

Rules

1.0 Name

The Name of the organization shall be as set forth in the Bylaws, Article I. Name.

2.0 Objectives

The Objectives of the organization shall be as set forth in the Bylaws, Article II. Objectives

3.0 Membership

3.1 Full Members

Full membership shall be offered to those medical physicists who meet the qualifications specified in the Bylaws. The applicant must submit the appropriate form to the Executive Secretary at Headquarters for consideration by the Membership Committee. The Membership Committee shall elect or reject the applicant based upon the information submitted or may bring the application before the Board for its consideration, should circumstances warrant.

Full members shall have the right to elective offices and election to the Board of Chancellors in addition to the right to vote, to committee, commission, and council membership; and to consideration for advancement to Fellowship status.

Full members shall remain primarily engaged in medical physics or related activities either full or part-time.

3.2 Honorary Members

Honorary membership shall be decided by the Board on a case-by-case basis. Honorary members shall pay no dues, shall not have the right to vote, and can not hold elective office, but shall have the right to be appointed to committees, commissions, and councils.

3.3 Emeritus Members

Emeritus membership shall be offered to those members meeting the qualifications specified in the Bylaws. Applicants must submit the appropriate application form to the Secretary for consideration by the Membership Committee. The Membership Committee shall elect or reject the applicant based upon the information submitted and the criteria for Emeritus Membership specified in the Bylaws.

Emeritus members shall pay no dues, shall not hold elective office, but shall have the right to be appointed to committees, commissions, and councils and the power to vote.

3.4 Inactive Members

Inactive membership shall be offered to those members meeting the qualifications stated in the Bylaws.

Inactive members shall pay dues as determined according to Bylaw IX, section 1 and shall not have the power to vote; serve on committees, commissions, and councils; nor hold elective office.

Reinstatement to active membership can be accomplished by indicating to the Membership Committee the change in circumstances.

3.5 Provisional Members

Provisional membership shall be offered to those individuals who meet the qualifications specified in the Bylaws. The applicant must submit the appropriate form to the Executive Secretary for consideration by the Membership Committee. The Membership Committee shall elect or reject the application based on the information submitted or may bring the application before the Board for its consideration, should circumstances warrant.

Provisional members shall have the right to committee, commission and council membership and to consideration for Full Membership when the necessary requirements have been met. Provisional Members shall not have the right to elective offices or election to the Board of Chancellors and shall not have the right to vote.

Provisional membership status shall be automatically upgraded six months following the date when the necessary requirements for Full membership have been met.

3.6 Trainee Members

Trainee Membership shall be offered to those individuals who meet the qualifications specified in the Bylaws. The applicant must submit the appropriate form and documentation to the ACMP Executive Secretary for consideration by the Membership Committee. The Membership Committee shall elect or reject the application based on the information submitted or may bring the application before the Board for its consideration, should circumstances warrant.

Trainee members shall have the right to committee, commission and council membership and to consideration for Provisional membership when the necessary requirements have been met. Trainee members shall not have the right to elective offices or election to the Board of Chancellors, and shall not have the right to vote.

Trainee Membership is available only to those individuals 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. Proof of enrollment must be documented each year by furnishing documentation from the trainee's academic advisor or program director certifying full-time enrollment in the training program. An individual may remain as a trainee member for a period of no more than five years from the date of acceptance as a trainee member. Transfer from Trainee Membership to Provisional Membership shall occur on January 1 following graduation from the graduate training program I medical physics or completion of the medical physics residency program.

3.7 Affiliate Members

3.7.1 Affiliate membership shall be offered to those individuals who meet the qualifications specified in the Bylaws. The applicant must submit the appropriate form to the Executive Secretary for consideration by the Membership Committee. The Membership Committee shall elect or reject the application based on the information submitted or may bring the application before the Board for its consideration, should circumstances warrant.

3.7.2 Affiliate members shall have the right to committee, commission and council membership and to consideration for Full Membership when and if the necessary requirements have been met. Affiliate members shall not have the right to elective offices or election to the Board of Chancellors and shall not have the right to vote.

3.7.3 Affiliate Members in Dosimetry shall be active in the clinical practice of medical dosimetry

4.0 Board of Chancellors

4.1 Duties

In addition to the duties specified in the Bylaws, the Board shall also have the following charges:

4.1.1 To approve an operating budget for each fiscal year which shall be from January 1 through December 31.

4.1.2 To appoint, or authorize the Chair to appoint, a CPA to audit the accounts of the Treasurer and any other accounts held by the College, said audit to be completed by one month before the Annual Business Meeting.

4.1.3 To approve a management organization to attend to the daily operations of the College as approved and directed by the Board, the Executive Committee, or any member of said Executive Committee.

4.1.4 To appoint an Executive Secretary with appropriate compensation to assist in handling the affairs of the College.

4.1.5 To be responsible for the affairs of the College. No member, committee, commission, or council shall enter into any formal contract or otherwise commit the College to any obligation, financial or otherwise, without the expressed written consent of the Board.

4.1.6 To give the Chair the privilege of making interim appointments without the concurrence of the Board. However, all interim appointments must be presented to the Board as soon as practicable and no later than the next Board meeting. Interim appointments must be approved by the Board to be continuing.

4.1.7 To fix annual dues for all categories of membership and to waive the dues of any individual in any category for sufficient cause.

4.1.8 To establish a set of Rules which will govern the conduct of its business. Copies of these Rules will be made generally available to College members.

4.1.9 To review all policy statements that have been in effect for five years to ensure that they reflect the views of the College and to review the recommendations of the Publications Committees concerning the applicability of

publications, then approve each for a specified time up to five years, recommend revision, or discontinue the policy or publication.

4.2 Composition

The Composition of the Board of Chancellors shall be as specified in the Bylaws.

4.3 Nomination and Election

4.3.1 For each region in which a Board member needs to be elected, a Nominating Committee shall be formed, consisting of the ACMP Secretary and the current Chancellor from that region, at least three months prior to the Annual Meeting. The Committee will nominate two voting members in good standing.

4.3.2 The report of the Nominating Committee will be sent to the voting members at least 75 days prior to the Annual Meeting requesting additional nominations. Additional nominations must be with consent of the nominee and signed by two voting members of the region.

4.3.3 Ballots will be distributed to the voting membership at least two months prior to the Annual Meeting

4.3.4 Marked ballots shall be returned to the Secretary for counting within 30 days of receipt.

4.3.5 The Secretary shall notify the Chair of the Board and the individuals elected.

4.3.6 If the election results in a tie, a second ballot will be sent containing those nominees receiving the highest number of votes. If the results of the second ballot end in a tie, the Secretary shall notify the Chair and the nominees who tied. The nominees shall be given an opportunity to withdraw. If no one elects to withdraw, the Secretary shall take the issue to the Board at the Annual Meeting for resolution

4.4 Terms of Office

4.4.1 Regional Chancellors shall be elected for a three-year term and after serving that term 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 the Annual Meeting at which the election results are announced, and shall continue until the successor takes office. Approximately one-third of the Regional Chancellors shall be elected each year.

4.4.2 The re-election provision of 4.4.1 of the Rules shall not apply to a Board member appointed by the Board to fulfill an unexpired term relative to election for the term of office immediately following his/her appointment to fill a vacancy.

4.5 Board Meetings

4.5.1 A regular meeting of the Board shall be held as specified in the Bylaws.

4.5.2 Special meetings of the Board shall be called by the Chair upon written consent or request of one-third of the Board members. Notice of special meetings, together with the purpose of such meetings, shall be sent to members of the Board at least 30 days before the meeting. Special Board meetings can be in-person, or by electronic means as conference calls, etc.

4.5.3 Board members, Commission, Committee, or Council Chairs, or others who wish to place items on the agenda must send these items to the Secretary at least 30 days prior to the meeting.

4.5.4 Proxy representatives may be appointed by a Board member for a particular Board meeting. Such designation shall be in writing and signed by the regular Board member and state who the proxy will be and the meeting for which such an individual will be proxy. Proxies shall be a member of the College.

4.5.5 The business of the Board may be conducted at meetings, through the mail or electronically. In such cases, the Secretary shall send notification to all Board members with a description of the business to be accomplished. Any modification of the proposed action shall be accomplished through a second notification. An affirmative vote of a majority of the Board shall be required for the adoption of any action.

4.6 Resignations, Vacancies, and Removals

Any elected Chancellor may resign by giving written notice to the remaining members of the Board of his intention to do so and the date upon which his/her resignation shall become effective, and his tenure or office shall terminate on the date specified. The Board may, by a two-thirds vote of its members, remove any elected Chancellor for cause. Vacancies occurring among the elected Board members between Annual Meetings shall be filled by the Board by a majority vote of the remaining members of the Board. The individual so chosen shall be from the vacated ACMP Region and shall hold office until the next Annual Meeting of the College or until his successor shall have been elected and qualified.

5.0 Officers

5.1 Elected Officers

The elected officers shall be the Vice Chair, the Secretary and the Treasurer.

5.2 Nomination and Election

5.2.1 In the event that the office of the Vice Chair, Secretary or Treasurer becomes vacant for any reason, the Chair shall call a special meeting of the Nominating Committee within 30 days of this vacancy for the purpose of nominating candidates, as described in the Bylaws, for the vacant position(s). A special election shall be held within 60 days to fill the unexpired portion(s) of the term(s) of office.

5.2.2 Any tie vote shall be broken by the vote of the Immediate Past Chair.

5.3 Duties of the Chair

In addition to the duties specified in the Bylaws, the Chair shall:

5.3.1 Call Executive Committee meetings at appropriate times to discuss the affairs of the College.

5.3.2 Make interim appointments as the situation warrants. Such appointments must be presented to the Board for approval as soon as practicable and not later than the next Board Meeting. This can be done electronically, via a conference call or at a regular or special meeting of the Board.

5.3.3 Serve as a member, ex officio, with the right to vote, on all committees, commissions, and councils of the College.

5.3.4 Execute all documents requiring a seal, under the seal of the College, except where required or permitted by law to otherwise be signed and executed, and except where the signing and execution thereof shall be expressly delegated by the Board of Chancellors to some other officer or agent of the College.

5.4 Duties of the Vice Chair

In addition to the duties specified in the Bylaws, the Vice Chair shall:

5.4.1 Serve as a member, ex officio, on all committees, commissions, and councils of the College.

5.4.2 Review the list of all appointee vacancies that are expected to occur during his term as Chairman, and, by the first Board meeting after assuming his office of Vice-Chairman, the Vice-Chairman will solicit names for identified vacancies. The Vice-Chairman will submit to the Board for their concurrence the names of appointees for all vacancies at the Fall Board Meeting. This list of appointive vacancies shall be provided to the Vice-Chairman by the Secretary.

5.4.3 Serve as Chair of the Meeting Program Committee for the Annual Meeting falling within his/her term of office as Vice Chair.

5.4.4 Serve as Chair of the Strategic Planning Committee.

5.5 Duties of the Secretary

In addition to the duties specified in the Bylaws, the Secretary shall:

5.5.1 Certify the eligibility of proxies named by the Board members for meetings at which they are not themselves able to be present.

5.5.2 Keep an up-to-date record of the membership, their status, and their addresses.

5.5.3 Prepare and present to the Vice Chair a list of all appointive vacancies that are expected to occur during the Vice Chair's term as Chair. This list should be presented as soon as possible after the new Vice Chair has been chosen.

5.5.4 Send to all voting members of the College the report of the Nominating Committee at least 75 days before the Annual Meeting.

5.5.5 Review and approve with the Treasurer all requests for membership mailing lists.

5.5.6 Send to all voting members ballots pertaining to elections and Bylaw amendments in accord with the procedures outlined in Article XII of the Bylaws.

5.6 Duties of the Treasurer

In addition to the duties of the Treasurer as specified in the Bylaws, the Treasurer shall:

- 5.6.1 Notify each member whose dues are not paid by March 1 informing him/her of his/her condition and the consequences of it.
- 5.6.2 Act as legal agent for the College in contracts which require the individual who is responsible for fiscal affairs to be the legal representative.
- 5.6.3 Review and approve with the Secretary all requests for membership mailing lists.
- 5.6.4 Furnish such security bond as may be specified by the Board of Chancellors.
- 5.6.5 Ensure that the accounts of the *Journal of Applied Clinical Medical Physics* are audited on an annual basis.

5.7 Duties of the Immediate Past Chair

The Duties of the Immediate Past Chair shall be as set forth in Article V, Section 7 of the Bylaws.

5.8 Terms of Office

The Terms of Office of the Chair, Vice Chair, Secretary and Treasurer shall be as set forth in Article V, Section I or the Bylaws.

6.0 Commissions, Committees, and Councils

6.1 Appointment and Tenure

Chairs of all commissions, committees and councils and all members thereof shall be appointed for three-year terms unless otherwise provided for below. Chairs and all members thereof, unless provided for below, shall be appointed by the Vice Chair, with the concurrence of the Board, with terms of office to begin when the Vice Chair becomes Chair.

6.1.1 Task Groups

Task groups are appointed by the Chair of the Board of Chancellors, any standing Committee or Commission Chair, or any other ACMP organizational entity to perform specific tasks as required by the appointing entity. Task group members need not be appointed from the ACMP membership. Task groups are responsible to their forming administrative entity. Their existence, membership, and function will be reported to the Board of Chancellors at the first Board meeting after their formation; their progress and disbandment will be reported at subsequent Board meetings. Task group terms will not extend beyond that of the Chair of the forming entity. Their terms may be extended by reappointment by the succeeding Chair.

6.1.2 Liaisons

Liaisons are individuals appointed to organizations outside the ACMP or from organizations outside the ACMP to some ACMP organizational entity for the purpose of interorganizational cooperation in accomplishing specific tasks of mutual interest to the organizations. They are appointed by the Chair of the Board of Chancellors at the request of the Chair of any Standing Committee or Commission with approval of the Board. The term for Liaison appointment is one year, but Liaison terms may be extended by succeeding Chairs of the Board and original appointing Committee or Commission Chairs. Liaison activities may be coordinated with either the Chair of the Board or the Committee or Commission Chair, but they will be reported immediately to the Executive Committee.

6.2 Standing Commissions, Committees, and Councils

In addition to the standing committees specified in the Bylaws, there will be the following standing commissions, committees, and councils:

1. Commissions
 - a. Communications
 - b. Credentials
 - c. Professional Practice
2. Committees
 - a. Awards and Honors
 - b. Continuing Education
 - c. Government Affairs

- d. History
- e. Journal Business Management
- f. Licensure
- g. Meeting Location
- h. Meeting Program
- i. Organizational Liaison
- j. Publications
- k. Strategic Planning
- l. Trainee and Provisional Member
- m. Diagnostic Standards
- n. Therapy Standards
- o. Public Relations

3. Corporate Council

Chairs of all standing commissions, committees, and councils shall provide the Board with an annual report which shall be submitted to the Secretary at least 15 days prior to the Annual Business Meeting. Each Chair shall keep the Board and Chair informed, through the Executive Secretary, of all significant actions of that committee, commission, or council during the course of the year. Unless otherwise provided for, committees, commissions, and councils are free to adopt their own rules of operation. A written copy of the procedures of operation should be submitted to the Board through the Secretary.

6.3 Executive Committee

In addition to the duties specified in the Bylaws, the duties of the Executive Committee shall include the following:

- 6.3.1 The Executive Committee shall, except as otherwise provided by the Bylaws, have all the authority and powers of the Board of Chancellors in the management of the business and affairs of the College in the interim between regular and special meetings of the Board of Chancellors. The designation and election of such Executive Committee and the delegation thereto of authority shall not operate to relieve the Board of Chancellors or any member thereof of any responsibility imposed upon it or that member by the Bylaws.
- 6.3.2 Meetings of the Executive Committee shall be called and chaired by the Chair or the Vice Chair in the Chair's absence. The Executive Committee shall meet at least twice annually, and three voting members shall constitute a quorum. Any action which can be taken by the Executive Committee can be taken without a meeting if a consent in writing setting forth the action to be taken is signed by three (3) of the voting members of the Executive Committee. All actions of the Executive Committee shall be reported to the Board of Chancellors at the next meeting of the Board.
- 6.3.3 Said meetings can be in person or by conference call.
- 6.3.4 Term
A member of the Executive Committee shall serve until that member's successor has assumed office. The Board of Chancellors can remove any one or more members of the Executive Committee without affecting the status of such person as an officer or Chancellor.

6.4 Nominating Committee

- 6.4.1 The Nominating Committee shall submit nominations for the officers of the Board of Chancellors to the Secretary at least three months prior to the Annual Meeting. The Secretary shall then proceed with the balloting procedure as prescribed in the Rules. The Nominating Committee shall not nominate one of its own members for elective office. The Secretary shall communicate to the members of the College the report of the Nominating Committee at least 75 days before the Annual Meeting.
- 6.4.2 Additional nominations can be made by not fewer than five members of the College. Such petitions must be submitted to the Secretary not less than 60 days before the Annual Meeting.

6.5 Membership Committee

- 6.5.1 The Membership Committee shall decide the appropriate category of membership and shall elect or reject the applicant based upon the information submitted and the Articles of Incorporation, Bylaws, and Rules of the College. Such decisions shall be made by a two-thirds majority vote of the committee.
- 6.5.2 All applicants for membership shall submit their written applications to the committee in accord with the

procedure and forms prescribed by the Membership Committee. The committee shall deliver to the applicant a statement of the status of his application within 60 days of the date of receipt.

- 6.5.3 When a decision on an applicant has been made, the Executive Secretary will inform the applicant and arrange for the applicant to be billed appropriately. Should an applicant wish to contest the decision made by the committee, the applicant may request that the decision be considered at the next Board meeting. The decision of the Board shall be final.

6.6 Finance Committee

- 6.6.1 The Finance Committee shall advise the Board of Chancellors on all the monetary affairs of the College. This includes but is not restricted to the following:
1. Review of the annual budget
 2. Preparation of guidelines for routine College expenditures;
 3. Preparation of any other guidelines concerning the College's income and expenditures;
 4. Analysis of the dues structure and necessary increases or decreases in said structure depending upon expenses;
 5. Recommendations on whether expenditures should be taken from general or reserve funds;
 6. Preparation and recommendations of overall future financial plans for the College;
 7. Recommendations of the type of investments the College should make.
 - R8. Review the annual budget of the *Journal of Applied Clinical Medical Physics* (JACMP) and along with the Editorial Board of the JACMP recommend subscription rates (if any) and the manner of payment for each class of membership for the JACMP and for the annual JACMP CD-ROM.
- 6.6.2 The Finance Committee reports to the Board of Chancellors.
- 6.6.3 The Finance Committee shall review and approve the budget for each annual Meeting and other sponsored meetings.
- 6.6.4 Monies deposited in investment (non-operating) accounts belonging to the American College of Medical Physics (ACMP) may not be withdrawn and used for operating expenditures without a majority vote (in person or by email) of the ACMP Board of Chancellors.

6.7 Rules Committee

In addition to the duties specified in the Bylaws, the Rules Committee shall review all proposed amendments to the Rules and forward such proposed amendments to the Secretary along with appropriate comments for consideration by the Board.

6.8 Ethics Committee

- 6.8.1 In addition to the duties specified in the Bylaws, the Ethics Committee shall prepare guidelines to the ethical practice of medical physics and prepare and maintain procedures for resolving ethical problems.
- 6.8.2 The charge of the Ethics Committee is to evaluate the evidence and report their recommendations directly to the Board of Chancellors. The Board of Chancellors must approve any correspondence by the Ethics Committee.
- 6.8.3 The Ethics Committee will not hear any complaints involving past or current legal action.
- 6.8.4 Records regarding ethics issues are considered as quality control of the conduct of ACMP members and therefore are not subject to subpoena. Such records shall be kept by ACMP for a period of six (6) months from the date the Board has made the decision regarding an ACMP member and then destroyed.

6.9 Meeting Location Committee

The Meeting Location Committee shall be responsible to recommend to the Board a site selection for the Annual Meeting.

6.10 Awards and Honors Committee

- 6.10.1 The Awards and Honors Committee shall recommend to the Board of Chancellors individuals to receive College Awards or Honors. It shall provide such plaques, etc. as necessary, and arrange for a time and place for their presentation.
- 6.10.2 The Awards and Honors Committee shall solicit suggestions and nominations from the membership for awards to be established and shall review and screen nominations before submission to the Board of Chancellors.
- 6.10.3 The Awards and Honors Committee shall draft guidelines for selecting candidates for awards to be established.

6.10.4 Marvin M.D. Williams Award

A Full or Emeritus member may be nominated for the Marvin M.D. Williams Award if they have been a member of the ACMP for a minimum of 10 years; are highly respected nationally and internationally for professional activities; and have made a major impact upon professional matters, education of medical Physicists and clinical practice. These activities should include ACMP or ABMP service, officer in a related organization (ABR Physics Committee, etc.) or director of a medical physics graduate or residency program.

A minimum of two letters from Full members of the ACMP and a curriculum vitae are required.

The individual selected for this honor must be present at the Awards and Honors Ceremony to receive the honor. Inability or failure to attend will result in withdrawal of the award (attendance precluded by extraordinary circumstances such as illness or weather delays will allow the presentation to be delayed one year).

The nominations shall be sent to the Awards and Honors Committee. The Awards and Honors Committee shall review the nominations and provide recommendations to the Board for a vote.

6.10.5 Fellows

A Full or Emeritus member may be elected Fellow, by the Board, on the basis of an outstanding professional reputation (including professional matters, clinical practice, education and research) among colleagues as a result of many years of outstanding service. A Full or Emeritus Member shall be eligible for nomination to Fellowship after five years as a Full or Emeritus Member, or both.

Eligible members shall be nominated for Fellow either by the Region of the College of which the nominee is a member (Chancellor of the Region plus one member) or by any two Fellows. The nominations shall be sent to the Awards and Honors Committee. The Awards and Honors Committee shall review the nomination and forward it, along with any recommendations, to the Board for a vote.

The individual selected to become a Fellow must be present at the Awards and Honors Ceremony to receive the honor. Inability or failure to attend will result in withdrawal of the award (attendance precluded by extraordinary circumstances such as illness or weather delays will allow the presentation to be delayed one year).

6.11 Commission on Professional Practice

The categorical Commission on Professional Practice Committees shall include, but not be limited to, the following:

- Liaison Committee
- Governmental Affairs Committee
- Diagnostic Standards Committee
- Therapy Standards Committee

6.11.1 All Commission on Professional Practice Members shall normally be appointed to a three-year term, once renewable, and staggered so as to insure continuity of work in progress. A Chair for the Commission on Professional Practice shall be appointed by the Vice Chair for a three-year period, once renewable.

6.11.2 The Commission on Professional Practice shall meet at least once annually. Minutes of all meetings shall be filed with the Secretary within two months of the meeting.

6.11.3 The Commission on Professional Practice is advisory to the Board, and its acts are subject to approval by the Board, unless the Board directs otherwise.

6.11.4 The Categorical Professional Practice Committees shall be responsible to the Commission on Professional Practice. The charge of each categorical Professional Practice Committee shall be to answer professional practice questions within their area, and to collate and assess data when necessary. Any contact with outside bodies for the purpose of the charge of a committee shall be done only through the Commission on Professional Practice Chair. They should cooperate with other bodies having similar interests and insure that College members are informed of relevant outside meetings and other items of interest. Each Committee shall submit an annual report to the Commission on Professional Practice which describes accomplishments and work in progress. Deadlines for submission of those reports shall be set by the Commission on Professional Practice so

as to facilitate the timely submission of its own inclusive report to the Board. The Chair of the Board, with the advice of the Commission on Professional Practice, may appoint ex officio liaison members from external organizations to the various categorical Professional Practice Committees as appropriate.

- 6.11.5 Professional Practice Task Groups may be appointed by the Professional Practice Committees or the Commission on Professional Practice to accomplish specific tasks within their purview. Their establishment and charge must be approved by the Commission on Professional Practice. Each task group must be endorsed by the Commission on Professional Practice at least annually or be considered disbanded. Task groups shall be responsible to the Committee on Professional Practice which established them and shall submit written reports, as directed, to this committee.
- 6.11.6 The Chair of the Commission on Professional Practice shall submit an annual report to the Executive Secretary at least 30 days prior to the Annual Meeting. The report shall include the following material:
1. Any charges to Professional Practice Committees formulated by the Commission on Professional Practice since the last report;
 2. The accomplishments of each Professional Practice Committee since the last report, and a summary of work in progress;
 3. A summary of any Professional Practice inquiries addressed to the College since the last report and replies thereto;
 4. Recommendations of Professional Practice policy to the Board;
 5. Accomplishments, works in progress, and recommendations of the Commission on Professional Practice, as a whole, which are not included in the above.
- 6.11.7 The Liaison Committee shall advise the Commission on Professional Practice and, through it, the Board of Chancellors, on matters of importance involving outside societies and organizations. This includes, but is not restricted to:
1. Identifying societies and organizations with which the College should communicate;
 2. Acquiring names and addresses of those individuals with whom the College should communicate;
 3. Acting as a communication liaison between the College and those organizations, societies, and individuals with which the College should communicate.
- 6.11.8 The Governmental Affairs Committee shall advise the Commission on Professional Practice and, through it, the Board of Chancellors, on legislation and regulatory activities, and on recommendations of official bodies, at the state and federal level, where such activities affect the professional practice of medical physics. This includes, but is not restricted to:
1. Establishing contact with the source of such activities at the state and federal level;
 2. Establishing files containing background and information on proposed and final policies;
 3. Directing information and questions to appropriate commissions and/or committees within the College;
 4. Aiding members, committees, or commissions within the College in their pursuit of information from the various governmental sources;
 4. Keeping the membership apprised of legislative and regulatory activities affecting the professional practice of medical physics.
- The committee shall cooperate with all state and federal authorities on matters which affect the professional practice of medical physics. The committee shall provide informal liaison with committees of similar charge of other scientific and professional organizations.

6.12 Commission on Communications

The categorical Commission on Communications Committees shall include, but not be limited to, the following:

- Publications Committee
- Public Relations Committee

The Commission on Communication and its committees, shall exclude the activities of the *Journal of Applied Clinical Medical Physics (JACMP)*.

- 6.12.1 All Commission on Communications members shall normally be appointed to three-year terms, once renewable and staggered so as to insure continuity of work in progress. A Chair for the Commission on Communications shall be appointed by the Vice Chair for a three-year period, once renewable.

- 6.12.2 The Commission on Communications shall meet at least once annually. Minutes of all meetings shall be filed with the Executive Secretary within two months of the meetings.
- 6.12.3 The Commission on Communications is advisory to the Board, and its acts are subject to approval by the Board, unless the Board directs otherwise.
- 6.12.4 Categorical Commission on Communications Committees. The categorical Commission on Communications Committees shall be responsible to the Commission on Communications. The charge of each categorical Commission on Communications Committee shall be to answer communications questions within their area, and to collate and assess data when necessary. Any contact with outside bodies for the purpose of the charge of a committee shall be done only through the Commission on Communications Chair. They should cooperate with other bodies having similar interests and insure that College members are informed of relevant outside meetings and other items of interest. Each committee shall submit an annual report to the Commission on Communications which describes accomplishments and work in progress. Deadlines for submission of these reports shall be set by the Commission on Communications so as to facilitate the timely submission of its own inclusive report to the Board. The Chair of the Board, with the advice of the Commission on Communications, may appoint ex officio liaison members from outside organizations to the various categorical Commission on Communications Committees as appropriate.
- 6.12.5 Communications Task Groups may be appointed by the Commission on Communications or by the categorical committees to accomplish specific tasks within their purview. Their establishment and charge must be approved by the Commission on Communications. Each task group must be endorsed by the Commission on Communications at least annually or be considered disbanded. Task groups shall be responsible to the Communications Committee which established them and shall submit written reports, as directed, to this committee.
- 6.12.6 The Chair of the Commission on Communications shall submit an annual report to the Executive Secretary at least 30 days prior to the Annual Meeting. The report shall include the following material:
1. Any charges to Commission on Communications Committees formulated by the Commission on Communication since the last report;
 2. The accomplishment of each Commission on Communications Committee since the last report and a summary of work in progress;
 3. A summary of any communications inquiries addressed to the College since the last report and replies thereto;
 4. Recommendations of communications policy to the Board;
 5. Accomplishments, work in progress, and recommendations of the Commission on Communications, as a whole, which are not included in the above.
- 6.12.7 With the exception of matters relating to the JACMP, the Publications Committee shall advise and recommend to the Commission on Communications and, through it, the Board of Chancellors, on matters concerning the publications of the College. This includes, but is not limited to:
1. Recommendations regarding overall policy with respect to publications;
 2. Arbitrating any disputes concerning publications;
 3. Reviewing nominees for Editor of publications and submitting their recommendations to the Vice Chair for concurrence and submission to the Board;
 4. Receive financial and budgetary information relating to each publication area, and review this information in relation to conformance with publication policy;
 5. Receive and review from any College source suggestions regarding publication policy and long-term trends;
 6. Review all documents intended for publication with sponsorship by the College and arrange for editing prior to publication.
- 6.12.8 The Web Editor shall work with the Chair, Board, Publications Committees, and Public Relations Committee in order to disseminate through electronic media, information pertinent to members of the College, professional community, and public; and to receive, organize, and report suggestions and data received through electronic media which is directed to the College.
1. The Web Editor shall be appointed for a three-year term, which can be renewed upon approval of performance by the Chair and the Board.
 2. The Web Editor shall establish, maintain, and regularly update an ACMP

home page on the Internet and other electronic bulletin boards as directed by the Chair and Board. Information posted on the electronic media must adhere to the publication policies and direction of the College and the Commission on Communications. The Web Editor is responsible for reporting a summary of progress to the Board at regular intervals and at meetings of the Commission on Communications.

- 6.12.9 The Public Relations Committee shall advise and recommend to the Commission on Communications and, through it, the Board of Chancellors on matters concerning interrelationships between the College and the public or groups of nonmedical physicists whose activities may have an effect upon the College or its members. This includes but is not limited to:
1. Establishing contact with the journals of nonmedical physics societies for the purpose of disseminating pertinent College information;
 2. Reviewing proposed meetings of major health and other appropriate organizations for the purpose of having formal College representation;
 3. Establishing contact with any other appropriate organization, society, or group for the purpose of disseminating pertinent College information.

6.13 Commission on Credentials

The categorical Commission on Credentials Committees shall include, but not be limited to:

- Continuing Education Committee
- Joint Medical Physics Licensure Committee
- Trainee and Provisional Member Committee

- 6.13.1 All Commission on Credentials members shall normally be appointed to three-year terms, once renewable and staggered so as to insure continuity of work in progress. A Chair for the Commission on Credentials shall be appointed by the Vice Chair for a three-year period, , once renewable.
- 6.13.2 The Commission on Credentials shall meet at least once annually. Minutes of all meetings shall be filed with the Executive Secretary within two months of these meetings.
- 6.13.3 The Commission on Credentials is advisory to the Board and its acts are subject to approval by the Board, unless the Board directs otherwise.
- 6.13.4 The categorical Commission on Credentials Committees shall be responsible to the Commission on Credentials. The charge of each categorical Commission on Credentials Committee shall be to answer questions concerning credentials within their area, and to collate and assess data when necessary. Any contact with outside bodies for the purpose of the charge of a committee shall be done only through the Commission on Credentials Chair. They should cooperate with the bodies having similar interests and insure that College members are informed of relevant outside meetings and other items of interest. Each committee shall submit an annual report to the Commission on Credentials which describes accomplishments and work in progress. Deadlines for submission of these reports shall be set by the Commission on Credentials so as to facilitate the timely submission of its own inclusive report to the Board. The Chair of the Board, with the advice of the Commission on Credentials may appoint ex officio liaison members from outside organizations to the various categorical Credentials Commission Committees as appropriate.
- 6.13.5 Credentials task groups may be appointed by the Commission on Credentials or categorical committees to accomplish specific tasks within their purview. Their establishment and charge must be approved by the Commission on Credentials. Each task group must be endorsed by the Credentials Commission at least annually or be considered disbanded. Task groups shall be responsible to the Credentials Committee which established them and shall submit written reports, as directed, to this committee.
- 6.13.6 The Chair of the Commission on Credentials shall submit an annual report to the Executive Secretary at least 30 days prior to the Annual Meeting. The report shall include the following material:
1. Any charges to Credentials Committees formulated by the Commission on Credentials since the last report;
 2. The accomplishment of each Credential Committee since the last report and a summary of work in progress;
 3. A summary of any inquiries concerning credentials addressed to the College since the last report and the replies thereto;
 4. Recommendations concerning credentials policy to the Board;

5. Accomplishments, work in progress, and recommendations of the Commission on Credentials, as a whole, which are not included in the above.
- 6.13.7 The Certification Committee shall advise and recommend to the Commission on Credentials and, through it, the Board of Chancellors on matters concerning certification of medical physicists. This includes, but is not limited to:
 1. Examining the possible role of the College in certification;
 2. Recommending future activities of the College toward certification;
 3. Examining possible collaboration with certifying bodies.
- 6.13.8 The Continuing Education Committee shall advise and recommend to the Commission on Credentials and, through it, the Board of Chancellors on matters concerning continuing education opportunities and requirements. Activities shall include but not be restricted to:
 1. Planning, preparing, and executing continuing education symposia, workshops, and other functions arranged by the College;
 2. Editing and preparing for publication proceedings of education functions;
 3. Working with and through the Publications Committees to disseminate educational materials in a timely fashion;
 4. Developing guidelines for continuing education requirements.

6.14 Meeting Program Committee

- 6.14.1 The Meeting Program Committee and Vice Chair for that meeting are responsible for the program at the regularly scheduled Annual Meeting of the College as it pertains to invited speakers, symposia, and other aspects of the program as requested by the Board.
- 6.14.2 The Vice Chair for the meeting shall chair the Meeting Program for one year. Other members shall serve staggered three-year terms.
- 6.14.3 The Meeting Program Committee shall oversee and approve reimbursement of travel costs for speakers.

6.15 Strategic Planning Committee

- 6.15.1 Description of Charge. The Strategic Planning Committee of the College is charged with assessing immediate and long-term objectives that improve the value and quality of the services the ACMP provides to its members and the profession of medical physics.
- 6.15.2 The membership of the committee will consist of at least 6 members, serving staggered terms. At least two (2) of the members shall be EXCOM members.
- 6.15.3 Duties. In addition to any duties specified in the Bylaws, the Strategic Planning Committee shall assess changes in the practice of medical physics and propose action or policy to deal with those changes within the intent of Article II Objectives.
- 6.15.4 The Chair of the Strategic Planning Committee shall be the Chairman-Elect (Vice Chair) for the year the Committee meeting is held.

7.0 Executive Secretary

In addition to the duties specified in the Bylaws, the Executive Secretary shall define the duties and supervise the performance of any staff assistance deemed necessary by the Board of Chancellors. The Executive Secretary shall furnish a security bond as directed by the Board of Chancellors.

8.0 Discipline

8.1 Hearings

Hearings shall be conducted by the Ethics Committee composed of six members of the College, with at least one member from the Ethics Committee and one from the Board of Chancellors, who shall be appointed by the Chair whenever a hearing is required. The Ethics Committee shall present its evidence which is the basis for disciplinary action at such hearing. In the event the Ethics Committee determines that the member should be disciplined, it shall make a written report to the member and the Executive Committee of the College. The hearing shall be conducted according to regulations established by the Chair at the time the committee is appointed.

8.2 Notification

The member against whom the complaint was made shall be notified of the hearing by certified mail not less than 30 days before the hearing is to take place. Such notification shall state the time and place of the hearing and shall inform the member that disciplinary action against the member is considered. It shall state the nature of the act or commissions with which the member is charged so that that member may appear in person with legal counsel or such other chosen representative so that the member may present evidence to show that disciplinary action should not be taken.

8.3 Appeals

The disciplined member may request appellate review by the Board of Chancellors of the College within 30 days after receipt of notice of an adverse recommendation or decision of the Ethics Committee. Such reviews shall be held during the regular meeting of the Board. The member and his or her legal counsel or other representative shall be permitted to submit a written statement in the member's behalf and to make an oral statement to the Board. The Ethics Committee shall present to the Board the evidence which is the basis for disciplinary action. The Board shall act to affirm or overturn the decision of the Ethics Committee by a majority vote of those present, the Chair or any member of the Ethics or Hearing Committees serving on the Board, not voting. The decision of the Board shall be final and binding on the member.

9.0 Dues

9.1 Delinquency

A member shall be considered delinquent after failure to pay dues by March 1 of the calendar year in which they come due. Any member who shall be delinquent shall be notified of such delinquency and if payment is not made within the next succeeding 30 days, the delinquent member shall be dropped from the rolls of the College and thereupon forfeit all rights and privileges of membership. If a member thus dropped from membership shall become current in the payment of dues during the calendar year in which the delinquency occurs the member may be reinstated for a reinstatement fee of \$25.00.

9.2 Refunds

No dues shall be refunded to any member whose membership terminates for any reason.

9.3 Waiver of Dues

Any member suffering serious financial hardship or long-term illness may request a waiver of dues for that year. All requests must be made in writing to the Board of Chancellors. All waivers of dues are at the discretion of the Board of Chancellors, and all members making such requests shall be notified in writing of the decision reached. If difficulties of payment of dues persist for more than that calendar year, a written request must be submitted in each subsequent year.

10.0 Meetings of the College

The meetings of the College shall be as set forth in the Bylaws, Article X, Meetings of the College.

11.0 Rules

11.1 The purpose of the Rules Committee shall be as set forth in the Bylaws, Article XI, Section 1. Purpose.

11.2 The enactment of a Rule shall be as set forth in the Bylaws, Article XI, Section 2. Enactment

12.0 Amendments

Amendments may be proposed and acted on at any Board meeting or by mail or electronic media ballot. Amendments may be proposed by mail or electronic media to the Board through the Secretary who shall first review them with the Rules Committee. Amendments may be proposed by any Board Member, Chair, or appointed representative, or no fewer than five members.

13.0 Indemnity

Indemnity shall be as set forth in the Bylaws, Article XIII Idemnity

14.0 Fiscal Year: the Fiscal Year shall coincide with the calendar year, running from January 1st until December 31st.

15.0 Policy Statements

Policy statements are used to express official, public ACMP opinions. Only the Board of Chancellors may authorize publication of policy statements.

Any member, standing committee, commission, or committee may propose policy statements to the Board. The format for resolutions is rigid. Individual members should submit their resolution to a Chancellor, an officer of the Board, or the Chair of any committee or commission, who will assemble the policy statement in the prescribed format and make the presentation to the Board. Members of standing committees, commissions, and commission committees may submit policy statements to their respective chairs for presentation to the Board.

All policy statement proposals will be coordinated with the Executive Committee, which will report its recommendation to the Board during presentation of the resolution.

16.0 Journal of Applied Clinical Medical Physics

The Journal of Applied Clinical Medical Physics (JACMP) is the primary journal of the College and shall be run by an Editorial Board who reports directly to the Board of Chancellors. The JACMP is an electronic journal.

16.1 Editorial Board

The Editorial board shall consist of an Editor-in-Chief, Deputy Editor in Chief and Associate Editors

16.2 Duties of the Editor-in-Chief

The Editor-in-Chief shall be responsible for the publication of the College's primary journal, the Journal of Applied Clinical Medical Physics. The term of office of the Editor-in-Chief shall be three years, renewable at the discretion of the Board of Chancellors. The Editor-in-Chief shall be guided by the Bylaws and Rules of the college and shall perform the following duties:

16.2.1 Serve as Chair of the Editorial Board

16.2.2 Nominate for the Board of Chancellors the members of the Editorial Board. The terms of office for these appointments shall be for three years with a maximum tenure of 4 appointments (i.e. 12 years).

16.2.3 Receive from any ACMP Member suggestions regarding changes in operations and policy. Such suggestions are to be considered by the Editorial Board and reported to the board of Chancellors where appropriate.

16.2.4 The Editor-in-Chief shall prepare an annual report for approval by the Editorial board to be submitted to the Board of Chancellors.

16.2.5 Receive all manuscripts submitted for publication in JACMP, assign manuscripts to the appropriate Associate Editor, keep track for the manuscript during the review process and forward the manuscript for publication.

16.3 Duties of the Editors

The Editors are to assist the Editor-in-Chief and shall carry out such duties as assigned by the Editor-in-Chief..

16.4 Duties of the Journal Business Management Committee

The Journal Business Management Committee shall be responsible for the fiscal integrity of the JACMP. The Editor-in-Chief must prepare an annual budget for submission to the Finance Committee. The Journal Business Management Committee along with the Editor-in-Chief shall also prepare an annual report projecting operations for the coming year with narrative justification for any recommended changes which would affect basic fiscal policy. This report to be reviewed by the Editorial Board and submitted to the Board of Chancellors. The Journal Business Management Committee shall also monitor revenue and recommend advertising rates and subscription rates, etc. to the Editorial Board.

16.5 Associate Editors

Associate Editors shall be appointed to oversee the main subject areas published in the journal. If warranted more than one Associate Editor can be appointed for specific subjects. The Associate Editors will be responsible for assigning referees and in keeping the review process on a timely basis. The Associate Editors report to the Editor-in-Chief.

17.0 Corporate Council

17.1 Corporate Affiliates

Corporate Affiliates shall be corporations engaged in selling medical equipment or supplies or services, including professional services, to clinical entities served by medical physics. Each Corporate Affiliate may appoint one representative to serve on the Corporate Council.

17.2 Objectives

Objectives shall include, but not be limited to, the following:

- 17.2.1 Encourage communication between suppliers of medical equipment and supplies or services, including professional services, and the clinical medical physics community.
- 17.2.2 Promote understanding between vendors and the medical physics community on issues of common concern.
- 17.2.3 Organize and communicate in such a manner so as to avoid the possibility of violating antitrust laws.
- 17.2.4 Restrict issues to those of a nonproprietary nature.

Revised and Approved by the Board of Chancellors, May 4, 2008, December 2, 2008 and May 1, 2009