

By-Laws

Article I. Name

The name of the organization shall be the American College of Medical Physics (the “College”).

Article II. Objectives

The objectives of the College shall be:

1. To enhance the quality of the practice of medical physics.
2. To engage in professional activities for the benefit of the medical physics community.
3. To promote the continuing competence of the practitioners of medical physics.

Article III. Membership

Section 1. Classification of Members

Membership in this organization shall consist of seven classes:

1. Full Member
2. Honorary Member
3. Emeritus Member
4. Inactive Member
5. Provisional Member
6. Trainee Member
7. Affiliate Member

The term “member” shall refer to any or all of the above classes.

Section 2. Application

Membership application shall be on a form authorized by the Board of Chancellors (the “Board”). The applicant must be supported by three persons who have personal knowledge of the professional competence and ethics of the applicant. Prior to 1 August 1984, these three supporters may be Full Members or Emeritus Members either of the College or of the AAPM; after 31 July 1984, at least one supporter must be a Full Member in good standing or an Emeritus Member of the College. The method of election to membership in each class shall be as specified in the Rules.

Section 3. Requirements for Full Membership

Election to Full Membership requires that an individual shall

1. Be active in the clinical practice of medical physics
and
2. Have a masters or doctoral degree in physics, medical physics, radiological physics, physical science, engineering, mathematics, or biology.
and
3. (a) Have five years of experience in the clinical practice of medical physics – or -
(b) Have certification by at least one of the following:
 - American Board of Radiology,
 - American Board of Medical Physics,
 - Canadian College of Physicists in Medicine,
 - American Board of Health Physics,
 - American Board of Science in Nuclear Medicine.and
4. Subscribe to the Code of Ethics of the College.

Section 4. Honorary Members

Honorary Members shall be nonmembers who have made outstanding contributions to the science or practice of medical physics or the College, and who shall have been elected to Honorary Membership by the Board.

Section 5. Emeritus Members

Emeritus Members shall be those Members of the College who have attained the age of 65 and who have been granted Emeritus standing following application to the Membership Committee.

Section 6. Inactive Members

An Inactive Member shall be any member who does not qualify for Emeritus standing and who has retired from the practice of medical physics. The Membership Committee shall determine membership in this category upon request made by the individual.

Section 7. Voting Franchise

The right to vote is extended to Full Members and Emeritus Members.

Section 8. Requirements of Provisional Membership

To qualify for provisional membership, an individual shall:

1. Have a masters or doctoral degree in physics, medical physics or radiological physics, physical science, engineering, mathematics, or biology
and
2. Be currently active in the clinical practice of medical physics.

Section 9. Requirements for Trainee Membership

To qualify for trainee membership, an individual shall:

1. Be currently enrolled full time in a graduate training program in medical physics or a related field, or be enrolled full time in a medical physics residency program.
2. Provide documented proof of enrollment each year by furnishing a signed statement from the trainee's academic advisor or program director certifying the individual's full-time enrollment in the training program

Section 10. Requirements for Affiliate Membership

Election to Affiliate Membership requires that an individual shall:

1. Be active in the clinical practice of medical physics or affiliated with medical physics – and –
2. Have a masters or doctoral degree in physics, medical physics, radiological physics, physical science, engineering, mathematics, or biology – or –
3. Be certified by the Medical Dosimetrist Certification Board.

Article IV. Board of Chancellors

Section 1. General Duties

The general management of the American College of Medical Physics, to the extent permitted by law, by the Articles of Incorporation, and by these Bylaws, shall be vested in the Board of Chancellors (the "Board"). The Board shall supervise, control, and direct the business and affairs of the College. The Board, consistent with other provisions of these Bylaws, may delegate any of its powers to any committee, officer, or agent. The Board shall retain the power to appoint committees but will usually allow the Chair to submit a list of Committee nominees for the Board's approval. The Board shall be responsible for the appointment of the Editor-In-Chief of the *Journal of Applied Clinical Medical Physics*. The Board shall have other duties pursuant to these Bylaws and in accordance with the Rules.

Section 2. Composition

The membership of the Board of Chancellors shall be composed of elected and ex-officio members as follows:

1. Elected Regional Chancellors

There shall be one chancellor from each ACMP Region elected by the Membership of that region.

2. Ex officio

The Immediate Past Chair, Chair, Vice Chair, Secretary, and Treasurer shall serve as ex-officio members of the Board with full voting rights. The Executive Secretary, if appointed, shall serve as a nonvoting ex-officio member of the Board.

Section 3. Election of Regional Chancellors

1. ACMP Regions shall be determined by the Board based upon the geographical distribution of the Membership. The Initial Board shall consist of the members of the Forming Group.
2. Regional Chancellors shall be elected by a majority vote of the Membership voting from the respective ACMP Region.

Section 4. Terms of Office

Regional Chancellors shall be elected for a three-year term. After serving that term, they shall not be eligible for re-election for a period of one year. A term of office shall begin on January 1 of the year following that Annual Meeting at which the election results were announced, and shall continue until the successor takes office. One-third of the Regional Chancellors shall be elected each year after the first full year following adoption of these Bylaws.

Section 5. Board Meeting

A regular meeting of the Board shall be held not less than annually, and such annual meeting shall be held during the Annual Meeting of the members. A majority of Board Members shall constitute a quorum. The conditions allowing proxies are specified in the Rules.

Article V. Officers

Section 1. Officers

The College shall have the following officers:

1. Chair
2. Vice Chair
3. Secretary
4. Treasurer
5. Immediate Past Chair

Section 2. Nomination and Election

Nominations shall be presented by the Nominating Committee. Nominees for Vice Chair must be Full Members who are current or past Board Members, or Fellows. Nominees for Secretary or Treasurer shall be Full Members or Fellows. Nominees shall give their consent. Election shall be by a majority vote of the Board Members eligible to vote.

Section 3. Duties of the Chair

The Chair shall function as the chief executive officer of the College. The Chair shall:

1. See that all orders and resolutions of the Board are carried into effect.
2. Preside over all meetings of the Membership and the Board.
3. Report to the Board all matters within the Chair's knowledge which the interest of the College may require to be brought to its notice.
4. At the time of the Annual Meeting, submit to the Board a report of the operations of the college for the preceding year and a statement of its current affairs.
5. Perform such other duties as are incident to the Office of the Chair or as may be prescribed by the Board.
6. At the end of the Chair's term of office, the Chair shall succeed to the office of the Immediate Past Chair.

Section 4. Duties of the Vice Chair

The Vice Chair shall:

1. Assist the Chair in the performance of the Chair's duties.

2. In the absence or inability to act of the Chair, perform the duties of the Chair and preside at all meetings of the College.
3. The Vice Chair shall succeed to the Chair upon the expiration of the Chair's term or in the event of death or resignation of the Chair.

Section 5. Duties of the Secretary

The Secretary shall:

1. Be responsible for the proper recording of meetings of the College.
2. See that all notices are duly given.
3. Be custodian of the corporate books, records, and papers.
4. Perform all duties normally incident to the Office of the Secretary.
5. Perform such other duties as may be prescribed by the Board or the Chair.
6. In the event that the offices of Chair and Vice Chair should become vacated for any reason, the Secretary shall call a meeting of the Board for the purpose of electing a Chair and Vice Chair.

Section 6. Duties of the Treasurer

The Treasurer shall:

1. Have charge and custody of the funds of the College.
2. Be responsible for the keeping of such funds in depositories approved by the Board.
3. Insure that all necessary tax returns are filed.
4. Assist the College's accountants in the preparation of annual financial reports.
5. Disburse such funds as may be necessary to meet the appropriations and expenses of the College, subject to the approval of the Board.
6. Perform all duties normally incident to the Office of the Treasurer.
7. Perform such other duties as may be prescribed by the Board or the Chair.

Section 7. Duties of the Immediate Past Chair

1. The Immediate Past Chair shall preside at all meetings of the College or Board from which both the Chair and Vice Chair are absent.
2. The Immediate Past chair shall serve for this year as a member of the Rules Committee

Section 8. Terms of Office

The terms of the Chair and Vice Chair shall be for one year. The Secretary and Treasurer shall serve for a term of two years. A term of office shall begin on January 1 of the year following the Annual Meeting at which the election results were announced.

Article VI. Committees

Section 1. Appointments and Tenure

The Vice Chair, with the concurrence of the Board, shall appoint members to the Standing Committees, except as provided otherwise in these Bylaws and in the Rules. Membership of Standing Committees shall be limited to Full Members and Emeritus Members of the College who are in good standing, except as provided otherwise in these Bylaws. Their tenure shall be as specified in the Rules. The Chair, with the concurrence of the Board, may establish other committees as the need arises. Members of Committees and/or Commissions can be removed for failure to comply with the goals and missions of the ACMP and/or failure to discharge their duties and responsibilities of office as deemed by majority vote of the Executive Committee.

Section 2. Standing Committees

The Standing Committees shall be:

1. Executive Committee
2. Nominating Committee
3. Membership Committee
4. Finance Committee
5. Rules Committee
6. Ethics Committee

7. Awards and Honors Committee
8. Other Committees as specified in the Rules

Section 3. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Secretary, Treasurer, and Immediate Past Chair. The Executive Secretary, if appointed, will be a nonvoting member.

Section 4. Nominating Committee

The Chair shall appoint a Nominating Committee each year at least six months before the next Annual Business Meeting. The Nominating Committee shall make two nominations for Vice Chair, Secretary, and Treasurer, as appropriate. This committee shall be composed of the Vice Chair at the time of the formation of the committee, who shall chair the committee, and two other Board Members sitting on the Board at the time of the formation of the Committee.

Section 5. Membership Committee

The Membership Committee shall consist of at least three members including the Secretary plus other members appointed by the Vice Chair with the concurrence of the Board. This committee shall examine applications for membership as well as requests for change of membership status. They will elect or reject the applicant by majority vote based upon the information submitted and the membership criteria listed in the Bylaws and Rules of the College. In the event of dispute, applicants may appeal the Membership Committee action to the Board.

Section 6. Finance Committee

The Finance Committee shall consist of the Treasurer, who shall chair the committee, another member of the board, two members of the College who are not on the Board and the Managing Editor of the *Journal of Applied Clinical Medical Physics*. The Executive Secretary, if appointed, shall be an ex-officio nonvoting member. This committee shall be responsible for presenting the financial condition of the College at each regular meeting of the Board and to advise the Board on the expenditure of the College funds. Additional duties may be specified in the Rules.

Section 7. Rules Committee

The Rules Committee shall consist of at least three members of the College, one of whom will be the Immediate Past Chair. This Committee shall act as interpreter of the Articles of Incorporation, the Bylaws, and the Rules; shall initiate amendments to the same as directed by the Board; and shall serve as coordinator for all Rules promulgated by the Board. The Chair of the Rules Committee will serve as the Parliamentarian of the College.

Section 8. Ethics Committee

The Ethics Committee will receive allegations as to unethical conduct of a member in the practice of medical physics and report its recommendations to the Board.

Section 9. Awards and Honors Committee

The Awards and Honors Committee shall recommend to the Board of Chancellors individuals to receive College Awards or Honors as specified in the Rules. Such awards and honors shall include but not be limited to the Marvin M. D. Williams Award and designation as a Fellow of the College.

Section 10. Other Committees

The Board may establish other committees, determine the method of appointment of membership thereto, and assign to such committees such duties and responsibilities as are deemed appropriate and consistent with the Bylaws.

Article VII. Executive Secretary

The Board shall have the authority to employ an Executive Secretary, whose duties shall be those usually performed under such employment. The Executive Secretary shall conduct the headquarters office of the College, keep accurate records of the College proceedings and activities, and serve as general custodian of the College documents and property. At its discretion, the Board may substitute the title Executive Director for the title

Executive Secretary without any change in the duties or responsibilities of such individual. The Executive Secretary shall not be a member of the College.

Article VIII. Discipline

A member may be censured, suspended, expelled, or otherwise disciplined for violation of the College's Bylaws, Rules, or Code of Ethics, or for any conduct detrimental to the reputation and best interest of the College or inconsistent with its purposes. Complaints alleging such ethical or other misconduct may be made by any Member or any interested third party and shall be submitted in writing to the Ethics Committee. The Ethics Committee shall investigate the circumstances surrounding each complaint and determine whether or not further action should be taken. Procedures for notification of the member against whom the complaint was made, for holding a hearing, and for appeals shall be as specified in the Rules.

Article IX. Dues

Section 1. Dues

The amount of dues for all classes of membership shall be recommended by the Board and must be approved by a majority of the voting members present and voting at an Annual Business Meeting. Nonpayment of dues may terminate membership as prescribed in the Rules. "Members in good standing" shall refer to members whose dues are not in arrears.

Section 2. Subscriptions

The Board, upon recommendation of the Editorial Board of the *Journal of Applied Clinical Medical Physics* (JACMP) and with the approval of the Finance committee shall set the cost and manner of payment for each class of membership for the annual subscription (if any) for the JACMP.

Article X. Meetings of the College

Section 1. Time and Place

The annual and interim meetings of the members shall be held at such time and place as the Board shall direct. The membership of the College shall be notified at least four months before the meeting.

Section 2. Order of Business

The order of business at the Annual Meeting and interim meetings shall be prepared by the Chair and approved by the Executive Committee.

Section 3. Procedure

The meetings and proceedings of the College shall be regulated and controlled according to the current edition of "Roberts' Rules of Order" except as may be otherwise prescribed in these Bylaws.

Article XI. Rules

Section 1. Purpose

The Rules of the College (the "Rules") augment the Articles of Incorporation and Bylaws. Their purpose is to detail and expedite administrative matters of the College. The Rules include matters which come under the purview of the Board, which is responsible for their development, enactment, and documentation.

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 XII. Amendments

Proposed amendments of the Bylaws may originate in the Board, in the Rules Committee, or by petition bearing the signatures of at least five Members in good standing. Proposals for amendments along with supporting statements as to their necessity shall be presented to the Chair of the Rules Committee at least 90 days prior to the

Annual Business Meeting. The Rules Committee shall report their recommendations on proposed amendments to the Board. The Board Chair shall transmit the proposed amendment along with the supporting statement to the Secretary, who will distribute the document to all Full Members and Emeritus Members at least 30 days before the Annual Business Meeting. This can be done through the mail or by electronic transmission. The Secretary shall receive, from Full Members and Emeritus Members, arguments for and against proposed amendments and shall present them at the Annual Business Meeting. The proposed amendment together with the statement of the Board and a summary of the arguments for and against it shall be presented to the Full Members and Emeritus Members for final approval or rejection by secret ballot. The Secretary shall set a date, which shall be between 15 and 30 days from the time that the ballots are distributed, by which completed ballots must be returned. Ballots distributed to the membership shall be coded in such a way as their authenticity can be verified but that the name of the voter is not apparent. The Secretary shall send ballots to tellers who have been appointed by the Chair. Amendments shall be adopted after a favorable vote of two-thirds of the ballots received and validated.

Article XIII. Indemnity

To the extent permitted by law, each representative, committee member, or officer and other agent of the College shall be held harmless and indemnified by the College against all claims and liabilities and all costs and expenses, including attorney's fees, reasonably incurred or imposed upon the agent in connection with or resulting from any action, suit, or proceeding, or the settlement or compromise thereof, to which the agent may be made a party by reason of any action taken or omitted to be taken by said agent as a representative, committee member, officer, or agent of the College, except in relation to matters as to which any such person shall be adjudged in such action, suit, or proceeding to be liable for willful misconduct in the performance of the agent's duty and to such matters as shall be settled by agreement predicated on the existence of such liability. This right of indemnification shall inure to such person whether or not such person is a representative, committee member, officer, or agent at the time such liabilities, costs, or expenses are imposed or incurred and, in the event of such person's death, shall extend to such person's legal representatives. To the extent available, and permitted by law, the College shall insure against any potential liability hereunder.

Article XIV. Fiscal Year

The fiscal year of the College shall be the calendar year.

Amended 7/17/2009, 7/14/2010