

# Rules of the Society of Directors of Academic Medical Physics Programs

## Revision History

10-07-2015	Approved by Board of Directors
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# 1 Introduction

The purpose of this document is to describe the Rules of the Society. The Society has a hierarchy of documents that include, in decreasing order of authority, the Articles of Incorporation, the Bylaws, Rules, and multiple Policies and Procedures. The Articles of Incorporation are designed to be high-level and to require little or no revisions over many years. The Bylaws are derived from the Articles, provide somewhat more detail, and remain stable over long periods. The Rules are derived from the Bylaws, contain additional details, and should be reviewed biannually and, if needed, revised. The Policies and Procedures are “derived” from the Rules, contain the highest level of detail, and are typically revised the most frequently. The purpose of stratifying the governance documents in this way is for the convenience of the readers and to streamline their maintenance over time.

The authority for the Society’s Rules (this document) is from the Bylaws (Article 18 “Rules, Policies and Procedures”), which states that “The Board of Directors may, at its discretion, establish, modify or rescind rules, policies, or procedures that pertain to the orderly conduct and administration of the business of the Society, provided that such rules, policies, or procedures do not abridge or contradict provisions of law, the Articles of Incorporation, or these Bylaws.” Policies and Procedures are maintained in documents separate from the Rules. Each Committee maintains its Policies and Procedures document(s). The Executive Committee maintains the Policies and Procedures document for elections and other areas it deemed necessary.

The Rules document, in its current form, is a resource that focuses mainly on governance topics. Specifically, the size, structure, membership, charge, and policies and procedures of various committees are described. The Rules should be reviewed biannually, updated as needed, and subsequently submitted to the Board of Directors for review and approval.

## 2 Standing Committees

Membership in all standing committees shall be limited to Regular or Emeritus Members of the Society in good standing (Bylaws 7.1).

All committee are strongly encouraged to

- communicate and collaborate with other SDAMPP committees,
- communicate and coordinate with SDAMPP’s appointed liaisons to CAMPEP, AAPM and ABR, as needed and appropriate, and
- nominate a member of the Committee to be appointed by the President to serve as the committee’s Co-Chair.

### 2.1 Executive Committee

#### Membership

The Committee shall consist of the President, the President-Elect, the Chairman of the Board, the Secretary, the Treasurer, and, if appointed, the Executive Director. Additional members are not authorized. Authority for Committee membership is established here (the Bylaws do not specify the composition of the Committee).

### Charge

The Committee will

- 1.) make recommendations to the Board of Directors,
- 2.) exercise general supervision of the business of the Society during the intervals between Board meetings as provided by the Society's Rules and Policies.

### Policies and Procedures

The Committee's Policies and Procedures document(s) are reviewed annually by the Committee. If revisions are proposed, they are submitted to the Board of Directors for review and approval.

## 2.2 Finance Committee

### Membership

The Committee shall consist of the Treasurer (chair) and at least 2 other members. Additional members may be appointed by the President with the approval of the Board. Prospective appointees may be nominated by the Committee Chair, Committee Members, or they may self nominate.

### Charge

The Committee will

1. prepare the annual budget for presentation to the Board at its December meeting,
2. negotiate contracts for services by external organizations (*e.g.*, AAPM),
3. recommend changes/additions to the Society's income stream, as needed, and
4. maintain overall financial viability so that the goals of the Society may be achieved.

### Policies and Procedures

The Committee's Policies and Procedures documents are reviewed annually by the Committee. If revisions are proposed, they are submitted to the Board of Directors for review and approval.

## 2.3 Annual Meeting Committee

### Membership

The Committee shall consist of 6 members, including the President-Elect (chair) and 5 other members. Additional members may be appointed by the President with the approval of the Board. Prospective appointees may be nominated by the Committee Chair, Committee Members, or they may self nominate.

### Charge

The Committee will

- 1.) organize the venue, format, agenda and presenters for the Annual Meeting, and
- 2.) generate, with Board participation and approval, the program for the Annual Meeting.

### Policies and Procedures

The Committee's Policies and Procedures documents are reviewed annually by the Committee. If revisions are proposed, they are submitted to the Executive Committee for review and approval, which may at its discretion seek review and approval from the Board.

## 2.4 Awards and Honors Committee

### Membership

The Committee shall consist of the President, the President-Elect, the Chairman of the Board, the Secretary, and the Treasurer. Additional members may be appointed by the President with the approval of the Board. Prospective appointees may be nominated by the Committee Chair or Committee Members.

### Charge

The Committee will

- 1.) play a key role in recognizing outstanding members of the community of medical physics educators,
- 2.) solicit nominations from the membership, review submissions, and
- 3.) prepare recommendations to recognize outstanding educators who have distinguished themselves through exemplary service in medical physics education.

### Policies and Procedures

The Committee's Policies and Procedures documents are reviewed annually by the Committee. If revisions are proposed, they are submitted to the Executive Committee for review and approval, which may at its discretion seek review and approval from the Board.

## 2.5 Membership Committee

### Membership

The Committee shall consist of at least 3 members (Bylaws 7.3.1) and preferably 4 or 5. At least one member shall be a current member of the Executive Committee. Additional members may be appointed by the President with the approval of the Board. Prospective appointees may be nominated by the Committee Chair, Committee Members, or they may self nominate.

### Charge

The Committee will

- 1.) develop and maintain a vibrant and effective membership of directors and educators from academic medical physics programs from around the world,
- 2.) receive and review application documents submitted by prospective members in accordance with the Membership provisions in the Bylaws, and shall make a determination as to whether an applicant is qualified for the category of membership sought, and
- 3.) make timely recommendations periodically to the Board regarding all applications received based on its review of the submitted documents.

### Policies and Procedures

The Committee's Policies and Procedures documents are reviewed annually by the Committee. If revisions are proposed, they are submitted to the Executive Committee for review and approval, which may at its discretion seek review and approval from the Board.

## 2.6 Education Practices Committee

### Membership

The Committee shall consist of 8 members. Additional members may be appointed by the President with the approval of the Board. Prospective appointees may be nominated by the Committee Chair, Committee Members, or they may self nominate.

### Charge

The Committee will

1. collect, analyze, and disseminate information on medical physics education of relevance to program directors (this may include survey data, statistical data, resources, or any other considered useful for directors of such programs),
2. coordinate and collaborate on the collection, analysis, and dissemination of information, (e.g., CAMPEP/SDAMPP annual surveys, ad hoc surveys, activities with other organizations),
3. investigate and bring forward to the Board issues of concern identified by members, and
4. encourage and facilitate the sharing of best educational practices among members.

### Policies and Procedures

The Committee's Policies and Procedures documents are reviewed annually by the Committee. If revisions are proposed, they are submitted to the Executive Committee for review and approval, which may at its discretion seek review and approval from the Board.

## 2.7 Professional Issues Committee

### Membership

The Committee shall consist of 6 members. Additional members may be appointed by the President with the approval of the Board. Prospective appointees may be nominated by the Committee Chair, Committee Members, or they may self nominate.

### Charge

The Committee will

- 1.) examine professional issues of relevance to program directors, educators, and trainees (examples include pathways to becoming a qualified medical physicist, licensing, certification, profession societies, and professional ethics), and

- 2.) provide recommendations on professional issues of relevance to medical physics education.

### Policies and Procedures

The Committee's Policies and Procedures documents are reviewed annually by the Committee. If revisions are proposed, they are submitted to the Executive Committee for review and approval, which may at its discretion seek review and approval from the Board.

## 2.8 Outreach Committee

### Membership

The Committee shall consist of 6 members. Additional members may be appointed by the President with the approval of the Board. Prospective appointees may be nominated by the Committee Chair, Committee Members, or they may self nominate.

### Charge

The Committee will

- 1.) recommend and execute activities such as webinars and workshops for the Society's members,
- 2.) recommend, as appropriate, inclusion of graduate students, residents, and non-members,
- 3.) recommend, develop, and maintain resources for the Society's members, such as graduate program and residency program interviewing calendars, and
- 4.) recommend other discussion groups dedicated to specific topics.

### Policies and Procedures

The Committee's Policies and Procedures documents are reviewed annually by the Committee. If revisions are proposed, they are submitted to the Executive Committee for review and approval, which may at its discretion seek review and approval from the Board.

## 2.9 Nominating Committee

### Membership

The Committee shall consist of at least 5 members (Bylaws 7.3.2). Additional members may be appointed by the President with the approval of the Board. Prospective appointees may be nominated by the Committee Chair and Committee Members.

### Charge

The Committee will

- 1.) annually recommend a slate of candidates, at least six months before the next Annual Business Meeting, containing candidates for Board Members At-Large, President-elect, Secretary, and Treasurer, and
- 2.) recommend, upon request by the Executive Committee, candidates for any other new or vacant leadership positions in the Society.

### Policies and Procedures

The Committee's Policies and Procedures documents are reviewed annually by the Committee. If revisions are proposed, they are submitted to the Executive Committee for review and approval, which will seek review and approval from the Board.

## 2.10 Communications (formerly Publications) Committee

### Membership

The Committee shall consist of 6 members. Additional members may be appointed by the President with the approval of the Board. Prospective appointees may be nominated by the Committee Chair, Committee Members, or they may self nominate.

### Charge

The Committee will

- 1.) recommend strategies for the Society's communications,
- 2.) distribute and/or post approved communications and other resources (e.g., documents, videos, hyperlinks, new items, etc.) of relevance to the mission of the Society,
- 3.) maintain the Society's electronic communications platforms, such as its web site, forum (e.g., bulletin board), and social media, and
- 4.) work with the Secretary (e.g., email blasts to members and Board meeting minutes), Executive Committee (e.g., governance documents), Annual Meeting Committee (e.g., proceedings of annual meeting and business meeting), Outreach Committee (e.g., webinars) and others groups within the SDAMPP to assure that communications and publications are processed in a timely manner.

### Policies and Procedures

The Committee's Policies and Procedures documents are reviewed annually by the Committee. If revisions are proposed, they are submitted to the Executive Committee for review and approval, which may at its discretion seek review and approval from the Board.

## 3 *Ad Hoc* Committees

Membership on *ad hoc* committees is not restricted to Regular or Emeritus Members of the Society and may include individuals who are not members of the Society (Bylaws 7.1).

*Ad hoc* committees will serve until dissolved by the President or Board (Bylaws 7.1).

There are no *ad hoc* committees at the time of this revision.

## 4 Terms of Appointment

#### 4.1 Terms of Appointment of Chairs

Chairs of standing committees, including councils (note: to date, councils have not been established), and categorical council committees, shall be appointed for three-year terms, once renewable, subject to annual reappointment, unless otherwise specified in the rules for that council or committee. Chairs of task groups shall be appointed for the lifetime of the task group, subject to annual reappointment. The term limits for appointment as chair of a given committee, subcommittee, or working group are not constrained by the length of time previously served as member, Co-Chair or Chair-designate of the same body. After serving one term (or two consecutive terms) as chair, a Member shall not be eligible for re-appointment to the same chairmanship for a period of at least one year. It is desirable that more than one year elapse between appointments as chair of a specific committee, subcommittee or working group.

#### 4.2 Terms of Appointment of Members

Voting members of standing committees, subcommittees and working groups shall be appointed for three-year terms, once renewable, subject to annual reappointment, unless otherwise specified in the Rules. Voting members of task groups shall be appointed for the lifetime of the task group, subject to annual reappointment, unless otherwise specified in the Rules. Ex-officio members shall be appointed and reappointed annually during their term of office. Consultants may be appointed for annual terms without limit to the number of terms. After serving one term (or two consecutive terms) as a member of a committee, subcommittee or working group, a Member shall not be eligible for re-appointment to the same body for a period of at least one year. It is desirable that more than one year elapse between appointments as a member of a specific committee, subcommittee or working group.