

**Bylaws of the  
Great Lakes Chapter  
American Association of Physicists in Medicine  
CONSTITUTION**

**ARTICLE I  
(Name)**

The name of this organization will be "The Great Lakes Chapter of the American Association of Physicists in Medicine". (The Great Lakes Chapter will hereinafter be referred to as the Chapter; the American Association of Physicists in Medicine will hereinafter be referred to as the Association.)

**ARTICLE II  
(Purpose and Justification)**

Section 1. The purpose of this Chapter will be to promote the application of physics to medicine and biology and to improve the practice of medical physics.

Section 2. The jurisdiction of this Chapter, will include Michigan, Northwestern Ohio, Ontario and contiguous areas not served by other Chapters of the Association without prejudice towards further formation of other Chapters outside of the State of Michigan.

**ARTICLE III  
(Chapter Relationship)**

Section 1. The Chapter will function under the sponsorship of the American Association of Physicists in Medicine.

Section 2. The Constitution when approved by the Association Board of Directors and signed by the duly authorized officers of the Chapter and the Association will admit the Chapter to the Association and will obligate the officers of both the Chapter and Association in accordance with the provisions of both Constitutions.

Section 3. The Chapter will submit to the Board of Directors of the Association an annual report concerning the activities of the Chapter.

Section 4. The Executive Board of the Association may, at its discretion, dissolve the Chapter when, 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 will not use the name of the AAPM nor obligate in any way the officers or members of the AAPM without first obtaining written approval of the duly authorized representatives of the AAPM.

Section 6 *(Added 7/21/2012)* The bylaws of the Chapter will be periodically reviewed by the Executive Board of the Chapter. The review periods should not exceed 5 years.

**ARTICLE IV**  
**(Membership)** *Amended 12/7/2023*

Section 1. The Chapter will consist of Members and Associate Members.

Section 2. The Members of the Chapter will be persons who are Full Members or General Members of the Association.

Section 3. Associate Members of the Chapter will be Associate Members or Affiliate Members of the Association.

**ARTICLE V**  
**(Officers)** *Amended 12/7/2023*

Section 1. The elected officers of the Chapter will be a President, President- Elect, Secretary, Treasurer and a Representative to the Association.

Section 2. The Secretary and Treasurer may be Associate Members whereas the other elected officers must be Members.

Section 3 *(Amended 12/7/2023)* Nominations for officers will be made by Members or Associate Members, and will be submitted to the secretary by the end of the nomination period. No Member or Associate Member will be nominated without his/her consent.

Section 4 *(Amended 7/21/2012)* The secretary will prepare, and provide a ballot to the membership not less than three weeks prior to the annual business meeting of the Association. The deadline for submission of ballots will be not less than one week prior to the annual business meeting of the Association. The majority vote will elect. The nominees for the position of Representative to the Association will appear on a ballot available only to Members.

Section 5. Tenure of office for President, Secretary, and Treasurer will be three years, the first of which is served as position-elect. The term of office will begin at the start of the calendar year or immediately on vacancy.

Section 6. Tenure of the office of Chapter Board Representative to the Association will be determined by the association bylaws.

Section 7. The Executive Board of the Chapter will consist of the elected officers and the past President. They will be responsible for the affairs of the Chapter.

Section 8. The President will preside at all general meetings and Executive Board meetings of the Chapter, and appoint a Webmaster to maintain the chapter website.

Section 9. The President-Elect will assume the duties of the President in the absence of, upon the resignation of, or at the completion of the term of office of the latter. In the event that the position of President-Elect is vacant, the past President or another elected officer will assume the President's duties.

Section 10. The Secretary will be responsible for the records of the Chapter affairs, membership records and correspondence of the Chapter.

Section 11. The Treasurer will be responsible for the financial transaction of the chapter.

Section 12. The Representative to the Association will represent the Chapter as a Member of the Board of Directors of the Association and if unable to be present at the Association Board sessions, the Executive Board of the Chapter will designate an alternate Representative.

Section 13. If any office, other than that of President, becomes vacant during the year, elections for the vacancy for the unexpired term should be held at the next regular meeting. Prior to this meeting an interim appointment will be made by the Executive Board of the Chapter.

## **ARTICLE VI** **(Committees)** *Amended 7/21/2012*

Section 1. Committees of the Chapter will be established by the Chapter's Executive Board as needed.

Section 2 *(Added 7/21/2012)*. A Fellow Nominating Committee consisting of a Chairperson and two other Members should be appointed annually by the Executive Board of the Chapter. At least one committee member should be a current AAPM Fellow.

## **ARTICLE VII** **(Meetings and Finances)** *Amended 7/21/2012*

Section 1. The Executive Board of the Chapter will establish the time and place of regular meetings. Special meetings may be held if petitioned by at least 20 percent of the Chapter membership.

Section 2. Two elected officers and three members or Associate Members will constitute a quorum.

Section 3. Except as provided, the parliamentary procedure of the Chapter will be governed by "Robert's Rules of Order."

Section 4. Dues will be established by the Executive Board of the Chapter, subject to the majority vote on a Member ballot.

Section 5. Any Member or Associate Member whose dues are unpaid at the close of call for nominations will be Disqualified from voting or holding office for the current calendar year.

Section 6. The business year of the Chapter will coincide with the business year of the Association.

Section 7. The annual business meeting of the chapter will take place after the Association business meeting and before the end of the calendar year.

Section 8 *(Added 7/21/2012)*. The Treasurer will provide, for the Chapter Executive Board approval, a budget, or estimated expenses, for the current business year. This should be approved in the first 60 days of the business year.

Section 9 *(Added 7/21/2012)*. The Representative to the Association will provide, for Chapter Executive Board approval, an estimation of expenses to attend the AAPM board of Directors Meeting at least two months prior to the board of Directors Meeting. This proposed budget will include the cost of transportation, lodging for the day of the Meeting, and meals. The Representative will take all measures to ensure costs are as low as possible.

**ARTICLE VIII**  
**(Amendments)** *Amended 7/21/2012*

Section 1. Any Member in good standing, with the expressed support of two additional Members in good standing may propose amendments to the Constitution. Each proposed amendment will include a statement explaining why it is thought to be desirable for the Chapter.

Section 2. Proposed Amendments meeting the criteria of Section 1, provided to the Secretary at least 60 days prior to the close of Call for Nominations will be included on the current Member ballot.

Section 3. A vote on the proposed amendment will be taken by Members. The adoption of the proposed amendment will require that of the ballots of the members in good standing be returned with an affirmative vote of 60% achieved.