CHAPTER.

b. calling to the attention of the CHAPTER any matter which affects the CHAPTER’s interests.

c. to insert into the agenda of Executive Committee meetings business which is in accordance with the recommendations of the membership.

d. designate a webmaster with the concurrence of the Executive Committee.
e. with concurrence of the Executive Committee, he/she shall appoint members to represent the CHAPTER to other groups or societies as Program Committee Co-Chairperson, seem in the interest of the CHAPTER.

f. will serve as a non-voting member of all other MAC-AAPM committees except the Executive Committee where he/she is a voting member.

g. serve as a secondary signatory on all chapter bank accounts, the conditions as set forth in the rules.

Section 76: The duties of the President-Elect shall include:

a. preside at any meeting of the CHAPTER or the Executive Board Committee from which the President is absent. Should

b. 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 per the procedure in section 12 of this article. 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.

c. shall be a non-voting member of all committees except the Executive Committee where he/she is a voting member.

Section 7: The duties of the Past-President shall include:

a. presiding at all general meetings of the CHAPTER from which both the President and President-Elect are absent, AND

b. serve as a secondary signatory on all chapter bank accounts should the president not be able to do it, the conditions as set forth in the rules.

Section 8: The duties of 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. work with the webmaster in maintaining the CHAPTER website
d. maintaining current information published on any chapter website, social media outlet, or other electronic publishing system.

e. creation and distribution of Ballots for officer elections, AND

f. in the event that the offices of the President and President-Elect should both become vacant for any reason, to call a meeting of the membership to elect a new President-Elect.

Section 9: The duties of the Treasurer shall include:

a. 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, c. present an annual financial report will be submitted to the membership of the chapter at the Annual Business Meeting,

d. present to the Executive Board of the CHAPTER by Committee quarterly financial reports and annual budgets, as set forth in the RULES, AND

e. serve as the twenty first of January, primary signatory on all chapter bank accounts, subject to the conditions set forth in the rules.

Section 910: The duties of the Representative Board Member will represent shall include:

a. representing 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 of the ASSOCIATION, the President of the CHAPTER shall designate an Alternate Representative as a proxy, AND

Ab: submitting 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, Executive Committee.

Section 4011: The duties of the Executive Board Committee of the CHAPTER shall consist of the above four elected officers, and the most recent Past President. include:
The Executive Board Committee 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 Committee 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 1112: If any office, other than that of President or Past-President, becomes vacant during the year, elections for the unexpired term vacant office will be held at the first regular meeting following written notification of the CHAPTER membership following written notice of at least 30 days to the CHAPTER membership. Prior to this meeting an interim appointment may be made by the Executive Board Committee of the CHAPTER. If the office of the President becomes vacant for any reason during the year, the President-Elect will assume the duties of the President. If the office of Past-President becomes vacant for any reason during the year, the Executive Committee will decide who among the officers will assume the duties of the Past-President.

ARTICLE VI Committees

The standing committees of the CHAPTER shall be established in the RULES by the Executive Committee and published in the CHAPTER webpage.

ARTICLE VII 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 either a newsletter, a mailed announcement, electronic correspondence, and/or posted in the chapter’s web page.

Section 4: The Executive Board Committee 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, not addressed elsewhere in the bylaws. 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 Executive Committee 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. A comment period of at least 30 days will precede a vote on the proposed Amendment(s). The notification of the proposed amendment shall take place at least thirty days prior to the date on which ballots are to be counted.

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

ARTICLE VIIIIX 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