

# SDAMPP Policies and Procedures

## Policy 1: Membership Policies and Procedures

### Revision History

2010-06-21	Approved by BOD
2020-09-06	Revised version approved by BOD
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- 1) It is the policy of SDAMPP that the Society encourages all professionals engaged in all types of medical physics education, and at all levels, to join and participate in the activities of the Society. SDAMPP offers a variety of membership types to closely match to the duties and interests of the prospective member.
  - a) There is no limit to the total number of members that an institution or program may have.
  - b) There is no limit to the number of programs (e.g., MS, PhD, PDC, DMP, imaging residency, therapy residency) from which each institution may have members.
  - c) Individuals may apply from all medical physics education programs. 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. Applications will also be considered for membership of individuals at non-CAMPEP-accredited programs not affiliated with an accredited university or educational entity.
- 2) Member Recruitment Activities
  - a) To facilitate member recruitment, the membership committee will annually compile a list of programs by contacting the program director 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. If a suitable list is available from CAMPEP, SDAMPP may use that. See By-laws Article 4.1.
  - b) Each year an email will be sent to each of the program directors, inviting them to nominate individuals from their program for voting membership. A template nomination letter and instructions are available on the Society’s website. Also, the email will point out that they may also nominate non-voting members, and that prospective nonvoting members may also nominate themselves.
  - c) The membership committee may, at its discretion, identify 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.
- 3) Membership Types
  - a) Voting Members
    - i) Voting members include regular and emeritus members.
    - ii) Recognizing the need for appropriate representation of medical physics programs, each program may have up to four voting members. The program director will determine who the four members are.
    - iii) Regular members are those who currently or have previously served in eligible positions of leadership within an eligible academic medical physics program. Regular members are active professionally (but not necessarily active in program leadership).

- iv) It is up to the program director at a given program to determine the mix of regular and emeritus members he/she wishes to nominate for membership.
- v) 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 the program director at a given program to determine the mix of regular and emeritus members he/she wishes to nominate for membership.
- vi) 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 voting members; thus a total of 12 individuals from that institution could qualify for voting membership.

b) Nonvoting Members

- i) Nonvoting members include associate and honorary members.
- ii) There is no limit on the number of nonvoting members from each program.
- iii) If a program has a total of four voting members in good standing and wishes to add an additional member, then it is up to the program director of each program to determine which members shall be voting and non-voting members.
- iv) Nominations for non-voting members may come to the membership committee from the nominee, the program director, or a third party who is a member of the Society. For example, an honorary member could be nominated by a member of Board of Directors.

4) Approval Process

- a) The membership committee will review all nominated individuals. It 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.
- b) The committee will forward to the Board a list of individuals who seek 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.
- c) Those who are nominated for membership whose eligibility is not immediately clear to the membership committee, the membership committee will request information from the nominator to clarify eligibility.
- d) A member will be considered to become active when the membership invitation has been accepted in writing (or email).

5) Change in Status of Membership and Dues

- a) Membership will lapse if dues are not paid during the annual dues collection period by the deadline stated for receipt of dues. A member whose membership has lapsed for less than one year may request reinstatement by (1) email to the Membership Committee Chair requesting reinstatement and (2) paying the dues that are in arrears plus a \$25 penalty. A member whose membership lapsed more than a year ago may request reinstatement by (1) requesting a confirmation letter from their program director that they are still eligible (unless they are themselves the program director), (2) applying to the membership committee for reinstatement, and (3) paying the dues that are in arrears plus a \$25 penalty.

- b) 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 program director 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 program director 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.
- c) 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.