

CONSTITUTION  
OF THE SOUTHERN CALIFORNIA CHAPTER OF  
THE AMERICAN ASSOCIATION OF PHYSICISTS IN  
MEDICINE

Article I (Name)

The name of the chapter shall be "The Southern California Chapter of the American Association of Physicists in Medicine". (The Southern California 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)

The purpose of this Chapter shall be to a) develop interest in the relationship and application of physics to medicine and biology, b) to advance and improve the practice of medical physics and, c) to promote training and research in medical physics and related fields.

Article III (Jurisdiction)

The jurisdiction of this Chapter shall be Southern California, and the bordering areas of Arizona and Nevada. The Chapter shall have the authority to solicit members in this region of the United States without prejudice toward future formation of other Chapters within this region.

Article IV (Chapter Relationships)

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 the provisions of both Constitutions.

Section 3.

The Chapter shall submit an annual report of its activities to the Executive Board of the Association.

Section 4.

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

Section 5.

The Chapter shall not use the name of the Association nor obligate in any way the officers or members of the Association without first obtaining written approval of the duly authorized representatives of the Association.

Article V (Membership)

Section 1.

The members of the Chapters shall be Members, Emeritus Members, Associate Members, Junior Members, and Affiliate Members.

Section 2.

The Members of the Chapter must be Members of the Association.

Section 3.

Emeritus Members of the Chapter must be Emeritus Members of the Association.

Section 4.

Associate Members of the Chapter shall be either Associate Members of the Association, or other persons interested in the purposes of the Chapter. Associate Membership can be converted to Membership at any time when the individual becomes a Member of the Association.

Section 5.

Junior Members of the Chapter must be either Junior Members of the Association or individuals who are preparing to meet the requirements for Membership and are currently enrolled as full time students in a college or university course to that end. Junior Membership may be held for a period not exceeding four years.

Section 6.

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.

Voting on amendments to the Constitution and its By-Laws, and on election of the Representative Board Member shall be restricted to Members and Emeritus Members in good standing. Voting on all other matters, including election of officers, is open to Members, Emeritus Members and Associate Members in good standing.

Section 8.

A member in good standing shall be a member who is not delinquent in payment of dues (as set forth in the By-Laws).

Section 9.

Membership may be terminated following prolonged non-payment of dues or, by a 2/3 majority vote of the Executive Board, for conduct contrary to the stated purpose of the Chapter.

Article VI (Officers)

Section 1.

The officers of the Chapter shall be the President, the President-Elect, the Secretary, the Treasurer, the Representative Board Member, and the most recent Past-President. The title "Most Recent Past-President" cannot be applied to the same individual for a continuous period exceeding two years.

Section 2.

The elected officers shall be Members or Emeritus Members, except that the Secretary or Treasurer may be an Associate Member.

Section 3.

An Officer of the Chapter must be a member in good standing.

Section 4.

The newly elected officers take office January 1st of the year following their election. Tenure of office for Chapter officers shall be two years, except that the Secretary and Treasurer shall serve for three years. The Representative Board Member shall serve for three years, and after serving that term shall not be eligible for re-election for a period of one year.

Section 5. Nominations for all officers shall be made by a Nominating Committee consisting of a chairman and two other members appointed annually by the Chapter's Executive Board. The Nominating Committee shall select at least two nominees for each elective office. No member shall be nominated without his consent. Nominations for officers may also be made by petition of at least two Members, Emeritus Members or Associate Members after consent has been obtained from the nominee, and must reach the Secretary at least six weeks before the Annual General Business Meeting of the Chapter. The Secretary shall prepare an electronic ballot to be distributed to the voting membership not less than four weeks before the Annual General Business Meeting of the Chapter. The closing date for receipt of ballots by the Secretary shall be one week before the Annual General Business Meeting of the Chapter. The Secretary shall report the results of the election at the Annual General Business meeting of the Chapter, and shall transmit the results to the Secretary of the Association.

Section 6. The President shall preside at all general meetings and Executive Board meetings of the Chapter.

Section 7. The President-Elect shall act as first Vice-President and as Chairman of the Program Committee.

Section 8. The Secretary shall be responsible for all correspondence and records of the Chapter, and shall also act as second Vice-President.

Section 9. The Treasurer shall be responsible for all financial transactions and financial records of the Chapter and shall also act as third Vice-President.

Section 10. The Representative Board Member will represent the Chapter as a member of the Executive Board of the Association. If the Representative is unable to attend the Association Executive Board sessions, the President of the Chapter shall designate an Alternate Representative and shall notify the Association of the Alternate Representative in writing.

Section 11. The Executive Board will consist of the above six officers, and the Chairpersons of all committees. Any action taken by the Executive Board may be subject to review by the membership upon petition of at least 20% of the Members, Emeritus Members and Associate Members.

Section 12. In the event that an officer is unable or unwilling to continue with their duties, a replacement can be appointed by the Chapter's Executive Board, persons so appointed to remain in office until the end of the next Annual General Business Meeting of the Chapter. If more than one full year remains in the term of the Representative Board Member, a special election will be held to fill the vacancy. In either case, any vacancy in

the term of the Representative Board Member will be filled for the period of the unexpired term.

Section 13. Committees of the Chapter shall be established, as needed, by the Officers of the Chapter.

Article VII (Meetings and Dues)

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

Section 2. The Annual General Business Meeting will normally be held within the 60 day period prior to the Annual General Meeting of the Association.

Section 3. The Executive Board shall establish the time and place of the regular meetings. Special meetings shall be held if petitioned for by at least 20% of the Chapter Members, Emeritus Members, or Associate Members. The request for a Special Meeting must be submitted in writing to the Secretary.

Section 4. Three officers and 25% of the total Members, Emeritus Members and Associate Members shall constitute a quorum for a Special Meeting.

Section 5. Except as provided, the parliamentary procedure of the Chapter shall be governed by "Robert's Rules of Order".

Section 6. Dues shall be established by the Executive Board of the Chapter subject to approval by a majority of the Members, Emeritus Members and Associate Members.

Article VIII (Amendments)

Section 1. Amendments to this Constitution may be proposed at any meeting with the approval of at least three Members or Emeritus Members.

Section 2. Amendments will be acted upon only after the Chapter Members and Emeritus Members have been notified in writing by the Secretary.

Section 3. Amendments shall require the approval of two-thirds of the Chapter Members and Emeritus Members who vote on the amendments, and the Executive Board of the Association.

Article IX (Attestation)

The Southern California Chapter of the American Association of Physicists in Medicine is duly authorized by the Board of Directors of the American Association of Physicists in Medicine to function as a Chapter of the Association in accordance with the provisions of the foregoing Constitution as amended.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signed:

\_\_\_\_\_  
Secretary, for the Southern California Chapter.

\_\_\_\_\_  
President, for the American Association of Physicists in Medicine.

## BY-LAWS

### Article I (Dues)

#### Section 1.

Annual dues for Members and Associate Members shall be determined by the Executive Board. No dues shall be required for Emeritus Members or Junior Members. Annual dues for Affiliate Members shall be determined by the Executive Board.

#### Section 2.

Dues are payable for a calendar year, and are due on January 1 of the year. A member becomes delinquent in payment of dues if such dues are not received by April 1 of that year. A member will have his membership terminated for prolonged nonpayment of dues, when such dues have not been received by January 1 of the following year.

### Article II (Amendments)

#### Section 1.

Amendments to the By-Laws may be proposed at any time, with the approval of at least three Members or Emeritus Members.

#### Section 2.

Amendments to the By-Laws will be acted upon only after the Chapter Members and Emeritus Members have been notified in writing by the Secretary.

#### Section 3.

Amendments to the By-Laws shall require the approval of a majority of the Chapter Members and Emeritus Members who vote on the amendments, and of the Executive Board of the Association.

### Article III (Rules of the Chapter)

#### Section 1.

The Rules of the Chapter augment the Constitution and its By-Laws. Their purpose is to detail and expedite administrative matters of the Chapter. The Rules include matters which come under the purview of the Board, which is responsible for their development, enactment, and documentation.

#### Section 2.

The enactment or amendment of a Rule requires a majority vote of the members of the Board, and becomes effective immediately after such ballot unless otherwise stipulated.

- (e) Establish a clear statement of the charge handed to committees and follow up with committee chairpersons to expedite committee functions.
- (f) Establish a "goal for the year".
- (g) Keep other officers (especially the Secretary) and Board members informed of pertinent activities, correspondence, and Chapter business.
- (h) Maintain a file of correspondence and activities of the office and, at the end of the year, turn that file over to the new President.
- (i) Prepare the "Past President Award".

#### Rule 2

The duties of the President-Elect shall be as follows:

- (a) Act as first Vice-President
- (b) Serve as Program Chairman, including assuming responsibility for:
  1. Choosing the speaker and making necessary arrangements.
  2. Making arrangements for a meeting place.
  3. Arranging for a projector, screen, and other visual aids as required.
  4. Providing the Newsletter Editor with complete announcements of meetings (on time).
  5. Choosing meeting dates, after coordinating with other societies, including SNM, HPS, etc.
  6. Prepare a copy of tentative meeting dates for the Newsletter.
  7. Providing a clear, strong statement regarding RSVP when necessary.
  8. Introducing speakers at the meetings.
- (c) Plan committees and choose committee chairpersons for the coming year (January or February is a good time for this) and approach these individuals as to interest and willingness to serve.
- (d) Send copies of pertinent correspondence to the President, Secretary, and other concerned individuals.
- (e) Maintain a file of activities and correspondence and turn this file over to the new President-Elect at the end of the year.
- (f) Hold an organizational meeting with the new officers on the afternoon of the Annual General Business Meeting. Submit appointments for the committee chairpersons to the new officers for approval and establish a calendar for the coming year.

#### Rule 3

The duties of the Secretary-Treasurer shall be as follows:

- (a) Be responsible for all correspondence, financial transactions, and records of the Chapter.
- (b) Act as second Vice-President.
- (c) Prepare and mail out a ballot paper as per the Constitution. Specific instructions should be included on the ballot stating that only Members or Emeritus Members may vote on the election of the Representative Board Member, but that Members, Emeritus Members, and Associate Members may vote on the election of other officers. The secrecy of ballots shall be maintained by requiring the ballots to be placed in a ballot envelope, and that envelope is to be placed in an outer envelope for mailing. The outer envelope must be signed by a member in good standing (dues paid) to be counted. Specific instructions to this effect shall be

## RULES

These rules, as provided for in the Constitution, Article III, have as their purpose to detail and expedite administrative matters of the Chapter.

#### Rule 1

The duties of the president shall include the following:

- (a) Preside at all general meetings and Executive Board meetings of the Chapter.
- (b) Prepare agenda for meetings.
- (c) Prepare an annual report to the Association.
- (d) Prepare a "President's Message" for the Chapter Newsletter.

- included, and place shall be designated on the outer envelope for the signature, printed name, and membership status. The Secretary-Treasurer shall verify the stated membership status.
- (d) With the assistance of two other members, the Secretary shall count the ballots approximately one week before the Annual General Business Meeting and report the results to the President and President-Elect and Secretary of the Association.
  - (e) Report the results of the election at the Annual General Business Meeting.
  - (f) Prepare stationery for the Chapter officers at the beginning of the fiscal year.
  - (g) Prepare signature cards and have bank accounts transferred at the beginning of the fiscal year.
  - (h) Maintain minutes of Board meetings and regular Chapter meetings, and distribute these before the next scheduled Board meeting.
  - (i) Notify the mailing service of the change in Secretary-Treasurer.
  - (j) Prepare an application form for student membership for distribution with the fall Newsletter.
  - (k) Arrange for Newsletter sponsorship and notify the Editor accordingly.
  - (l) Pay for the Newsletter distribution and send the statement to the Affiliate who sponsored it.
  - (m) Send copies of official correspondence to the President and other concerned Board members (as an individual item).
  - (n) At the end of the year, turn all files over to the new Secretary-Treasurer.
  - (o) In September, the Secretary should mail statements of dues to members for the coming year.
  - (p) About the first of December, the Secretary should send reminders to those who have not paid dues, with a statement that only paid-up members may vote in upcoming elections.
  - (q) Student membership should be on a year-to-year basis, and only those students who file applications should be continued on the mailing list. Accordingly, the Secretary should prepare for the fall Newsletter an application form with which students may request student membership for the coming year. Students who have not applied by January will be dropped from the mailing list at the time of the January review.

- (r) Prepare an audit report of the Chapter finances at the end of the fiscal year.

#### Rule 4

The duties of the Representative Board Member shall include the following:

- (a) Attend National Board meetings.
- (b) Determine consensus of Chapter members on issues known to be under consideration at the next National meeting in order to represent the Chapter accurately.
- (c) Prepare a summary report to members after National Board meetings.

#### Rule 5

The duties of the committee chairpersons shall include the following:

- (a) Keep minutes and a correspondence file on committee meetings and activities. Turn these over to the new committee chairperson at the end of the year.
- (b) Keep the President, Secretary, and other concerned members informed of activities of the committee.
- (c) About February 1, the membership committee should prepare a Chapter handbook containing:
  1. Chapter Constitution,
  2. Officers of the current year,
  3. Committee chairpersons and members for the current year,
  4. Officers and committee chairpersons for the past year,
  5. Names of members,
  6. Membership status,
  7. Affiliation,
  8. Mailing address,
  9. Phone number.
- (d) The membership committee chairperson shall notify the mailing service of additions, deletions, and other changes in the mailing list.
- (e) In January, the membership chairperson shall review the mailing list and drop the names of members who did not pay dues for the previous year.