

## **SDAMPP Policies and Procedures**

### **Policy 1 (2010-06-21): Membership Policies and Procedures**

1. A list will be compiled of the current principal senior administrator of each known academic medical physics program in the U.S. and Canada (undergraduate, graduate, residency, postdoctoral) that are affiliated with an accredited institution of higher education or that are CAMPEP-accredited (see By-laws Article 4.1).
2. An email will be sent to each of the principal senior administrators inviting them to nominate up to four individuals from their program for voting membership. Such senior administrators must write a letter (or email) to the SDAMPP membership committee indicating the individuals being nominated for membership and what the credentials and senior leadership positions are that qualify each of those nominated for membership. Target date to send such communications to the program directors: June 21, 2010. Requested date to receive such nominations: July 1, 2010, in order to make their members eligible for voting on officers/board this year. In future years, an annual reminder will go out to senior program administrators reminding them to consider nominating eligible individuals for membership.
3. An email will be sent to those individuals who have directly expressed an interest in membership encouraging them to discuss the matter with their senior program administrator.
4. The membership committee will review all nominated individuals, and forward to the Board a list of individuals who qualify for membership. If the Board approves them, such individuals will be invited to become members. Such invitations will go out by email communication, and will include mention of the benefits of membership and also requirement of annual dues. The membership committee will vote at a committee meeting or by email and a simple majority of the total membership of the committee will be required to recommend an individual to the Board for membership.
5. Those who are nominated for membership whose eligibility is not immediately clear to the membership committee will be forwarded to the Board for determination of eligibility.
6. A member will be considered to become active when the membership invitation has been accepted in writing (or email).
7. Membership will lapse if dues are not paid during the annual dues collection period by the deadline stated for receipt of dues. A member may request reinstatement after lapsed membership by (1) requesting a confirmation letter from their senior program administrator that they are still eligible (unless they are themselves the senior administrator), (2) applying to the membership committee for reinstatement, and (3) paying the dues that are in arrears plus a \$25 penalty.
8. The limit of four individuals from each program will include both regular and emeritus members. Emeritus members are those who have served in the past in eligible positions of leadership within an eligible academic medical physics program; such emeritus members may still be active professionally (i.e., "emeritus" in this context does not necessarily mean that an individual is retired from professional work, but rather, that such individual is no longer active in program leadership). It is up to the senior program administrator at a given program to determine the mix of regular and emeritus members he/she wishes to nominate for membership.
9. If an eligible program currently has a total of four members in good standing and wishes to add an additional person, then one of the current members must resign from membership before another can be added. It is up to the senior administrator of each program to determine which four individuals should represent the program at any given time. If an individual must resign for such reasons, that individual may make application to become an honorary member. Honorary

members do not contribute to the limit of four voting members from a program; however, such honorary members may not vote.

10. For the purposes of determining four members per program, different types of programs within a given institution will be considered as separate programs. For example, if an institution has a graduate program and also residency programs in radiation oncology and imaging, such institution would have 3 separate programs, each qualifying for up to four members; thus a total of 12 individuals from that institution could qualify for membership.
11. Nominations for honorary and associate member status may come directly to the membership committee from the nominee or may be submitted on someone's behalf by others. Any such nominations for honorary or associate membership that come to the membership committee will be considered, and if determined to be eligible, will be forwarded to the Board for a vote and then sent an invitation for membership if approved. In cases where eligibility is not obvious to the membership committee, the Board will be requested to decide the matter.
12. When individuals are admitted into membership, they will be instructed to inform the SDAMPP membership committee if their status changes in the future (e.g., they are no longer active program leaders). If such changes take place, it is the responsibility of the individual member or the senior administrator at a given program to advise the membership committee so that the member's status may be changed appropriately. If the SDAMPP membership committee learns independently that a member's status has changed but the member has not informed SDAMPP, then the membership committee may write to the senior program administrator at that member's institution requesting clarification. If a member fails to provide information needed to determine the appropriate membership status, the membership committee may take a recommendation for involuntary change of membership status to the Board for decision.
13. Article 4.1 of the bylaws states that "academic programs of medical physics at accredited institutions of higher education" are eligible to nominate individuals to membership. Programs (whether graduate, undergraduate, postdoctoral, or residency) affiliated with an accredited university or educational entity will automatically qualify whether or not they are CAMPEP accredited. Programs not affiliated with an accredited university or educational entity but which are CAMPEP accredited (e.g., an accredited residency program at a private hospital) will be considered by definition to be an "accredited institution of higher education" by virtue of their CAMPEP accreditation, and therefore will qualify. Requests for membership from individuals at non-CAMPEP-accredited programs not affiliated with an accredited university or educational entity must go to the SDAMPP Board for consideration.
14. Membership considerations will be asynchronous with the calendar year, meaning that membership requests will be considered at any time during the year, but dues must be paid on a calendar year basis for a member to retain eligibility. If a member joins before the annual dues collection period, he/she will be required to pay dues that calendar year. If a member joins after the annual dues collection period, the first dues payment will occur the following year. If a member joins during the time in which dues are being collected (i.e., during the annual dues payment period), that member will be required to pay dues in the current year.
15. If for some reason a founding member is not selected as one of the four voting members from his/her program, such founding member may remain a member for the duration of 2010. The founding member's replacement from that program will not become eligible for membership until 2011.
16. If a person who is a Board member of SDAMPP has a change in position at their program during the term of their Board service such that they would no longer be one of the four eligible members from their program, they may retain their membership in SDAMPP until such time as their Board service concludes. Such person's program would be required to count that Board

member as one of the program's four members during that person's term on the Board of SDAMPP. If such a person is no longer affiliated with a program, they may maintain their membership as an unaffiliated emeritus member during the duration of their term on the SDAMPP Board.

17. According to Article 4.1, individuals not affiliated with an academic medical physics program may still be eligible for membership in the emeritus, honorary, or associate categories. Such individuals may self-nominate for membership. Any such membership requests for individuals not currently affiliated with an academic medical physics program will be reviewed by the membership committee and forwarded to the Board for a final membership decision.
18. During 2010, the membership committee will begin the process of identifying academic medical physics programs outside of the U.S. and Canada so that such programs may be invited to nominate members. Such membership invitations may go out periodically as such programs become known to the membership committee.