

**BY-LAWS OF
THE OHIO RIVER VALLEY CHAPTER OF
THE AMERICAN ASSOCIATION OF
PHYSICISTS IN MEDICINE**

November 1997

ARTICLE I

Name

The name of this organization shall be the "Ohio River Valley Chapter of the American Association of Physicists in Medicine". (The Ohio River Valley 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 1: 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 profession of medical physics,
- c. to promote research and training in medical physics and related fields, and
- d. to promote and facilitate access of members to the Association.

Section 2: The Chapter 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).

No part of the income 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 purpose set forth herein. No substantial part of the activities of the Chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Chapter shall not participate in, or intervene in (including the publishing of distributions 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 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 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 3: In the event of dissolution of the Chapter, the Executive Board of the Chapter shall pay or make provision for payment of all liabilities of the Chapter. The residual assets of the Chapter will be turned over to one or more organizations which themselves are exempt as organizations described in Sections 501(c)(3) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State, or Local government for exclusive public purpose, as the Executive Board of the Chapter shall determine.

Section 4: The jurisdiction of this Chapter shall be confined to the States of Indiana, Kentucky, and Ohio. The Chapter shall have the authority to solicit members in the Ohio River Valley Region of the United States without prejudice toward future formation of other Chapters within this Region.

ARTICLE III

Chapter Relationship

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

Section 2: The Constitution, 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 provisions of both Constitutions.)

Section 3: The President shall submit an annual summary report of the Chapter's activities to the Executive Committee of the Association by the thirty-first of January of the year following the presidency.

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

Section 5: The Chapter shall not obligate the Association or 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 and Affiliate Members.

Section 2: Full Members of the Chapter must be principally occupied as physicists in a medical setting.

Section 3: Emeritus Members of the Chapter must be Emeritus Members of the Association.

Section 4: Associate Members of the Chapter must be medical dosimetrists or other persons interested in the purposes of the Chapter.

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 to exceed four years.

Section 6: Affiliate 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: Application for membership must be sponsored by one member in good standing, who shall have personal knowledge of the applicant. All membership requests shall be reviewed by the Executive Board, which shall decide to accept or reject the applicant based on the information submitted and the By-laws of the Chapter. Such decisions shall be made by a four-fifths majority vote of the Executive Board. Should an applicant wish to contest the decision of the Executive Board, a written request must be submitted to the Secretary. The request will be considered at the next Business Meeting. A majority vote of the members in good standing present at the Business Meeting shall be considered the final decision.

Section 8: A member in good standing shall be a member who is not delinquent in payment (as set forth in the Rules).

Section 9: Membership may be terminated following nonpayment of dues as set forth in the Rules or, by two-third majority vote of the Executive Board, for conduct contrary to the stated purposes of the Chapter.

Section 10: Voting on amendments to the Constitution 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.

ARTICLE V

Officers

Section 1: The elected officers of the Chapter shall be the President, the President-Elect, the Secretary/Treasurer, and the Representative Board Member.

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

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

Section 4: The tenure of office for Chapter officers shall be as follows:

President	One year
President-Elect	One year
Secretary/Treasurer	Two Years
Representative Board Member	Three years

The President and President-Elect may not succeed themselves. The Secretary/Treasurer and the Representative Board Member may succeed themselves for a maximum of two consecutive terms.

Section 5: Newly elected officers shall take office on the first of January of the year following the election results announcement.

Section 6: Nominations for officers shall be made by a Nominating Committee appointed by the President and comprised of the Past President and at least one member in good standing who is not currently an elected officer.

This committee shall attempt to select at least two nominees for each elective office except for the Presidency. Nominees must be members in good standing. No member shall be nominated

without that individual's consent. The list of nominees shall be submitted to the Secretary/Treasurer by no later than the first of September. The Secretary/Treasurer shall prepare a Ballot to be mailed to each voting member by no later than the first of October. This Ballot will include the proposed nominees and a write-in selection choice.

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

A plurality vote of the valid Ballots received shall elect.

Section 7: The President shall preside at all general meetings and Executive Board meetings of the Chapter. The President shall act as Parliamentarian and as Program Committee Co-Chairperson.

Section 8: The President-Elect shall preside at any meeting of the Chapter or the Executive Board from which the President is absent. Should the office of President be vacated for any reason, the President-Elect shall assume the duties of the President for the remainder of the term of office. At the end of his term of office, the President-Elect shall succeed to the office of President. The President-Elect shall act as Parliamentarian in the absence of the President, and as Program Committee Co-Chairperson.

Section 9: The Secretary/Treasurer shall be responsible for the following:

- a. maintaining records of the Chapter's activities, affairs, and correspondence,
- b. maintaining membership records,
- c. maintaining financial records of the Chapter and accountability for all funds that may accrue to the Chapter,
- d. disbursement 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 semi-annual financial summary report to the President for audit which will be included in the Chapter's Newsletter for members. In addition, an annual financial report will be submitted to the Executive Board of the Chapter by the fifteenth of February.
- f. publishing the Chapter's Newsletter

Section 10: The Representative Board Member will represent the Chapter as a member of the Board of Directors of the Association. If the Representative is unable to attend the Board of Directors meeting, the President shall Designate an Alternative Representative.

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

Section 11: The Executive Board of the Chapter shall consist of the above four elected officers, and the most recent Past President.

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

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

Section 12: If any office, other than that of President, becomes vacant during the year, elections for the unexpired term will be held at the first regular meeting following written notification of the Chapter membership. Prior to this meeting an interim appointment may be made by the Executive Board of the Chapter.

Section 13: Committees of the Chapter shall be established, as needed, by the Chapter's Executive Board.

ARTICLE VI

Meetings and Dues

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

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

Section 3: The Chapter's Annual Business Meeting will be held at least one month prior to the Annual Business Meeting of the Association and announced in advance to the membership through the Chapter's Newsletter.

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

Section 5: Twenty percent of the total Full Members, Emeritus Members, and Associate Members including two elected officers shall constitute a quorum for the execution of Chapter business. A quorum for any

standing committee shall exist when a majority of the committee members is present.

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

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

ARTICLE VII

Amendments

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

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

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

ARTICLE VIII

Attestation

The Ohio River Valley Chapter of the American Association of Physicists in Medicine is duly authorized by the Board of Directors of the AAPM to function as a Chapter of the Association in accordance with the provisions of the foregoing By-Laws.

Rules of the Ohio River Valley Chapter
of the
American Association of Physicists in Medicine

1.0 DUES

- 1.1 Dues become payable on the first of January and should be remitted to the Chapter by the fifteenth of March of that year. Membership in the Chapter ceases, i.e., mailings and directory listing are suspended, if the member fails to meet annual dues requirements for two consecutive years. Members in arrears during the current year will be unable to vote in that year's elections or be nominated for an office.
- 1.2 Junior Members must re-apply yearly with signature of a sponsor who is a Full Member or Emeritus Member of the Chapter.

2.0 COMMITTEES

- 2.1 The standing Committees of the Chapter shall be as follows:
 - Nominating
 - Program

3.0 MEMBERSHIP DIRECTORY

- 3.1 The Chapter Membership directory shall be updated and distributed by the Secretary/Treasurer to all Chapter members at least every two years.
- 3.2 There will be no sale of the membership listing.

4.0 NEWSLETTER ADVERTISING

- 4.1 Free advertising will be made available for educational or non-profit activities if the Chapter incurs no expense.
- 4.2 Medical physics related commercial advertising will be accepted at a rate to be determined annually by the Executive Board.
- 4.3 The President or President-Elect, and the Secretary/Treasurer must approve each advertisement.

5.0 AMENDMENTS

- 5.1 Amendments to the Rules may be proposed and acted on at any

Executive Board meeting. Amendments may be proposed by any voting member. Amendments to the rules must be approved by four-fifths of the Executive Board.

5.2 Approved amendments shall become effective immediately.

aapm/orvc/bylaws3.doc