



AAPM RULES UPDATE

Board Summary — July 2026 Board Approval / September 2026 Membership Vote

WHAT YOU'RE BEING ASKED TO REVIEW

The Board approved the Bylaws modernization effort on April 21, 2026. The companion RULES amendments needed to implement those changes were approved by the Board (July 17, 2026). If the membership ratifies the Bylaws this fall, these RULES amendments become effective immediately. If the membership does not ratify the Bylaws, these RULES amendments do not take effect.

WHY RULES CHANGES ARE NEEDED

The new Bylaws push most operational detail down into the RULES. That created three kinds of cleanup:

- **REMOVE DUPLICATION**
 - RULES language now duplicated in the Bylaws or Board Policy is repealed.
- **PRESERVE WHAT'S BEING REMOVED FROM THE BYLAWS**
 - Detail being deleted from the Bylaws (committee charges, election procedures) is relocated into the RULES so it isn't lost.
- **ALIGN TERMINOLOGY**
 - Updated RULES titles and membership categories to match the new Bylaws terminology.

TOP CHANGES TO THE RULES

- **BOARD DUTIES STREAMLINED** (*Rules 1.0.0, 1.0.1, 1.1.4*)
 - Repeals language now duplicated in the Bylaws or Board Policy. No substantive change.
- **NEW BOARD RULES ADDED FROM THE BYLAWS** (*Rules 1.1.9–1.1.12*)
 - Audit Committee charge, appointment of journal Editors-in-Chief, the Board's conflict-of-interest duty, and the chapter disaffiliation procedure.
- **ELECTIONS & TIE-BREAKING CODIFIED** (*Rules 1.3.1–1.3.4*)
 - Retains existing nomination and ballot timelines. NEW: a formal tie-breaking procedure (Board vote, then Executive Committee, then a witnessed coin flip).

- **OFFICER NOMINATIONS & ADVISORY COMMITTEES** (*Rules 2.3.1, 2.4.3*)
 - Nominating process for President-Elect, Secretary, and Treasurer; President's authority to form advisory committees, which expire after one year unless extended.
- **COMMITTEE TITLE ALIGNED WITH BYLAWS** (*Rule 3.16*)
 - Retitled to match Bylaws terminology. No substantive change.
- **MEMBERSHIP RULES RESTRUCTURED** (*Rules 4.0.1–4.7*)
 - Updated application, termination, and eligibility details so Full, General, Associate, Affiliate, and Corporate Membership match the classes defined in the new Bylaws.

WHAT HASN'T CHANGED

Meetings & Nominations, Finance & Dues, the Annual Business Meeting, Amendments, and Commissions were reviewed and required no changes to the RULES.

TIMELINE

Board approved the RULES amendments on July 17, 2026. Membership vote opens September 9, 2026, and closes September 30, 2026. Results will be announced in fall 2026.

NEXT STEPS

- If the membership ratifies the Bylaws this fall, the approved RULES amendments take effect immediately — no further Board action is required.
- If the membership does not ratify the Bylaws, these amendments to the RULES will not take effect.

AAPM RULES

1. THE BOARD OF DIRECTORS

1.0. The Board of Directors (amended December 1, 2004, August 3, 2006, November 29, 2006, and July 14, 2022)

1.0.1. ~~Duties as specified in the Bylaws (added December 1, 2004) (pending repeal 2026)~~

1.0.1. —

1.0.2. — ~~Conflict of Interest Policy (added December 1, 2004)~~

~~Purpose: The primary objective of this policy is to ensure that the work of the Association will not be compromised or diminished by real or perceived conflicts of interest.~~

~~Definition: The term conflict of interest means any financial or other interest which conflicts with the service of an individual because it (1) could impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization.~~

~~Policy: All individuals selected for service to the Association shall be required to complete a Potential Sources of Conflict of Interest statement prior to assuming their duties, listing relevant connections and interests. Such statements shall be made available to members of the Association.~~

~~1.0.3. 1.0.2. Procedure: The Board of Directors (the "Board") shall approve a Professional Policy which specifies its scope, the content of the Potential Sources of Conflict of Interest statement and the means through which the information submitted shall be made available to members of the association. The process used to ensure that statements are completed and maintained shall be under the general supervision of the Secretary. (pending repeal 2026)~~

1.1. Duties

In addition to the duties specified in the Bylaws, the Board shall also have the following:

- 1.1.1. The Board shall be responsible for the affairs of the Corporation. No Member, Committee, or Council shall enter into any formal contract or otherwise commit the organization to any obligation, financial or otherwise, without the expressed consent of the Board.
- 1.1.2. Interim Appointments: Due to the necessity for certain appointments caused by unforeseen circumstances or to the exigency of certain situations, the Board shall give the President the privilege of making interim appointments without the concurrence of the Board. However, all interim appointments must be presented to the Board as soon as practicable and no later than the next Board Meeting. Such appointments must be approved by the Board to be continued

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[1.1.3.](#) Board Members-at-Large: The Board may assign to a Board Member-at-Large the members in an area not represented by a Representative Board Member in order to have a liaison between those members and the Board.

~~[1.1.3.1.1.4.](#)~~ ~~(pending repeal 2026)~~

~~[1.1.4.](#)~~ ~~Executive Director Appointment: As authorized in the Bylaws, the Board may appoint an Executive Director.~~

1.1.5. Operating Budget: The Board shall approve an operating budget for each fiscal year, which shall last from January 1 through December 31.

1.1.6. (repealed December 1, 2004)

1.1.7. Policies and Positions (added December 1, 2004; amended November 29, 2006 and November 19, 2021) The Board (or the Executive Committee acting for the Board) shall adopt AAPM Policies to provide guidance to national officers, committee members, and members of the AAPM and to provide binding operational controls and procedures considered necessary as a supplement to or as an amplification of the AAPM Bylaws and Rules. The Board (or the Executive Committee acting for the Board) shall adopt AAPM Position Statements to provide the position of AAPM in matters of importance before the public, other related organizations, and the profession of Medical Physics.

[1.1.8.](#) Awards and Honors: The Board shall determine the Awards and Honors of the Association, the criteria for eligibility, and the process for administration through Administrative Policies that have been approved by the Board.

[1.1.9.](#) Audit Committee: [The Board shall appoint an Audit Committee to monitor the integrity of the Association's financial reporting process, the appropriateness of the Association's accounting policies and internal controls, and the independence and performance of the Association's independent auditors, and report its findings to the Board. The Audit Committee shall select an independent audit firm to perform an annual audit of the Association's books and records and to prepare a report of the audit and associated recommendations for the Board.](#) (pending add 2026)

[1.1.10.](#) The Board shall appoint the Editor-in-Chief of the Medical Physics journal and the Editor-in-Chief of the Journal of Applied Clinical Medical Physics.(pending add 2026)

[1.1.11.](#) The Board shall formulate, promulgate, implement, and maintain a conflict of interest policy.(pending add 2026)

[1.1.12.](#) Disaffiliation of Regional Chapter with AAPM: The Board disaffiliates the chapter status by two-thirds vote of any Regional Chapter that fails to meet the requirements for a Regional Chapter as stated in the Bylaws and these Rules.(pending add 2026)

1.2. Composition of the Board (amended December 4, 2019)

Voting and non-voting members of the Board are specified in the Bylaws.

[1.3.](#) Nomination and Election

1.3.1. Chapter-elected Board Directors shall be elected by Regional Chapters as described in the Bylaws. (pending add 2026)

1.3.2. The Nominating Committee shall determine, for each election cycle, the category to be represented for each Board Director-at-Large vacancy, based on the current strategic needs of the organization. The categories may reflect areas such as clinical specialty, geographic representation, practice setting, or any other criteria the Nominating Committee deems appropriate at that time. The proposed categories shall be submitted to the Board for approval at the fall meeting in the year prior to the nominations to allow sufficient time for candidate recruitment. The Nominating Committee shall make at least two nominations for each vacancy. A list of those nominated, organized by category, shall be provided to each Full Member at least twelve (12) weeks before the Annual Business Meeting. Further nominations within any category may be made by at least two (2) Full Members. All nominees must be Full Members in good standing, meet the requirements of the category, and give written consent to the nomination. The Secretary must receive such nominations, together with the written consent and biographical information, at least ten (10) weeks before the Annual Business Meeting. (pending add 2026)

1.3.3. Ballot and Election Procedure . (pending add 2026)

The Secretary shall prepare and provide a Ballot to each Full Member Voting Member together with biographical information on all nominees not less than six (6) weeks before the Annual Business Meeting. The closing date for receipt of the completed ballots by the Secretary shall be three (3) weeks before the Annual Business Meeting. The Secretary shall inform all candidates of the results of the election at least two (2) weeks before the Annual Business Meeting.

1.3.4. Integrity of Election and Tie-Breaking (pending add 2026)

The Secretary shall be responsible for the integrity of the election process. In the event of a tie vote for any Board Director-at-Large position, the Board of Directors will vote by secret ballot at their next regularly scheduled meeting. The votes of all Board Directors attending shall be counted at once and the results announced. In the event of a tie vote by the Board, the tie shall be resolved by the Executive Committee in a closed session; if the vote of the Executive Committee is a tie, the election shall be decided by the flip of a coin by the Executive Committee the election shall be decided by the flip of a coin. The coin flip shall be conducted by the Chair of the Board (or, in their absence, the Secretary), and witnessed by at least two (2) Board Directors. The outcome shall be recorded in the minutes of the Board meeting.

1.3.1.4. Terms of Office

The terms of the Secretary and the Treasurer will be staggered so that both persons will not be elected in the same year.

~~1.4.1.5.~~ Board Meetings

~~1.4.1.1.5.1.~~ A regular meeting of the Board shall be held within ten days after the Annual Business Meeting. Two other regular meetings shall be held in the fall and spring between Annual Business Meetings.

~~1.4.2.1.5.2.~~ Special meetings of the Board shall be called by the Chair of the Board, the President, or by any ten (10) voting members of the Board. Notice of special meetings, together with the purpose of such meetings, shall be sent to members of the Board at least two weeks before the meeting. No business shall be transacted except that mentioned in the notice of the special meeting.

~~1.4.3.1.5.3.~~ Board members, committee chairs or others who wish to place items on the agenda, must deliver these items to the Secretary by the deadline that will be stated by the Secretary before each meeting.

~~1.4.4.1.5.4.~~ (Amended April 12, 2008 and December 2, 2015) The business of the Board may be conducted using electronic means of communication by which all directors participating may simultaneously hear each other during the meeting. The procedures for the electronic means of communication are defined in an Administrative Policy document that has been approved by the Board.

~~1.4.5.1.5.5.~~ Any member of the Board who has a conflict of interest on any specific issue under consideration before the Board, as defined in any Conflict of Interest Policy established by the Corporation, will so declare and will abstain from voting on that issue.

~~1.4.6.1.5.6.~~ Model Agenda

1. Call to order and establishing quorum
2. Review and adoption of meeting agenda
3. Consideration of consent calendar
4. Reading of minutes
5. Reports of officers and committees
6. Unfinished business
7. New business
8. New appointments
9. Adjournment

~~1.4.7.1.5.7.~~ At meetings of the Board, noncontroversial items of business may be listed on a consent calendar. The information distributed prior to the meeting should make it clear which items of business are on the consent calendar, and the consent calendar should be considered early in the meeting, at least preceding standing committee reports. Consent calendar items should also be listed on the agenda in their normal place in the order of business, and any item may be removed from the consent calendar by a single voting member of the Board, without second or debate. Items removed from

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the consent calendar are considered in their normal place in the order of business. Items on the consent calendar are not subject to debate and a motion to accept the consent calendar, without need for a second, is the same as moving to accept all of the items on the consent calendar.

~~1.4.8.~~1.5.8. Votes taken at the Annual Business Meeting are advisory to the Board of Directors and must be considered at the next meeting of the Board.

~~1.4.9.~~1.5.9. Motions referred to the Board as a result of a vote taken at the Annual Business Meeting and defeated by the Board of Directors will automatically be referred to the general membership for a written vote.

~~1.4.10.~~1.5.10. The following special rules of order shall be used at Board meetings.

1. The Chair of the Board has the authority to arrange items on the agenda in a way that makes the best use of member energy, subject to amendment by the board at the meeting.
2. The minutes will not include the names of the maker or the seconder of motions.
3. Main motions that do not receive a second will not be included in the minutes.
4. The maximum time for a speech by a board member is five minutes.
5. Staff members may raise a Point of Order when they judge it appropriate.
6. No amendment to any motion will be allowed which changes the intent of the original motion.

~~1.4.11.~~1.5.11. Except as otherwise provided, the conduct of Board Meetings shall be in accord with the current edition of "Robert's Rules of Order."

2. OFFICES AND SPECIAL APPOINTMENTS

2.0. Offices and Special Appointments

2.1. Elected Offices

2.2. Special Appointments

2.3. Nomination and Election (amended July 26, 2007)

In the event that the office of the President-Elect, Secretary or Treasurer becomes vacant for any reason, a special election shall be held as soon as possible to fill the unexpired portion of the term of office. The Nominating Procedures shall be the same as for regular elections for elected officers.

2.3.1. Nomination of Officers (pending add 2026)

The Nominating Committee, with concurrence of the Board, shall make nominations for President-Elect, Secretary, and Treasurer. Nominees must be current or previous Board members in good standing and must give consent. There shall be at least two nominees for President-Elect. Biographical information for all nominees will be attached to the ballot. The balloting procedure shall be as for Board Members-at-Large.

~~2.3.2.4.~~ 2.4. Duties of the President (amended April 13, 2010)

In addition to the duties specified in the Bylaws, the President shall:

~~2.3.1.2.4.1.~~ 2.4.1. Call Executive Committee meetings at appropriate times to discuss the affairs of the Corporation.

2.4.2. Make interim appointments as the situation warrants. Such appointments must be presented to the Board for approval as soon as practicable and no later than the next Board meeting.

~~2.3.2.2.4.3.~~ 2.4.3. The President, with the concurrence of the Board, may establish advisory committees as the need arises or as otherwise required by the Bylaws or these Rules. Upon establishing such a committee, the President shall notify the Board and provide the membership of the committee and its charge. Membership and tenure of such committees shall be as provided for in the Rules. Such committees shall automatically expire one calendar year from the appointment date unless specific approval to extend their term is granted by the Board, or unless the Board formally establishes them as standing Advisory Committees to the Board. (pending add 2026)

~~2.4.2.5.~~ 2.5. Duties of the President-Elect (amended July 31, 2008, July 14, 2022, and November 16, 2023)

In addition to the duties specified in the Bylaws, the President-Elect shall propose replacements for all appointive vacancies that are expected to occur during the subsequent term of office as President. At the fall meeting of the Board, the President-Elect will submit the names of appointees for all vacancies to the Board for its concurrence.

~~2.5.2.6.~~ 2.6. Duties of the Secretary (amended July 29, 2004, November 30, 2005, March 21, 2009, November 4, 2009, December 2, 2015, and July 14, 2022)

In addition to the duties specified in the By-Laws, the duties of the Secretary will include the following:

~~2.5.1.2.6.1.~~ 2.6.1. Distribute the agenda for each Board meeting to all Board members.

~~2.5.2.2.6.2.~~ 2.6.2. (repealed October 15, 2015)

~~2.5.3.2.6.3.~~ 2.6.3. Transcribe and distribute the minutes of each Board meeting, Annual Meeting, and Executive Committee (EXCOM) meeting as follows:

- Board Meeting Minutes: General Membership
- EXCOM Meeting Minutes: Board
- Annual Business Meeting Minutes: General Membership

~~2.5.4.2.6.4.~~ 2.6.4. Keep an up-to-date record of the membership, including their status and their addresses.

~~2.5.5.2.6.5.~~ 2.6.5. Communicate with each newly elected AAPM member and each AAPM member whose status changes to indicate their membership status and other pertinent information.

~~2.5.6.2.6.6.~~ (repealed December 2, 2015)

~~2.5.7.2.6.7.~~ Distribute to Full Members the ballot and biographical information for the annual general election at least six weeks prior to the Annual Business Meeting. Instructions shall accompany the ballots and biographical information. The method of balloting shall be as described in a current Administrative Policy document that has been approved by the Board.

~~2.5.8.2.6.8.~~ (repealed July 29, 2004)

~~2.5.9.2.6.9.~~ (repealed March 21, 2009)

~~2.5.10.2.6.10.~~ Inform each member whose dues are not paid by March 1 of the delinquency and its associated consequences.

~~2.5.11.2.6.11.~~ Coordinate communications to the general membership.

~~2.5.12.2.6.12.~~ (repealed December 2, 2015)

~~2.5.13.2.6.13.~~ Provide to Full Members proposed Bylaw amendments, statements of the Board on such amendments, and arguments for and against such amendments expressed at the Annual Business Meeting for the purpose of conducting a vote for the adoption or rejection of such amendments.

2.6.2.7. Duties of the Treasurer (amended July 14, 2022)

In addition to the duties of the Treasurer as specified in the Bylaws, the Treasurer shall perform the following duties:

~~2.6.1.2.7.1.~~ See that the necessary IRS reports are filed.

~~2.6.2.2.7.2.~~ Bank the Corporation's reserve funds in profitable accounts.

~~2.6.3.2.7.3.~~ Prepare an annual budget for approval by the Board.

~~2.6.4.2.7.4.~~ Insure that the accounts of Medical Physics are audited on an annual basis.

~~2.6.5.2.7.5.~~ Insure that accounts which administer government contracts are audited on an annual basis.

~~2.6.6.2.7.6.~~ Instruct the Regional Chapters on IRS compliance and the necessary financial reports which should be sent to the Corporation.

~~2.6.7.2.7.7.~~ Secure the approval of an accountant for all accounting practices.

~~2.6.8.2.7.8.~~ Certify the adequacy of the dues structure and distribute the dues structure upon request.

~~2.6.9.2.7.9.~~ Review and approve with the Secretary all requests for membership mailing lists.

~~2.6.10.2.7.10.~~ Act as legal agent for the Corporation in contracts which require the individual, who is responsible for fiscal affairs, to be the legal representative.

2.7.2.8. Duties of the Editor of Medical Physics

The Editor-in-Chief of Medical Physics shall be responsible for publication of the journal, Medical Physics. The term of office of the Editor-in-Chief shall be three years, renewable at the discretion of the Board of Directors. The Medical Physics Editor-in-

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Chief shall serve as Chair of the Medical Physics Editorial Board, whose members are appointed by the Medical Physics Editor-in-Chief with the concurrence of the Board of Directors. The editorial policy of Medical Physics shall be recommended by the Medical Physics Editorial Board to the Board of Directors for its concurrence.

~~2.7.1-2.8.1.~~ (repealed on March 9, 2016)

~~2.7.2-2.8.2.~~ (repealed on March 9, 2016)

~~2.7.3-2.8.3.~~ (repealed on March 9, 2016)

~~2.7.4-2.8.4.~~ (repealed on March 9, 2016)

~~2.7.5-2.8.5.~~ (repealed on March 9, 2016)

~~2.7.6-2.8.6.~~ (repealed on March 9, 2016)

~~2.7.7-2.8.7.~~ (repealed on March 9, 2016)

~~2.7.8-2.8.8.~~ (repealed on March 9, 2016)

~~2.8-2.9.~~ (repealed April 13, 2010)

~~2.9-2.10.~~ (repealed November 19, 2021)

~~2.10-2.11.~~ **Duties of the Editor-in-Chief of Journal of Applied Clinical Medical Physics**
(enacted March 9, 2016, amended July 14, 2022)

The Editor-in-Chief of the Journal of Applied Clinical Medical Physics shall be responsible for publication of the Journal of Applied Clinical Medical Physics (JACMP). The term of office of the JACMP Editor-in-Chief shall be three years, renewable at the discretion of the Board of Directors. The JACMP Editor-in-Chief shall serve as Chair of the JACMP Board of Editors, whose members are appointed by the JACMP Editor-in-Chief with the concurrence of the Board of Directors. The editorial policy of the Journal of Applied Clinical Medical Physics shall be recommended by the JACMP Board of Editors to the Board of Directors for its concurrence.

3. COMMITTEES

3.0. Committees

3.1. Standard Rules for Committee Appointments and Tenure (amended December 3, 2003, November 4, 2009, April 13, 2010, February 4, 2014, March 9, 2016, November 19, 2020, November 19, 2021, July 14, 2022, and November 16, 2023)

3.1.1. Eligibility for Appointment

3.1.1.1. Standing Committees

As specified in the Bylaws for standing committees. The eligibility requirements for voting members of councils and categorical council committees shall be the same as that for other standing committees. Standing committee members that are appointed by virtue of an office or position held may be designated as ex-officio. Where appropriate, specific ex-officio appointments may be designated as non-voting. Ex-officio appointments of committee members that are not Full Members

will be as non-voting. Consultants may be appointed to committees in a non-voting capacity

3.1.1.2. Subcommittees, Working Groups, Task Groups

Subcommittees may be appointed by standing committees. Working groups may be appointed by standing committees or subcommittees. Task groups may be appointed by standing committees, subcommittees, or working groups. Full, General, and Associate membership classes are eligible for appointment to voting membership in subcommittees, working groups, and task groups.

3.1.2. Process for Nomination and Appointments

3.1.2.1. Standing Committees

The President, with the concurrence of the Board, shall appoint the members of standing committees, except for Categorical Council Committees, and will designate a chair from the voting members. Each Council, with concurrence of the Board, shall appoint the members of subordinate Categorical Council Committees and will designate a chair from the voting members. Each Council shall report all appointments and chair designations for subordinate Categorical Council Committees to the AAPM Secretary at the time of initial appointment and at least annually thereafter. Due to the necessity for interim appointments caused by unforeseen circumstances or to the exigency of certain situations, the Board shall give the Councils the privilege of making interim appointments to Categorical Council Committees without the concurrence of the Board. However, all interim appointments must be presented to the Board as soon as practicable and no later than the next Board Meeting. Such appointments must be approved by the Board to be continuing. Each council or committee chair will designate a Vice-Chair from the voting members, and may appoint ex-officio non-voting members and consultants in a non-voting capacity. All terms of appointment begin on January 1 of the year following Board approval of the appointment except as provided for in these Bylaws and in accordance with the Rules.

3.1.2.2. Subcommittees, Working Groups, Task Groups

The parent committee will appoint voting members of a subcommittee and will designate a chair from the voting members. The parent committee or subcommittee will appoint voting members of a working group and will designate a chair from the voting members. The parent committee, subcommittee, or working group will appoint members of a task group and will designate a chair from the voting members. The chair of a subcommittee, working group or task group will designate a Vice-Chair from the voting members, will serve as an ex-officio member of the parent committee, subcommittee, or working group and may appoint ex-officio non-voting members and consultants in a non-voting capacity.

All terms of appointment begin on January 1 of the year following Board approval of the appointment except as provided for in these Bylaws and in accordance with the Rules. All appointments and chair designations shall be reported to the AAPM Secretary by the responsible standing committee at the time of initial appointment and at least annually thereafter.

3.1.3. Terms of Appointment of Chairs

Chairs of standing committees, including councils, and categorical council committees, shall be appointed for three-year terms, once renewable, subject to annual reappointment, unless otherwise specified in the Bylaws or Rules. Council Chair Designates shall be appointed in the year preceding the final year of the current Council Chair. Chairs of subcommittees and working groups shall be appointed for three-year terms, once renewable, subject to annual reappointment, unless otherwise specified in the Bylaws or Rules. 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, Vice-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 as chair 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.

3.1.4. 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 Bylaws or 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.

3.2. Standing Committees (amended November 30, 2005, February 7, 2008, November 4, 2009, April 13, 2010, October 21, 2011, April 2, 2019, July 14, 2022, April 11, 2024, April 24, 2025, and April 21, 2026)

In addition to the standing committees specified in the Bylaws, there will be the following standing committees:

1. Categorical Council Committees
2. Strategic Planning Committee
3. MedPhys Match Executive Committee
4. Governance Committee
5. Journal Oversight Committee
6. Corporate Advisory Board
7. Inter-Council Committee
8. Government and Regulatory Affairs Committee

Chairs of all Standing Committees shall provide a report of committee activity to the Board through the Secretary at least annually. It is the responsibility of the Chair of each committee to keep the Board and the President informed, through the Secretary, of all significant actions of that committee during the year. Categorical council committees will report their annual activities to the Board through their parent councils. Unless otherwise provided for, committees are free to adopt their own rules of operation. A written copy of the procedures of operation should be submitted to the Board through the Secretary.

3.3. Meetings (amended November 4, 2009, October 21, 2010, and November 19, 2020)

- 3.3.1. Each standing committee, including councils and categorical council committees, shall meet at least once annually, unless otherwise specified. Each subcommittee, working group and task group shall meet at least once annually, unless otherwise specified. A summary of actions shall be recorded.
- 3.3.2. Any AAPM member may attend any meeting of the Board, any council, any committee except the Executive Committee, any subcommittee, any working group or any task group except for executive sessions.
- 3.3.3. In addition to meetings, Councils, Committees, Subcommittees, Working Groups and Task Groups may conduct business through electronic means of communication. When such business involves electronic voting, approval of a motion shall require a simple majority of the votes cast, provided at least half of the voting members cast a vote, unless otherwise specified in the Rules.

3.4. Executive Committee (amended December 4, 2002, October 9, 2007, July 14, 2022 and July 27, 2023)

Purpose

The Executive Committee shall provide operational oversight and general supervision of the business of the Association in the intervals between Board meetings as provided in the Rules.

Membership

The Executive Committee shall consist of the President (Chair of the Executive Committee), the President-elect, the Chair of the Board, the Secretary, the Treasurer and the Executive Director, ex-officio, non-voting.

Officers-Designate, ex-officio, non-voting, after their election and for the remainder of the year following certification of the election results by the Secretary.

Immediate Past-Secretary, non-voting for one year following term of office, at the discretion of the Chair of the Board.

Immediate Past-Treasurer, non-voting for one year following term of office, at the discretion of the Chair of the Board.

Liaisons and Relationships with Other AAPM Committees and External Entities

With the Board of Directors.

With Councils and Committees in accordance with the standard Rules.

Terms of Office

For the duration of the term of office, or as specified above.

Conduct of Business

The Executive Committee shall meet a minimum of twice annually.

A quorum shall consist of three voting members, one of whom shall be either the President or President-elect.

In the absence of the President, the President-Elect will be the chair of the meeting. The Executive Committee may transact all or such part of its business as it deems appropriate in closed session from which Members, except current Board members, may be excluded.

Reporting requirements

The Executive Committee acts for and reports to the Board of Directors, in accordance with the standard Rules.

Activities

The activities of the Executive Committee include, but are not limited to:

1. Studying and making recommendations on any matter referred to it by the President or the Board.
2. Assisting the President in executing Board decisions and in coordinating the work of the committees.
3. Assisting the Secretary in preparing the agenda for the Board and other meetings.
4. Exercising general supervision of the business of the AAPM in the intervals between Board meetings in accordance with instructions issued from time to time by the Board.
5. Reporting all actions taken to the Board at the next scheduled Board meeting.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.4.1. The Executive Director of the Association shall be a non-voting member of the Executive Committee

3.5. Nominating Committee (amended November 29, 2006, July 31, 2008, November 4, 2009, September 26, 2016, September 12, 2018, November 19, 2020, July 14, 2022, November 16, 2023, and December 2, 2025)

Purpose

The Nominating Committee shall make nominations for Board Members-At-Large, President-Elect, Secretary, Treasurer and the Nominating Committee.

Membership

The Past-Chair of the Board, who shall be Chair. Four elected members who serve staggered two-year terms. The four elected slots will be allocated to the following self-identified specialty types:

1. Academic therapy physicist
2. Community practice therapy physicist
3. Academic imaging physicist
4. Community Practice imaging physicist

One elected member from the Regional Organization Committee who will serve a two-year term.

The current Chair of the Board, as a non-voting member.

Liaisons and Relationships with Other AAPM Committees and External Entities

With the Board of Directors.

Terms of Office

Two years.

Conduct of Business

The Nominating Committee shall select a slate of candidates for positions for Officers, Board Members-at-Large, and the open specialty-type slots for the Nominating Committee.

The Regional Organization Committee will nominate two candidates for an open ROC slot for the Nominating Committee. The Nominating Committee shall not nominate one of its own members for any elective office.

Prior to the Annual Business Meeting, the Nominating Committee shall present its slate of candidates to the Board of Directors. Nominations for President-Elect, Secretary, Treasurer, and the Nominating Committee require Board concurrence before the Secretary provides the slate to each Full Member.

Report requirements

To the Board of Directors.

Activities

The activities of the Nominating Committee include, but are not limited to:

1. Selecting from a list of current or previous Board Members the following:
 - a. Two or more nominees for President-elect,
 - b. One or more nominees for Secretary, and
 - c. One or more nominees for Treasurer.
2. Selecting from a list of current Full Members two nominees for Board Members-at-Large for each vacancy.
3. Selecting from a list of current Full Members two nominees within the appropriate membership type for each vacant specialty-type slot on the Nominating Committee.
4. Affirming that, in each case, the nominee is eligible and willing to serve, if elected.
5. Obtaining biographical sketches for each nominee.
6. Handling the confidential deliberative aspects of the process of appointing Council Chair Designates for the succeeding year in collaboration with the President-Elect.

Subcommittees

None

Task Groups

None

3.6. Administrative Council (enacted April 13, 2010, amended September 9, 2011, February 4, 2014, November 19, 2020, November 19, 2021, March 29, 2022, July 14, 2022, July 27, 2023, November 16, 2023, July 25, 2025, and April 21, 2026)

Purpose

As specified in the Bylaws.

The Administrative Council manages ethical considerations for AAPM and AAPM Membership through the Committee on Ethics.

Membership

The Chair of the Council will be appointed.

The Chair-Designate, after appointment and for the remainder of time before succeeding as Chair.

The Administrative Council is comprised of the chairs of the categorical administrative committees and up to five additional members. The Treasurer, Chair of Professional Council and Executive Director will be ex-officio, non-voting members of the Administrative Council. The Chair of Administrative Council will designate a Vice-Chair from the voting members.

Liaisons and Relationships with Other AAPM Committees and External Entities

The Chair of the Administrative Council shall serve as an ex-officio member of the Board of Directors, without vote.

With all Councils through the Council Chairs, or their designate.

Finance Committee

Others as necessary.

Terms of Office

In accordance with the standard Rules.

In order to assure continuity, terms of service should be staggered in such a way that approximately one-third of the Administrative Council receives new appointments each year. The President may, after consultation with the Chair of the Administrative Council, dismiss a Council member who is absent from two consecutive meetings of the Administrative Council.

Conduct of Business

The Administrative Council shall meet at least once annually. When the Chair is unable to preside over meetings of the Council, the Vice Chair will preside.

Reporting requirements

Board of Directors.

When the Chair is unable to attend meetings of the Board, the Vice Chair will act as a substitute.

Activities

1. Provide overall direction to the committees of the Administrative Council.
2. Receive reports from the categorical Administrative Committees.
3. Review the appointments and charge of Subcommittees, Task Groups and Working Groups appointed by the Administrative Committees.
4. Ensure liaison between the committees of the Administrative Council and among their respective Subcommittees.
5. Ensure liaison with other Councils.
6. Monitor the activities of categorical Administrative Committees.
7. Submit an annual report to the Secretary. The report shall include the following material:
 - a. Any changes to administrative committees formulated by the Administrative Council since the last report;
 - b. The accomplishments of each Administrative Committee since the last report and a summary of work in progress (including the work and membership of any task group);
 - c. A summary of any administrative inquiries addressed to the AAPM since the last report and replies thereto;
 - d. Accomplishments, work in progress and recommendations of the Administrative Council, as a whole, which are not included in the above.
 - e. Recommendations on educational policy for the Board of Directors.

Committees

The categorical Administrative Committees shall consist of the following:

- Awards and Honors Committee
- Membership Committee
- Regional Organization Committee
- History Committee
- Investment Advisory Committee
- Development Committee
- Journals Business Management Committee
- Meeting Coordination Committee
- Corporate Relations Committee
- Communication Coordination Committee
- Committee on Ethics

Subcommittees

Subcommittees may be appointed by a Committee to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. The Chair of

each Subcommittee will be a voting member of the parent Committee.

Working Groups

Working Groups may be appointed by a Standing Committee or Subcommittee to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. Their lifetime will be limited to the needs of the task. The Chair of each Working Group shall be a member of the parent Council, Committee or Subcommittee.

Task Groups

Task Groups may be appointed by a Standing Committee, Subcommittee or Working Group to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. Their lifetime will be limited to the needs of the task. The Chair of each Task Group will be a voting member of the parent Council, Committee, Subcommittee or Working Group.

3.6.1. Awards and Honors Committee **(repealed and reenacted August 3, 2006, amended April 13, 2010, December 4, 2019, and July 14, 2022)**

Purpose

The Awards and Honors Committee shall recommend individuals to receive the awards and honors of the Association and the time and place of their presentation. The Committee also shall recommend individuals for other awards or special recognition, at the request of the Board, or of EXCOM acting on behalf of the Board

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

With the Meeting Coordination Committee.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with Policies and Procedures specified in Professional and Administrative Policy documents pertaining to awards.

Reporting requirements

Administrative Council

Activities

1. Invite nominations from the membership and Regional Chapters for recipients of awards and honors as established in the Rules and in the Administrative Policies and Procedures.
2. Recommend individuals to receive the awards and honors of the Association.
3. Ensure that appropriate plaques, certificates and/or other forms of recognition are provided for distribution to recipients.
4. Provide an appropriately inscribed gavel for presentation to the outgoing Chair of the Board.
5. Provide other awards and honors of the association as directed by the Board, or by EXCOM acting on behalf of the Board, and arrange for a time and place for their presentation.
6. Make recommendations for special recognition to be given by other organizations to a member or non-member when such is deemed appropriate by the Board, or by EXCOM acting on behalf of the Board.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.6.2. Membership Committee (**amended December 3, 2003, April 13, 2010, November 19, 2020, and July 25, 2024**)

Purpose

Review and make a determination on all applications for AAPM membership and changes of membership status. Advise the AAPM Board of Directors through Administrative Council on all matters concerning membership requirements and fees. Ensure the current Membership categories are meeting the needs of the Association and its Membership.

Membership

Appointment in accordance with the standard Rules

Minimum of six members including the AAPM Secretary, ex officio, voting

Liaisons and Relationships with Other AAPM Committees and External Entities

In accordance with the standard Rules.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules except as below:

Decisions on membership in the AAPM shall be based on the information submitted in the application and shall be in accord with the Articles of Incorporation, Bylaws, and Rules of the AAPM.

Decisions on Full membership in the AAPM shall require a 2/3 vote of a panel consisting of a minimum of six members of the Committee. If a 2/3 vote is not obtained, and for special cases as defined in the Bylaws, the application shall be reviewed by the committee as a whole, and a 2/3 vote of the entire Committee shall be required for a decision.

Membership decisions for other membership classes may be delegated to AAPM HQ staff under the guidance of and using criteria developed by the Committee.

Reporting Requirements

Administrative Council

Activities

- Examine all applications for Full Membership, including change of membership status.
- Decide on the appropriate class of membership if the application class is not correct.
- Accept or reject the applicant.
- Perform periodic application audits for classes other than Full Member.
- Inform the applicant of the Committee's decision through the AAPM HQ Staff.
- Provide the Board through Administrative Council with appropriate written information in the event that an applicant wishes to contest the decision made by the Committee or the Board.
- Recommend fees for processing applications to the Finance Committee.
- Propose Membership dues changes as needed through Administrative Council.
- Maintain and adjust the application process documentation in accordance with the Bylaws and Rules.
- Evaluate if the current Membership classes meet the needs of the Association and its Membership and propose any necessary changes.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.6.3. Regional Organization Committee (**repealed and reenacted August 3, 2006, amended April 13, 2010, September 12, 2018, July 14, 2022, and November 16, 2023**)

Purpose

The Regional Organization Committee shall provide a forum for discussion of Regional Chapter concerns and issues. It shall foster communication among Regional Chapters and between the Regional Chapters and the Board of Directors. It shall review new Regional Chapter applications, monitor Regional Chapter compliance with AAPM requirements and assist Regional Chapters with meeting such requirements.

Membership

The Committee membership shall include the Chair and Vice-Chair of the Committee, and one member from each Regional Chapter.

Liaisons and Relationships with Other AAPM Committees and External Entities

In accordance with the standard Rules.

With Regional Chapter officers.

With the Membership Committee.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

Administrative Council

Activities

1. Maintain communication with the Regional Chapters.

2. Identify issues of concern to the Regional Chapters and bring recommendations for action to the Board through Administrative Council.
3. Review issues of concern to the AAPM that relate to Regional Chapters and bring them to the attention of the Regional Chapters.
4. Review and evaluate applications for the establishment of new Regional Chapters.
5. Receive and evaluate statistics on the regional distribution of members.
6. Recommend redistribution of Regional Chapter boundaries when required to maintain equitable access of members to Regional Chapters and their activities.
7. Monitor Regional Chapter compliance with AAPM requirements
8. Select from a list of Full Members who currently serve on the Regional Organization Committee, two nominees for any vacant Regional Organization Committee slot on the Nominating Committee.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.6.4. History Committee (**added December 3, 2003, amended April 13, 2010**)

Purpose

Ensure that the history of medical physics and that of the AAPM is preserved and disseminated

Membership

Membership in accordance with standard Rules

The Historian, ex-officio, voting

The Associate Historian for Photography, ex-officio, voting

Liaisons and Relationships with Other AAPM Committees and External Entities

Awards and Honors to coordinate memorials for deceased members at the Annual Awards Ceremony

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules:

Reporting Requirements

Administrative Council

Activities

- Propose methods and policies to preserve documents, photographs, personal papers, professional memorabilia, scientific records and equipment of potential historical value.
- Prepare and preserve an annual report of those activities of the Association of potential historical importance.
- Generate, preserve and help disseminate a photographic record of the activities of the Association.
- Advocate and facilitate the preparation of articles of historical interest for publication in appropriate media.
- Identify deceased medical physicists and advocate and facilitate the preparation of obituaries for publication in appropriate media and the preparation and presentation of memorials at meetings of the Association.
- Work with other organizations to preserve the history of medical physics and associated fields.

Subcommittees

In accordance with standard Rules

Apparatus Museum

Task Groups

In accordance with standard Rules

3.6.5. Investment Advisory Committee (**repealed April 11, 2024**)

3.6.6. Development Committee (**repealed and reenacted August 3, 2006, amended October 9, 2007, April 13, 2010, and November 19, 2020**)

Purpose

The Development Committee shall coordinate efforts to solicit donations to multiple funds, collectively known as the AAPM Education and Research Fund (used to support AAPM medical physics research and education activities and awards) and to educate members on philanthropy.

Membership

Appointment of members will be by the Administrative Council, with concurrence by the Board of Directors.

Liaisons and Relationships with Other AAPM Committees and External Entities

With the Investment Advisory Committee.

Others as deemed necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

Administrative Council

Activities

1. Develop and oversee a planned-giving program.
2. Plan and oversee activities for donations to the AAPM Education and Research Fund.
3. Advise appropriate committees and councils on availability and utilization of Education and Research Fund assets.
4. Educate members on acquiring philanthropic support for local medical physics education and research activities and awards.
5. Report annually to the membership on the Education and Research Fund.
6. Report annually to the Board through Administrative Council on its activities.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.6.7. Journals Business Management Committee **(repealed April 11, 2024)**

3.6.8. **(repealed November 19, 2021)**

3.6.9. Meetings Coordination Committee **(repealed and reenacted August 3, 2006) (added November 28, 2001) (amended November 29, 2006, April 13, 2010, March 21, 2017, and July 25, 2024)**

Purpose

The Committee shall have responsibility for all aspects of the Association's Annual Meeting, Spring Clinical Meeting, Summer School, Meetings, auxiliary events and other meetings assigned to it by the Administrative Council.

Membership

Chair and Vice-Chair of the Committee appointed by the Administrative Council
Chair and Vice-Chair of the Annual Meeting, Spring Clinical and Summer School Subcommittees

Chair of the Continuing Professional Development Committee

Chair of the Distinguished Lectureship Subcommittee

The Treasurer

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

From all Councils, ex officio non-voting.

From the Awards and Honors Committee, ex officio non-voting.<

Terms of Office

In accordance with the standard Rules.

Conduct of Business

The Committee will meet at least semiannually.

In accordance with the standard Rules.

Reporting requirements

Administrative Council

Activities

1. Develop, implement and maintain a comprehensive plan to coordinate and review the timing, content, and focus of the meetings under the purview of this committee. This will include an assessment of the balance of science, education, clinical practice, professional issues, and continuing education offerings at the meetings.
2. Appoint subcommittees, task groups, and working groups to carry out the work of the Committee.

3. Review and approve guidelines and procedures covering its responsibilities and those of its subcommittees.
4. Through the Administrative Council make recommendations to the Board of Directors as to the selection of the sites and dates for the Annual Meeting. Review and approve sites for other meetings under the purview of this committee.
5. Review and coordinate vendor participation, analysis and evaluation, and maintenance of certification activities for meetings under the purview of this committee.
6. Recommend AAPM reimbursement guidelines of travel costs for speakers for the meetings under the purview of this committee.
7. Review the registration fees for the meetings under the purview of this committee.
8. Review and approve the budget for the meetings under the purview of this committee for presentation to the Finance Committee.
9. Submit annual financial reports for meetings under the purview of this committee to the Finance Committee.
10. Monitor the meeting activities of related societies.

Subcommittees

1. Annual Meeting Subcommittee
2. Spring Clinical Meeting Subcommittee
3. Summer School Subcommittee
4. Specialty Meetings Subcommittee
5. Technical Exhibits Subcommittee
6. Analysis and Evaluation Subcommittee

Other subcommittees in accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.6.10. Government and Regulatory Affairs Committee (**repealed on April 21, 2026**)

3.6.11. Corporate Advisory Committee (**repealed April 24, 2025**)

3.6.12. Corporate Relations Committee (**added March 21, 2017**)

Purpose

The Corporate Relations Committee of the Administrative Council provides a conduit for fostering collaboration opportunities between the AAPM, its members, and the industry to develop and maintain healthcare products that meet the challenges of quality, safety, efficacy and efficiency as well as expand industry support of the AAPM.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

With all Councils through the Council Chairs.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

Administrative Council

Activities

1. Direct, coordinate, and prioritize corporate relations activities to raise non-dues income in support of AAPM programs and services.
2. Develop and implement plans to foster relationships with industry that leverage medical physics expertise.
3. Recommend policies and new programs to the Board of Directors that are best accomplished in partnership with industry.
4. Seek opportunities for AAPM to work with industry to positively impact global health.
5. Build a substantive and collaborative relationship with Corporate Affiliates to enhance the quality, safety, efficacy and efficiency of medical devices and products.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.6.13. Communication Coordination Committee

Purpose

The Committee shall implement and maintain a comprehensive program to review and

coordinate the timing, content, distribution, and focus of AAPM communication, both within the association and with external entities.

Membership

In accordance with the standard Rules.

The Chair of GRAC or designate

Liaisons and Relationships with Other AAPM Committees and External Entities

With all Councils through the Council Chairs.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

Administrative Council

Activities

1. Review and approve guidelines and procedures covering its responsibilities and those of its subcommittees.
2. Coordinate the development of key messaging to guide external communication efforts.
3. Coordinate the development of brand management activities, including the development of brand identity elements and strategic hashtags.
4. Establish processes for aligning key messaging, short and long-term goals, and metrics for evaluating success.
5. Establish guidelines, policies, procedures, and visual and text brand elements for print, broadcasting, news, and social media communication channels.
6. Coordinate the development of strategies and content to promote AAPM revenue-generating activities, membership, and volunteerism.
7. Coordinate the development of a communication calendar to proactively schedule communication activities, recruit members to serve as content developers, and assist with content development and review.
8. Coordinate the development, maintenance, and enhancement of communication activities with stakeholder groups.
9. Monitor the communication activities of related societies.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.6.14. The Committee on Ethics (**amended November 29, 2006, November 30, 2016, November 19, 2021, and November 16, 2023**)

Purpose

The Committee on Ethics (a.k.a Ethics Committee in the Bylaws) shall advise the Administrative Council and, through it, the Board of Directors, on matters relating to the ethical practice of medical physics by AAPM members and other interactions with the AAPM including articles submitted to journals and abstract submissions, presentations and attendance at AAPM sponsored events.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

As necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

Administrative Council.

Activities

1. Prepare guidelines on the ethical practice of medical physics, behavior during AAPM sponsored events, review for scientific integrity within proposed publications, and oversight of the review for appropriateness of content related to presentations at meetings and educational materials.
2. Investigate complaints involving alleged unethical behavior by or relating to AAPM members, or alleged unethical behavior by or relating to individuals participating in activities overseen by AAPM.
3. Prepare and maintain procedures for resolving ethical problems.

4. Prepare and maintain procedures for disclosure and management of conflicts of interest.
5. Educate the medical physics community on the ethical principles of professional practice.
6. Maintain the AAPM Code of Ethics.

Subcommittees

Scientific Integrity Subcommittee

Management of Inappropriate Content Subcommittee

Conflict of Interest Subcommittee

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.7. Education Council (amended December 4, 2002, December 3, 2003, November 30, 2005, November 29, 2006, November 4, 2009, April 13, 2010, February 4, 2014, October 15, 2015, November 19, 2020, March 29, 2022, July 14, 2022, July 27, 2023, July 25, 2025, and December 2, 2025)

Purpose

As specified in the Bylaws.

Membership

As specified in the Bylaws.

The Chair of the Council will be appointed.

The Chair-Designate, after appointment and for the remainder of time before succeeding as Chair.

The Chairs of categorical Education Committees and up to five additional members.

Liaisons and Relationships with Other AAPM Committees and External Entities

The Chair of the Education Council shall serve as an ex-officio member of the Board of Directors, without vote.

With all Councils through the Council Chairs, or their designate.

Meeting Coordination Committee

Electronic Media Coordinating Committee.

Education Council of the Radiological Society of North America.

Others as necessary.

Terms of Office

In accordance with the standard Rules.

In order to assure continuity, terms of service should be staggered in such a way that approximately one-third of the Education Council receives new appointments each year. The President may, after consultation with the Chair of the Education Council, dismiss a Council member who is absent from two consecutive meetings of the Education Council.

Conduct of Business

The Education Council shall meet at least twice annually. When the Chair is unable to preside over meetings of the Council, the Vice Chair will preside.

Reporting requirements

Board of Directors

When the Chair is unable to attend meetings of the Board, the Vice Chair will act as a substitute.

Activities

1. Provide overall direction to the committees of the Education Council.
2. Receive reports from the categorical Educational Committees.
3. Review the appointments and charge of Subcommittees, Task Groups and Working Groups appointed by the categorical Educational Committees.
4. Ensure liaison between the committees of the Education Council and among their respective Subcommittees.
5. Ensure liaison with other Councils.
6. Monitor the activities of categorical Educational Committees.
7. Submit an annual report to the Secretary. The report shall include the following material:
 - a. Any changes to educational committees formulated by the Education Council since the last report;
 - b. The accomplishments of each Educational Committee since the last report and a summary of work in progress (including the work and membership of any task group);
 - c. A summary of any educational inquiries addressed to the AAPM since the last report and replies thereto;
 - d. Accomplishments, work in progress and recommendations of the Education Council, as a whole, which are not included in the above.
 - e. Recommendations on educational policy for the Board of Directors.

Committees

The categorical Educational Committees shall consist of the following:

- Committee on the Education and Training of Medical Physicists
- Committee on Medical Physics Education of Physicians
- Continuing Professional Development Committee
- Committee on Medical Physics Education of Allied Health Professionals
- Committee on Public Education
- Committee on Medical Physicists as Educators
- New Curriculum Committee

Subcommittees

Subcommittees may be appointed by a Committee to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. The Chair of each Subcommittee will be a voting member of the parent Committee.

Working Groups

Working Groups may be appointed by a Standing Committee or Subcommittee to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. Their lifetime will be limited to the needs of the task. The Chair of each Working Group shall be a member of the parent Council, Committee or Subcommittee.

Task Groups

Task Groups may be appointed by a Standing Committee, Subcommittee or Working Group to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. Their lifetime will be limited to the needs of the task. The Chair of each Task Group will be a voting member of the parent Council, Committee, Subcommittee or Working Group.

3.7.1. The Committee on the Education and Training of Medical Physicists **(amended November 29, 2006, October 9, 2007, October 15, 2015, and July 14, 2022)**

Purpose

The Committee on the Education and Training of Medical Physicists shall advise the Education Council and, through it, the Board of Directors, on matters related to the training of medical physicists.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

American Board of Radiology Physics Credentials Committee

American Association of Physics Teachers

Committee on Medical Physicists as Educators

Others as necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

Education Council

In accordance with the standard Rules.

Activities

1. Formulate and implement activities to collect information about, and improve the selection and training of, medical physicists:
2. Collect, analyze and distribute information about
 - a. The number of trainees in medical physics;
 - b. The number and characteristics of training programs in medical physics.
 - c. The need and demand for newly trained medical physicists.
3. Prepare and distribute guidelines for training of medical physicists and the establishment of appropriate standards for training.
4. Collect information regarding funding of training.
5. Recommend programs and activities to further the professional education and skills of established medical physicists.
6. Award and manage scholarships and grants to individuals or groups in furtherance of the Association's tax exempt purposes and the Association's efforts to promote education and research activities
7. Identify and recommend to the Board the types of scholarships and grants which it deems appropriate for awards.
8. Maintain all necessary records in conjunction with the awarding of all scholarships and grants and make them available to any interested party upon request.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.7.2. The Committee on Medical Physics Education of Physicians (**amended November 29, 2006**)

Purpose

The Committee on Medical Physics Education of Physicians shall advise the Education Council and through it, the Board of Directors, on matters related to the medical physics education of radiologists, radiation oncologists, nuclear-medicine physicians, and other physicians.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

The American Association of Academic Chief Residents in Radiology (A³CR²);
The Association of Residents in Radiation Oncology (ARRO);
The ACR Commission on Medical Physics Committee on Education; and
The appropriate American Board of Radiology Written Exam Committees.
The Association of Program Directors in Radiology (APDR);
The AAPM-RSNA Education Coordination Subcommittee of the Continuing Professional Development Committee
Others as necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules

Reporting requirements

Education Council

In accordance with the standard Rules.

Activities

1. Formulate and implement activities to collect and disseminate information related to the teaching of medical physics to physicians.

2. Develop and promote audiovisual and other teaching aids that may be used in teaching medical physics to physicians and physicians-in-training.
3. Develop and promote laboratory exercises that can be performed in the hospital or clinic to illustrate basic physics principles.
4. Formulate recommendations regarding appropriate medical physics curriculum
5. Develop and disseminate bibliographies of educational resources.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.7.3. Continuing Professional Development Committee (**repealed and reenacted December 4, 2002, amended November 30, 2005, October 21, 2010, and July 25, 2024**)

Purpose

Ensure that sufficient professional educational activities are available to AAPM members to develop and maintain their competencies through the AAPM and through other organizations

Membership and Terms of Office

Membership in accordance with standard Rules

Chair of any subcommittee ex officio, voting

Liaisons and Relationships with Other AAPM Committees and External Entities

With the other organizations to implement stated activities/responsibilities

Terms of Office

In accordance with standard Rules.

Meeting requirements and conduct of business between meetings

In accordance with standard Rules.

Reporting requirements

Through the Education Council

Activities

- Assess, periodically, the professional educational needs of the AAPM membership.
- Oversee the AAPM Summer School.
- Oversee the AAPM on-line educational content and program.
- Support educational activities required for maintenance of certification.
- Work with the Meeting Coordination Committee to ensure that professional educational programs at the Annual Meeting meet the needs of the AAPM membership.
- Ensure coordination between the professional educational activities of the AAPM and those of related organizations and make recommendations to those organizations concerning the professional educational needs of medical physicists.
- Provide, with the approval of the AAPM Board, advice to other organizations and government agencies about the professional educational needs of medical physicists.
- Ensure that the AAPM engages in other professional educational activities as necessary.
- Make recommendations to educational accreditation agencies, such as CAMPEP, concerning the accreditation of medical physics professional educational activities.
- Oversee the sponsorship, endorsement and co-sponsorship of professional educational activities in accordance with AAPM policies.
- Prepare and ensure dissemination of a calendar of educational events of interest to medical physicists.
- Arrange for the publication of professional educational materials.

3.7.4. The Committee on Medical Physics Education of Allied Health Professionals **(amended November 29, 2006)**

Purpose

The Committee on Medical Physics Education of Allied Health Professionals shall advise the Education Council and, through it the Board of Directors, on matters related to the medical Physics Education of Allied Health Professionals and therapists. It shall promote the upgrading of physics teaching in technology training programs.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

The American Society of Radiologic Technologists
The American Registry of Radiologic Technologists

The American Association of Medical Dosimetrists
The Nuclear Medicine Technologists Certification Board
Others as necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

Education Council

In accordance with the standard Rules.

Activities

1. Formulate and implement activities to develop, collect and disseminate information related to the education of allied health professionals.
2. Develop and disseminate audiovisual and other teaching aids
3. Develop and disseminate laboratory exercises that can be performed in the hospital or clinic radiology facilities to illustrate the principles of physics related to radiography and other disciplines;
4. Make recommendations for appropriate medical physics curriculum in allied professions; and
5. Provide bibliographies of medical physics educational resources.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.7.5. The Committee on Public Education (**amended November 29, 2006**)

Purpose

The Committee on Public Education shall advise the Education Council and, through it, the Board of Directors, on ways of promoting medical physics to the general public.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

The American Institute of Physics

Others as necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules

Reporting requirements

Education Council

Activities

1. Collect appropriate information related to the practice of medical physics and disseminate to the general public.
2. Disseminate factual information regarding radiation and its relationship to public health to the general public.
3. Encourage development of audiovisual and other educational aids that may be used for public education.
4. Organize and maintain a Speaker's Bureau available to the general public.
5. Initiate interaction with the news media to make the public aware of the contributions of medical physicists.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.7.6. Committee on Medical Physicists as Educators (**added October 15, 2015**)

Purpose

The Committee on Medical Physicists as Educators shall advise the Education Council and, through it, the Board of Directors, on matters related to helping medical physicists become better mentors and teachers of medical physics.

Membership and Terms of Office

Membership in accordance with standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities
With the Education and Training of Medical Physicists Committee.

Terms of Office

In accordance with standard Rules.

Meeting requirements and conduct of business between meetings

In accordance with standard Rules.

Reporting requirements

Through the Education Council.

Activities

1. Develop, make resources available, and provide support for programs that would assist medical physicists in becoming better teachers of medical physics.
2. Review models and techniques for instruction in medical physics, compile best practices, and provide mechanisms for evaluation and dissemination of instructional techniques.
3. Interface with AAPM, ACGME and other educational organizations to learn from their teaching experience.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.7.7. New Curriculum Committee **(added December 2, 2025)**

Purpose

Lead the development of recommendations for curriculum for emerging fields to proactively consider the integration of new topics in medical physics.

Membership and Terms of Office

Membership in accordance with standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

Membership will include representation from AAPM Councils.

Terms of Office

In accordance with standard Rules.

Meeting requirements and conduct of business between meetings

In accordance with standard Rules.

Reporting requirements

Through the Education Council.

Activities

1. Reviewing new curriculum proposal applications
2. Reviewing proposed membership for content specific task groups
3. Reviewing curriculum recommendations
4. Facilitating standardized campaigns for dissemination of the new curriculum

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules

3.8. International Council (repealed and reenacted April 9, 2021, amended March 29, 2022, July 14, 2022, and July 25, 2025)

Purpose

As specified in the Bylaws.

Membership

The Chair of the Council will be appointed.

The Chair-designate, after appointment and for the remainder of time before succeeding as Chair.

The Chairs of the categorical International Committees and up to five additional members.

The Chair of the International Council will designate a Vice-Chair and one Liaison to each of the four other Councils from the voting members.

Liaisons and Relationships with Other AAPM Committees and External Entities

The Chair of the International Council shall serve as an ex officio member of the Board of Directors, without vote.

With all Councils through the appointed liaisons to the other Councils and Council Chairs,

or their designate.

AAPM's Liaisons to International Organizations.

Others as necessary.

Terms of Office

In accordance with the standard Rules.

In order to assure continuity, terms of service should be staggered in such a way that approximately one third of the International Council receives new appointments each year. The President may, after consultation with the Chair of the International Council, dismiss a Council member who is absent from two consecutive meetings of the International Council.

Conduct of Business

The International Council shall meet at least twice annually. When the Chair is unable to preside over meetings of the Council, the Vice Chair will preside.

Reporting requirements

Board of Directors

When the Chair is unable to attend meetings of the Board, the Vice Chair will act as a substitute.

Activities

1. Provide overall direction to the committees of the International Council.
2. Receive reports from the International Committees.
3. Review the appointments and charge of Subcommittees, Task Groups and Working Groups appointed by the International Committees.
4. Ensure liaison between the committees of the International Council and among their respective Subcommittees, Working groups or Task groups.
5. Ensure liaison with other Councils.
6. Monitor the activities of categorical International Committees.
7. Submit an annual report to the Secretary. The report shall include the following material:
 - a. Any changes to international committees formulated by the International Council since the last report;
 - b. The accomplishments of each International Committee since the last report and a summary of work in progress (including the work and membership of any task group);
 - c. A summary of any international inquiries addressed to the AAPM since the last report and replies thereto;

- d. Accomplishments, work in progress and recommendations of the International Council, as a whole, which are not included in the above.
- e. Recommendations on international policy for the Board of Directors.

Committees

The categorical International Committees shall consist of the following:

- Global Medical Physics Education and Training Committee
- Global Needs Assessment Committee
- Global Liaisons Committee
- Global Research and Scientific Innovation Committee
- Global Data and Information Exchange Committee
- Global Clinical Education and Training Committee

Subcommittees

Subcommittees may be appointed by a Committee to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. The Chair of each Subcommittee will be a voting member of the parent Committee.

Working Groups

Working Groups may be appointed by a Standing Committee or Subcommittee to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. Their lifetime will be limited to the needs of the task. The Chair of each Working Group shall be a member of the parent Council, Committee or Subcommittee.

Task Groups

Task Groups may be appointed by a Standing Committee, Subcommittee or Working Group to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. Their lifetime will be limited to the needs of the task. The Chair of each Task Group will be a voting member of the parent Council, Committee, Subcommittee or Working Group.

3.8.1. Global Medical Physics Education and Training Committee (**repealed and reenacted April 9, 2021**)

Purpose

The Global Medical Physics Education and Training Committee shall advise the International Council and, through it, the Board of Directors, on matters related to the education and training programs for medical physicists working outside of the U.S. and Canada based on comprehensive assessments of local needs and resources.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

Regional medical physics organizations and other stakeholders such as the International Atomic Energy Agency (IAEA), vendors, non-governmental organizations (NGOs), etc.

Others as necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

International Council

In accordance with the standard Rules.

Activities

1. Develop medical physics course content in collaboration with the Global Needs Assessment Committee (GNAC) and appropriate committees of other Councils and organize workshops.
2. Explore and implement distance-learning approaches in collaboration with the Global Data and Information Exchange Committee (GDIEC) to support medical physics education.
3. Collaborate with vendor partners on global educational issues in medical physics.
4. Promote the publication of medical physics educational articles relevant to the development of global health.
5. Endorse or co-sponsor international medical physics courses, workshops, seminars, symposia, congresses, etc.
6. Organize "AAPM Special Sessions" in collaboration with the Global Research and Scientific Committee (GRSIC) and Global Clinical Education and Training Committee (GCETC) at international events.
7. Contribute to the accreditation of Medical Physics Educational Programs globally.
8. Contribute to the certification, registration and licensing of medical physicists globally.

Subcommittees

In accordance with the standard Rules.

3.8.2. Global Needs Assessment Committee **(repealed and reenacted April 9, 2021)**

Purpose

The Global Needs Assessment Committee shall advise the International Council and, through it, the Board of Directors, on matters related to the assessment of needs for medical physicists working outside of the U.S. and Canada.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

Regional medical physics organizations and other stakeholders such as the International Atomic Energy Agency (IAEA), vendors, non-governmental organizations (NGOs), local governmental healthcare agencies, etc.

Others as necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

International Council

In accordance with the standard Rules.

Activities

1. Develop, implement and maintain processes for performing comprehensive quantitative assessments of medical physics needs and resources within a region or regions when such data are not available from other sources, such as the World Health Organization (WHO) and International Atomic Energy Agency (IAEA).
2. Perform routine assessment of medical physics needs and resources in each region using the developed processes.
3. Collaborate with GDIEC to develop and maintain a database of contact information for leaders and other representatives of key stakeholder organizations, especially international, national, and regional medical physics organizations in each region.

4. Collaborate with GMPETC to advance education and training of medical physicists.
5. Collaborate with GCETC to advance resource-stratified education and training in the clinical practice of medical physics.

Subcommittees

In accordance with the standard Rules.

3.8.3. Global Liaisons Committee (**repealed and reenacted on April 9, 2021, amended July 14, 2022**)

Purpose

The Global Liaisons Committee shall advise the International Council and, through it, the Board of Directors, on matters related to the development and maintenance of effective communications and harmonization of global medical physics initiatives.

Membership

The Global Liaisons Committee will be chaired by the Chair of the International Council. The Global Liaisons Committee will have membership consisting of:

1. Vice Chair of International Council.
2. Three presidential-chain officers: President-Elect, President, Chair of the Board.
3. Treasurer, Secretary, Executive Director and Council Chairs (ex-officio, non-voting).
4. Chair of the Corporate Advisory Committee (ex-officio, non-voting).

Liaisons and Relationships with Other AAPM Committees and External Entities

Regional medical physics organizations and other stakeholders such as the International Atomic Energy Agency (IAEA), non-governmental organizations (NGOs), local governmental healthcare agencies, etc.

Others as necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

International Council

In accordance with the standard Rules.

Activities

1. Serve as a conduit for all global stakeholders to communicate and harmonize global initiatives.
2. Coordinate global projects in collaboration with other stakeholders.
3. Identify all global health initiatives undertaken by the AAPM and other stakeholders.
4. Raise awareness of AAPM's involvement in international medical physics activities.
5. Promote AAPM membership globally.
6. Promote the awareness of medical physics and qualified medical physicists globally.
7. Collaborate with Meeting Coordination Committee (MCC) to host special meetings requested by regional medical physics organizations at the AAPM Annual Meeting.
8. Collaborate with MCC to organize educational sessions and or refresher courses in foreign languages at the AAPM Annual Meeting.

Subcommittees

In accordance with the standard Rules.

3.8.4. Global Research and Scientific Innovation Committee (**repealed and reenacted April 9, 2021**)

Purpose

The Global Research and Scientific Innovation Committee shall advise the International Council and, through it, the Board of Directors, on matters related to the facilitation of global medical physics research activities aimed at improving international scientific collaboration, creating global research resources, providing mentoring opportunities, enabling exchanges of scientific data, tools and researchers.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

Regional medical physics organizations and other stakeholders such as the International Atomic Energy Agency (IAEA), vendors, non-governmental organizations (NGOs), local governmental healthcare agencies, etc.

Others as necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

International Council

In accordance with the standard Rules.

Activities

1. Collaborate with AAPM committees and other international medical physics organizations, when appropriate, to identify, evaluate, and potentially recommend novel medical devices and hardware or software solutions to improve patient care in fields related to the practice of medical physics.
2. Collaborate with global stakeholders, as appropriate, to research and innovate technologies suitable for use in challenging environments.
3. Develop basic vendor-neutral operational safety guidelines in collaboration with other international medical physics organizations.
4. Facilitate and support medical physics training and research opportunities for international medical physicists within an AAPM member's institution when requested.
5. Coordinate with the International Organization for Medical Physics (IOMP) and other international medical physics organizations on matters associated with the donation of equipment related to the practice of medical physics organizations.
6. Collaborate with global organizations in scientific education, extramural grants, research projects, clinical trial support, and scientific exchange.

Subcommittees

In accordance with the standard Rules.

3.8.5. Global Data and Information Exchange (**repealed and reenacted on April 9, 2021**)

Purpose

The Global Data and Information Exchange Committee shall advise the International Council and, through it, the Board of Directors, on matters related to the creation of a comprehensive electronic infrastructure to support various global initiatives.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

Regional medical physics organizations and other stakeholders such as the International Atomic Energy Agency (IAEA), vendors, non-governmental organizations (NGOs), local governmental healthcare agencies, etc.

Others as necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

International Council

In accordance with the standard Rules.

Activities

1. Support the creation of the AAPM International Portal with international web-based medical physics resources that are adapted to the regional needs.
2. Assist with the population of relevant data on the AAPM International Portal.
3. Maintain a database for global exchange in medical physics education and training.
4. Highlight new areas in which AAPM members can make global contributions.
5. Collaborate with IAEA to harmonize global databases in medical physics education, training and research.

Subcommittees

In accordance with the standard Rules.

3.8.6. Global Clinical Education and Training Committee (**repealed and reenacted April 9, 2021**)

Purpose

The Global Clinical Education and Training Committee shall advise the International Council and, through it, the Board of Directors, on matters related to the identification of global needs for clinical training and development of resource-stratified education and training programs for the clinical medical physicists, physicians, and allied health professionals.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

Regional medical physics organizations and other stakeholders such as the International Atomic Energy Agency (IAEA), vendors, non-governmental organizations

(NGOs), local governmental healthcare agencies, etc.
Others as necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

International Council

In accordance with the standard Rules.

Activities

1. Develop clinical course content for professionals, in the diagnostic and therapeutic disciplines, ensuring geographical and subject diversity.
2. Explore and implement distance-learning approaches to support medical physicists, physicians, and allied health professional education.
3. Collaborate with existing organizations related to clinical training.
4. Collaborate with vendor partners on global educational issues in clinical practice of diagnostic and therapeutic disciplines.

Subcommittees

In accordance with the standard Rules.

3.8.7. (deleted April 9, 2021)

3.9. Professional Council (amended December 4, 2002, December 3, 2003, November 30, 2005 and November 29, 2006, July 26, 2007, November 4, 2009, April 13, 2010, February 4, 2014, November 30, 2016, July 18, 2019, December 4, 2019, August 6, 2021, March 29, 2022, July 14, 2022, July 27, 2023, November 16, 2023, and July 25, 2025)

Purpose

As specified in the Bylaws.

Act as a clearinghouse for professional inquiries addressed to the Society by members or outside groups and shall route inquiries to the appropriate categorical professional committees.

Membership

As specified in the Bylaws.

The Chair of the Council will be appointed.

The Chair-Designate, after appointment and for the remainder of time before succeeding as Chair.

The Chairs of categorical Professional Committees and up to five additional members.

Liaisons and Relationships with Other AAPM Committees and External Entities

The Chair of the Professional Council shall serve as an ex officio member of the Board of Directors, without vote.

With all Councils through the Council Chairs, or their designate.

Meeting Coordination Committee.

Spring Clinical Meeting Subcommittee.

Electronic Media Coordinating Committee.

Others as necessary.

Terms of Office

In accordance with the standard Rules.

In order to assure continuity, terms of service should be staggered in such a way that approximately one-third of the Professional Council receives new appointments each year.

The President may, after consultation with the Chair of the Professional Council, dismiss a Council member who is absent from two consecutive meetings of the Professional Council.

Conduct of Business

The Professional Council shall meet at least twice annually. When the Chair is unable to preside over meetings of the Council, the Vice Chair or Chair-designate will preside.

Reporting requirements

Board of Directors.

When the Chair is unable to attend meetings of the Board, the Vice Chair or Chair-designate will act as a substitute.

Activities

1. Provide overall direction to the committees of the Professional Council and monitor their activities.
2. Receive reports from the categorical Professional Committees.
3. Approve the appointments and charge of Subcommittees, Task Groups and Working Groups appointed by the categorical Professional Committees.

4. Ensure liaison between the committees of the Professional Council and among their respective subcommittees, working groups or task groups.
5. Ensure liaison with other Councils.
6. The Chair of the Professional Council shall submit a semi-annual report to the Secretary. The report shall include the following:
 - a. Any changes to professional committees formulated by Professional Council since the last report.
 - b. The accomplishments of each Professional Committee since the last report and a summary of work in progress (including the work and membership of any task group.)
 - c. A summary of any professional inquiries addressed to the AAPM since the last report and replies thereto.
 - d. Recommendations of professional policy to the Board.
 - e. Accomplishments, work in progress and recommendations of the Professional Council as a whole which are not included in the above.

Committees

The categorical Professional Committees shall consist of the following:

- Clinical Practice Committee
- Equity, Diversity, and Inclusion Committee
- Medical Physics 3.0 Committee
- Medical Physics Leadership Academy Committee
- Professional Economics Committee
- Professional Services Committee
- Workforce Assessment Committee

Subcommittees

Subcommittees may be appointed by a Committee to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. The Chair of each Subcommittee will be a voting member of the parent Committee.

Working Groups

Working Groups may be appointed by a Standing Committee or Subcommittee to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. Their lifetime will be limited to the needs of the task. The Chair of each Working Group shall be a member of the parent Council, Committee or Subcommittee.

Task Groups

Task Groups may be appointed by a Standing Committee, Subcommittee or Working Group to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. Their lifetime will be limited to the needs of the task. The Chair of each Task Group will be a voting member of the parent Council, Committee, Subcommittee or Working Group.

3.9.1. The Clinical Practice Committee **(amended November 29, 2006, July 26, 2007 and November 30, 2016)**

Purpose

The Clinical Practice Committee shall advise the Professional Council and, through it, the Board of Directors, on matters relating to the clinical practice of medical physics.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

As necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

Professional Council

Activities

- Developing channels of communication for the effective exchange of information with other organizations having similar interests;
- Proposing, when appropriate, to the Meeting Coordination Committee and the Continuing Professional Development Committee such activities as can serve to upgrade and update the knowledge and skills of the members in the practice of clinical medical physics;
- Proposing, when appropriate, such publicizing efforts as can serve to inform the public of the contributions to society of clinical medical physics.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

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3.9.3. Equity, Diversity and Inclusion Committee **(added August 6, 2021)**

Purpose

The Equity, Diversity and Inclusion Committee shall advise the Professional Council and, through it, the Board of Directors, on matters relating to equity, diversity and inclusion in medical physics.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

With all Councils through the Council Chairs, or their designate.

Others as necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

Professional Council

Activities

The activities of the Equity, Diversity and Inclusion Committee include, but are not limited to:

1. Identify the equity, diversity and inclusion needs of AAPM at the organizational and committee levels and recommend strategies to meet those needs.
2. Harmonize existing equity, diversity and inclusion efforts within AAPM.
3. Recommend strategies and establish processes needed to educate the AAPM membership in areas of diversity, inclusion, unconscious bias, cross-cultural communication, and anti racism.

4. Provide equity, diversity and inclusion training for AAPM members.
5. Develop metrics and processes to measure the effectiveness of equity, diversity and inclusion efforts at the organizational and committee levels.
6. Inform the AAPM membership of the status of equity, diversity and inclusion initiatives.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.9.4. Medical Physics 3.0 Committee **(added December 4, 2019)**

Purpose

Define and grow working models of medical physics practice that ensures physics as an essential and integral part of patient care. Envision, encourage, and express clinical application of physical sciences in such a way that is sustainable, innovative, and advances precision care and value-based care. The committee seeks to inform every patient's care by medical physics science and practice, and in doing so to further enhance the future of medical physics profession.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

As necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

Professional Council

Activities

1. Define working models of medical physics practice that makes physics an essential and integral part of patient care
2. Encourage and lead initiatives within the AAPM towards transforming the medical physics practice and science for patient orientation and clinical engagement of physics in the care process
3. Define and encourage strong and explicit technical, clinical, and leadership competencies for practicing medical physicists to fully contribute their unique expertise as scientists and healthcare professionals to medicine
4. Encourage the development of technological resources that enable the practice of MP3.0 efficiently and consistently
5. Advocate for the role and potential of medical physics to non-physicist professions, colleagues (eg, administrators, physicians, ...), and patients
6. Maintain a comprehensive communications and branding strategy for MP3.0 to raise awareness among AAPM members of the needed changes and evolution and to encourage adoption and buy-in of the associated initiatives (the push). Implement an efficient feedback mechanism for AAPM members to inform the activities (the pull).
7. Encourage professional expectations for medical physics 3.0 practice through intentional regulations, guidelines, and accreditation
8. Expand the research and clinical practice of medical physics beyond radiation medicine

3.9.5. Medical Physics Leadership Academy Committee **(added July 18, 2019)**

Purpose

The Medical Physics Leadership Academy Committee shall advise the Professional Council and, through it, the Board of Directors, on matters relating to members development of necessary business and leadership knowledge and skills.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

As necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

Professional Council.

Activities

1. Developing and managing the necessary infrastructure for developing MPLA faculty, information, and organization;
2. Developing and managing MPLA's internal processes to a) enhance current MPLA participant value, b) build new value, c) be good citizens to AAPM, patients and society, and d) provide operational excellence;
3. Serving MPLA participants needs while maintaining financial responsibility;
4. Working with MPLA stakeholders to achieve AAPM critical mission and strategic objectives.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.9.6. Professional Economics Committee **(amended November 30, 2016)**

Purpose

Monitor and analyze the activities of entities that influence reimbursement for medical physics services, advise the Board of Directors on the formal positions it should take on related issues, and provide information to the membership and other organizations.

Membership and Terms of office

Membership in according with standard Rules

Chair of any subcommittee ex officio, voting

Liaisons and Relationships with Other AAPM Committees and External Entities

With other organizations to implement stated activities/responsibilities

Terms of Office

In accordance with standard Rules.

Meeting requirements and conduct of business between meetings

In accordance with standard Rules.

Reporting requirements

Through the Professional Council

Activities/ Responsibilities

- Review the proposed actions of Centers for Medicare & Medicaid Services (CMS) and other reimbursement agencies.
- Review guidelines that relate to the use of Current Procedure Terminology (CPT) codes and their implementation.
- Ensure coordination between the activities of the AAPM and those of related organizations.
- Work with related organizations to develop consistent responses to proposals and issues of mutual concern.
- Provide information to the membership through existing channels within the AAPM.
- Provide information to other organizations regarding reimbursement for professional medical physics services.

Subcommittees

In accordance with standard Rules

Task Groups

In accordance with standard Rules

3.9.7. Professional Services Committee **(amended April 13, 2010 and November 30, 2016)**

Purpose

Develop and maintain programs and services related to support, enhancement and development of the career opportunities for medical physicists.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities

In accordance with the standard Rules.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules

Reporting Requirements

Professional Council

Activities

- Create and operate a career services booth at the Association annual meeting.
- Educate the membership on issues related to practice development and business management support.
- Offer programs and services of value to the membership that support the careers of medical physicists, such as malpractice insurance, legal and contractual guidance, business education, employment counseling, marketing techniques and compensation negotiation.
- Review, analyze and provide informational resources regarding topics unique to the practice of medical physicists.

Subcommittees

In accordance with standard Rules.

Task Groups

In accordance with standard Rules

3.9.8. Workforce Assessment Committee

Purpose

Assess the current and future supply of and demand for medical physicists including the time and effort to perform medical physics services.

Membership

In accordance with the standard Rules.

Liaisons and Relationships with Other AAPM Committees and External Entities.

Utilization of non-AAPM expertise for consultation and professional survey management.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting Requirements

Professional Council.

Activities

- Gather and analyze workforce statistics.
- Gather and analyze medical physicists' salary data.
- Produce, analyze, and publish the Professional Survey annually.
- Gather information pertaining to the time and effort required to perform medical physics services.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.10. Science Council (repealed and reenacted in its entirety, December 1, 2004, amended March 21, 2009, November 4, 2009, April 13, 2010, September 9, 2011, February 4, 2014, March 9, 2016. April 10, 2018, April 2, 2019, September 2, 2020, July 14, 2022, November 14, 2024, April 24, 2025, and July 25, 2025)

Purpose

As specified in the Bylaws.

Membership

The Chair of the Council will be appointed.

The Chair-Designate, after appointment and for the remainder of time before succeeding as Chair.

The Chairs of the categorical Science Committees.

The Vice-Chairs of categorical Science Committees, ex officio voting.

The Chairs of Subcommittees, Working Groups or Task Groups that report directly to Science Council, ex officio voting.

The Chair of the Meeting Coordination Committee, ex officio voting.

The Editor-in-Chief of Medical Physics, ex officio voting. There will be a minimum of 6 other members.

Liaison members will be non-voting.

Liaisons and Relationships with Other AAPM Councils, Committees and External Entities
The Chair of the Science Council shall serve as an ex officio member of the Board of Directors, without vote. With all Councils through the Council Chairs, or their designate. Others as necessary.

Terms of Office

In accordance with the standard Rules.

In order to assure continuity, terms of office should be staggered in such a way that approximately one-third of the Science Council receives new appointments each year. The President may, after consultation with the Chair of the Science Council, dismiss a Council member who is absent from two consecutive meetings of the Science Council.

Conduct of Business

The Science Council shall meet at least twice annually.

When the Chair is unable to preside over meetings of the Council, the Vice Chair will preside.

Reporting Requirements

Board of Directors.

When the Chair is unable to attend meetings of the Board, the Vice Chair will act as the substitute.

Activities

1. Provide overall direction to the Committees of Science Council.
2. Receive Reports from the Committees of Science Council
3. Review the appointment and charge of subcommittees, task groups and working groups by the Committees of Science Council.
4. Ensure liaison between the Committees of Science Council and among their respective subcommittees.
5. Ensure liaison with the other Councils.

Committees

The Committee on Therapy Physics, the Committee on Imaging Physics, the Research Committee, the Data Sciences Committee, and the Radiopharmaceutical Committee will report to Science Council.

Subcommittees

Subcommittees may be appointed by a Committee to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. The Chair of each Subcommittee will be a voting member of the parent Committee.

Working Groups

Working Groups may be appointed by a Standing Committee or Subcommittee to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. Their lifetime will be limited to the needs of the task. The Chair of each Working Group shall be a member of the parent Council, Committee or Subcommittee.

Task Groups

Task Groups may be appointed by a Standing Committee, Subcommittee or Working Group to accomplish specific tasks within its purview. Their establishment and charge must be approved by the Council. Their lifetime will be limited to the needs of the task. The Chair of each Task Group will be a voting member of the parent Council, Committee, Subcommittee or Working Group.

3.10.1. Committee on Therapy Physics (amended November 30, 2005, March 21, 2009 and April 10, 2018)

Purpose

To implement the directives of the Science Council in the area of Therapy Physics.

Membership

A Chair and Vice Chair.

The Chair of each Categorical Subcommittee of this Committee, ex-officio, voting.

The Director of the Imaging and Radiation Oncology Core Houston Quality Assurance Center (IROC Houston), ex-officio, voting.

A minimum of 6 other members.

Liaison members will be nonvoting.

Liaisons and Relationships with Other AAPM Councils, Committees and External Entities

With the Committee on Imaging Physics

With the Research Committee

With the NRC, FDA, Industry, ARS, ASTRO

Others as necessary

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the Standard Rules.

When the Chair is unable to preside over meetings of the Committee, the Vice Chair will preside.

Reporting Requirements

Science Council.

When the Chair is unable to attend meetings of the Council, the Vice Chair will act as the substitute.

Activities

1. Provide overall direction to the Subcommittees of this Committee.
2. Receive reports from the Subcommittees of this Committee.
3. Provide scientific and administrative review of the RPC.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with standard Rules

3.10.2. Committee on Imaging Physics (**amended March 21, 2009**)

Purpose

To implement the directives of the Science Council in the area of Imaging Physics.

Membership

A Chair and Vice Chair.

Chair of each Categorical Subcommittee of this Committee, ex-officio, voting.

A minimum of 4 other members.

Liaison members will be nonvoting.

Liaisons and Relationships with Other AAPM Councils, Committees and External Entities

With the Committee on Therapy Physics

With the Research Committee

With the NRC, FDA, Industry, RSNA
Other liaisons as necessary.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the Standard Rules.

When the Chair is unable to preside over meetings of the Committee, the Vice Chair will preside.

Reporting Requirements

Science Council.

When the Chair is unable to attend meetings of the Council, the Vice Chair will act as the substitute.

Activities

1. Provide overall direction to the Subcommittees of this Committee.
2. Receive reports from the Subcommittees of this Committee.

Subcommittees

In accordance with standard Rules

Task Groups

In accordance with standard Rules

3.10.3. Research Committee (**added March 21, 2009, amended September 9, 2011 and November 14, 2024**)

Purpose

To facilitate and promote scientific research involving physics in medicine.

Membership

A Chair and Vice Chair.

Chair of each Categorical Subcommittee of this Committee, ex-officio, voting.

A minimum of 4 other members.

Liaison members will be nonvoting.

Liaisons and Relationships with Other AAPM Councils, Committees and External

Entities

At least one member of Research Committee will be an ex-officio voting member of the Therapy Physics Committee.

At least one member of Research Committee will be an ex-officio voting member of the Imaging Physics Committee.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the Standard Rules.

When the Chair is unable to preside over meetings of the Committee, the Vice Chair will preside.

Reporting Requirements

Science Council.

When the Chair is unable to attend meetings of the Council, the Vice Chair will act as the substitute.

Liaison reports to Therapy Physics and Imaging Physics Committees.

Activities

1. Provide overall direction to the Subcommittees of this Committee.
2. Receive reports from the Subcommittees of this Committee.

Subcommittees

In accordance with standard Rules

Task Groups

In accordance with standard Rules

3.10.4. Technology Assessment Committee (**added September 9, 2011 and Repealed November 14, 2024**)

3.10.5. **Data Sciences Committee (enacted April 10, 2018, amended April 2, 2019, and April 11, 2024)**

Purpose

To coordinate, steer and organize AAPM efforts in the fields of Big Data, Radiomics, Machine Learning, and related areas.

Membership

A Chair and Vice Chair.

Chair of each Subcommittee of this Committee, (ex-officio, voting) and four to six additional members.

Liaisons and Relationships with Other AAPM Councils, Committees and External Entities

Terms of Office

In accordance with the standard Rules

Conduct of Business

In accordance with the standard Rules.

When the Chair is unable to preside over meetings of the Committee, the Vice-Chair will preside.

Reporting Requirements

Science Council.

Technical Activities

Subcommittees

In accordance with standard Rules

Task Groups

In accordance with standard Rules

3.10.6. Radiopharmaceutical Committee **(enacted April 24, 2025)**

Purpose

Direct authority and responsibility over all AAPM scientific activities in diagnostic and therapeutical applications pertaining to use of radiopharmaceuticals in medicine. The RPC is designed to implement and advance the scientific use of radiopharmaceuticals through its own actions. The RPC has as its core mission the promotion, dissemination and advancement of physical and computational principles as applied to the broad use of radiopharmaceuticals.

Membership

A Chair and Vice Chair.

Chair of each Subcommittee of this Committee, (ex-officio, voting) and four to six additional members.

Liaisons and Relationships with Other AAPM Councils, Committees and External Entities

Terms of Office

In accordance with the standard Rules

Conduct of Business

In accordance with the standard Rules.

When the Chair is unable to preside over meetings of the Committee, the Vice-Chair will preside.

Reporting Requirements

Science Council.

Activities

1. Remain aware of developments from and collaborate with outside organizations.
2. Provide guidance to outside agencies and organizations relative to the scientific and clinical radiopharmaceutical interests of AAPM.

Subcommittees

In accordance with standard Rules

Task Groups

In accordance with standard Rules

- 3.11. (repealed April 13, 2010)**
- 3.12. (repealed November 28, 2001)**
- 3.13. (repealed November 30, 2005)**
- 3.14. (repealed April 13, 2010)**
- 3.15. Rules Committee (repealed and reenacted August 3, 2006)**

Purpose

The Rules Committee shall act as interpreter of the Articles of Incorporation, the Bylaws and the Rules of the Association, subject to the requirements of applicable laws and regulations. It shall act as the vehicle for revising these governance documents.

Membership

In accordance with the standard Rules.

The Secretary will serve as an ex-officio, non-voting member of the Rules Committee.

Liaisons and Relationships with Other AAPM Committees and External Entities

The Chair of the Rules Committee will serve as the Parliamentarian of the Association.

With Legal Counsel through staff.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

The Board of Directors.

Activities

1. Provide interpretation of the governance documents.
2. Initiate amendments to the governance documents for internal consistency.
3. Draft changes to the governance documents as directed by the Board.
4. Seek the advice of Legal Counsel as needed on applicable laws and regulations.
5. Review all proposed amendments to the governance documents and forward such proposed amendments to the Secretary along with comments for consideration by the Board.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.16. Ad Hoc Advisory Committees Appointed by the President (amended November 4, 2009, pending amendment 2026)

The President may appoint ad hoc advisory committees. The President will notify the Board when an ad hoc committee is appointed and will provide the Board with the membership of the ad hoc committee and the charge to the committee. Ad hoc committees are appointed to carry out a specific task and will be dissolved once the task is accomplished, usually demonstrated through presentation of a final report to the officer responsible for creation of

the ad hoc committee, which will be the President, or the Chair of the Board if the initiating President's term of office expires before the ad hoc committee concludes the task. Ad hoc committees will automatically expire one calendar year from the appointment date, unless specific approval to extend the term of the ad hoc committee is granted by the Board. The officer receiving the report of the ad hoc committee will provide the report to the Board.

3.17. Finance Committee (amended October 9, 2007, April 13, 2010, April 11, 2024, and July 25, 2024)

Purpose

The Finance Committee shall advise the Board of Directors on all the fiscal affairs of the Association.

Membership

The Finance Committee shall be chaired by the Treasurer and shall have up to nine additional at-large members.

Additional ex officio non-voting members of the Finance Committee will include the following:

- President, President-Elect, Chair of the Board, and Secretary
- Council Chairs and Vice-Chairs

Liaisons and Relationships with Other AAPM Committees and External Entities

From the Journal Oversight Committee, non-voting

From the Meeting Coordination Committee, non-voting

From the Membership Committee, non-voting

From the Placement Service Subcommittee, non-voting

In accordance with the standard Rules.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

Board of Directors

Activities

1. Receive forecasts of income and expense from Councils, Committees and other sources.

2. Seek input from the Investment Advisory Committee on performance of investments.
3. Analyze the dues structure and recommend necessary adjustments.
4. Prepare the annual budget for the Association.
5. Recommend whether expenditures should be taken from general funds or reserve funds.
6. Monitor the fiscal status of the Association periodically during the year.
7. Prepare guidelines concerning the Association's income and expenditures.
8. Prepare and recommend a long-range financial plan for the Association.

Subcommittees

Investment Advisory subcommittee

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules

- 3.18. (repealed April 13, 2010)
- 3.19. (repealed November 28, 2001)
- 3.20. (repealed December 3, 2003)
- 3.21. (repealed April 13, 2010)
- 3.22. (repealed April 13, 2010)
- 3.23. (repealed December 3, 2003)
- 3.24. (repealed December 3, 2003)
- 3.25. (repealed April 13, 2010)
- 3.26. (repealed April 13, 2010)
- 3.27. (repealed April 13, 2010)
- 3.28. **Audit Committee (added October 9, 2007, amended March 21, 2009, October 22, 2014, and July 14, 2022)**

Purpose

The Audit Committee shall monitor the integrity of the Association's financial reporting process, the appropriateness of the Association's accounting policies and internal controls, the independence and performance of the Association's independent auditors, and report its findings to the Board.

Membership

Membership in accordance with standard Rules.

The Audit Committee shall consist of five voting members which includes the Chair.

The Chair of the Board shall nominate members of the Audit Committee for the succeeding year who will be appointed by an affirmative vote of the Board.

At the time of initial appointment to the Audit Committee, all voting members, shall be current Board members or have served on the Board within the preceding three years. The Chair of the Board shall name the Chair of the Audit Committee, who shall be a member of the Board at the time of appointment and reappointment to their term as Chair. No member of the Executive Committee shall serve concurrently as a voting member of the Audit Committee. Appointments should be staggered such that appointment of no more than two new voting members occurs each year.

Liaisons and Relationships with Other AAPM Committees and External Entities

With the Board of Directors.

With the independent auditors

Terms of Office

In accordance with the standard Rules.

Conduct of Business

The Audit Committee shall meet at least twice annually, including at least one in-person meeting with the independent auditors to review the results of the audit and approve the audit report.

Reporting requirements

To the Board of Directors.

Activities

The activities of the Audit Committee include, but are not limited to:

1. Selecting an independent audit firm to perform an annual audit of the Association's books and records.
2. Reviewing the Association's financial operations.
3. Reviewing the adequacy of the Association's financial controls and risk management systems.
4. Reviewing the financial and compliance reporting systems.
5. Reviewing the process by which the AAPM selects the auditing firm.
6. Reviewing the recommendations of the auditing firm.

Subcommittees

None

Task Groups

None

3.29. Calibration Laboratory Accreditation Executive Committee (enacted April 13, 2010 and amended March 9, 2016 and August 9, 2021)

Purpose

The Calibration Laboratory Accreditation Executive Committee shall decide accreditation of laboratories assessed under the Dosimetry Calibration Laboratory assessment program.

Membership

The AAPM Executive Director will serve as an ex-officio, non-voting member.

Liaisons and Relationships with Other AAPM Committees and External Entities

Calibration Laboratory Accreditation Subcommittee.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

Accreditation decisions are made in executive session to assure confidentiality of the accreditation evaluation process.

Reporting requirements

To the Board of Directors.

Activities

The activities of the Calibration Laboratory Accreditation Executive Committee include, but are not limited to:

1. Review (i) proficiency test results submitted to the Calibration Laboratory Accreditation Subcommittee,
(ii) site visit reports from assessment teams approved by the Calibration Laboratory Accreditation Subcommittee, and
(iii) any other appropriate material, and evaluate the performance of dosimetry calibration laboratories against the AAPM Criteria for Accreditation of Dosimetry Calibration Laboratories.
2. Submit accreditation decisions directly to the Board.

Subcommittees

None

Task Groups

None

3.30. Strategic Planning Committee (enacted September 9, 2011, amended November 19, 2020 and July 14, 2022)

Purpose

The Strategic Planning Committee shall oversee the implementation of the strategic plan, report to the Board on its progress and manage the ongoing assessment and revision of the strategic plan.

Membership

The Strategic Planning Committee will be chaired by the Chair of the Board. The Strategic Planning Committee will have membership consisting of:

Six members serving 3-year terms beginning with their second year on the Board (and serving through the year after they complete Board service). In order to assure continuity, terms of service should be staggered in such a way that approximately two Board members receive new appointments each year. New members are appointed by the Chair of the Board and approved by the Board of Directors. Any vacancies among the six members will be filled by Board members or former Board members in equivalent state of their term on the Board.

1. Four presidential-chain officers: President-Elect, President, Chair of the Board and Immediate Past-Chair of the Board. In the event that the Immediate Past-Chair of the Board is unable to serve, then the Chair of the Board will appoint another past Board member experienced with the strategic planning process.
2. Treasurer, Secretary, Executive Director and Council Chairs (ex-officio, non-voting)

Liaisons and Relationship with Other AAPM Committees and External Entities

Terms of Office

As described under Membership above.

Conduct of Business

The Strategic Planning Committee will meet as needed, either in person or electronically. At least once a year, typically in the spring, the Strategic Planning Committee will meet in person with the Council Chairs and EXCOM to review the status of the current plan, assess

any need for changes, and highlight potential adjustments to existing or future budgets or other resources. It will assist the Board in guiding the budget process. The Strategic Planning Committee will present a report on the strategic plan to the full Board at the summer meeting.

Reporting requirements

To the Board of Directors.

Activities

1. Annually assess the strategic plan as a whole, and report to the Board on overall progress and on any need to adjust the plan.
2. Periodically, at intervals of no more than five years, conduct a comprehensive revision of the strategic plan.
3. Provide high level guidance to the Finance Committee, as needed, so that the budget reflects the strategic priorities.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.31. MedPhys Match Executive Committee (enacted April 2, 2019)

Purpose

The MedPhys Match Executive Committee shall review potential violations of the MedPhys Match and report on recommended actions to the Board.

Membership

In accordance with the standard Rules. The AAPM Executive Director will serve as an ex-officio, non-voting member.

Liaisons and Relationships with Other AAPM Committees and External Entities

Subcommittee on Oversight of MedPhys Match.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

Potential MedPhys Match violations are discussed in executive session to assure confidentiality of the investigation and those involved until a decision has been made.

Reporting requirements

To the Board of Directors.

Activities

The activities of the Oversight of MedPhys Match Executive Committee include, but are not limited to:

1. Review potential MedPhys Match violations submitted to
 - i. the AAPM,
 - ii. to the Subcommittee on Oversight of MedPhys Match, or
 - iii. to National Matching Services.
2. Provide a summary report of actions to the Board.
3. Negotiate annual MedPhys Match agreements with National Matching Services.
4. Submit recommendations concerning MedPhys Match and MP-RAP directly to the Board and take recommendations from the Board directly to the Subcommittee on Oversight of MedPhys Match.

Subcommittees

None

Task Groups

None

3.32. Governance Committee (enacted July 14, 2022 and amended December 2, 2025)

Purpose

The Governance Committee shall advise the Board on governance best practices and serve as a vehicle for ongoing review and enhancement of Board operating effectiveness.

Membership

In accordance with the standard Rules.

The Governance Committee shall be chaired by the Secretary. The Governance Committee will have membership consisting of:

1. Chair of the Nominating Committee.
2. Chair of the Rules Committee.

3. Four Board members, serving 2-year terms beginning with their second year on the Board. To assure continuity, terms of service should be staggered in such a way that approximately two Board members receive new appointments each year. New members are appointed in accordance with the standard rules. Any vacancies among the four members will be filled by Board members in equivalent state of their term on the Board.
4. Chair of the Board, AIP Governing Board representative and Executive Director (ex officio, non-voting).

Liaisons and Relationships with Other AAPM Committees and External Entities

Terms of Office

In accordance with the standard Rules. All terms conclude at the end of their ex officio position.

Conduct of Business

In accordance with the standard Rules.

Reporting requirements

To the Board of Directors.

Activities

1. Assist the Board in shaping Association governance, including developing, recommending to the Board, and reviewing on an ongoing basis the Association governance principles and practices that should apply. This would include leading the Board in a periodic evaluation process and advising the Board on actions that should be taken to improve governance practices.
2. Review the Association governance documents periodically and recommend any changes to the Board.
3. Draft recommendations from the Board that accompany any Bylaws change going to the membership for consideration and vote.
4. Recommend and review the formation of any new standing committees that report to the Board and assist the Board in the preparation of necessary charges and motions for establishment of such new committees.
5. Develop and oversee execution of Board member capacity-building programs, including but not limited to orientation of new members and a mentoring program.
6. Review Board member Conflict of Interest Statements annually, considering the primary objective of the policy of ensuring that the work of the Association will not be compromised or diminished by real or perceived conflicts of interest.
7. Review charges of committees reporting directly to the Board.

8. Monitor and advise the Board on matters pertaining to demographics and competencies.
9. Maintain Board position descriptions.

Subcommittees

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.33. Journal Oversight Committee (enacted April 11, 2024)

Purpose

The Journal Oversight Committee shall be responsible for the oversight of all AAPM journals as a portfolio, broadly covering the areas of journal portfolio management, journal future directions (including the addition of new journals) and journal portfolio finances.

Membership

In accordance with standard Rules.

Editors-in-Chief of all association journals (ex officio, voting).

Deputy Editors-in-Chief of all association journals (ex officio, non-voting).

AAPM Deputy Executive Director (ex officio, non-voting).

One member who is also a member of Finance Committee.

Up to eight additional members.

Members of the Journal's Editorial Boards are not eligible to serve as members of the Journal Oversight Committee.

Liaisons and Relationships with Other AAPM Committees and External Entities

To Editorial Boards, through chair or designee

To Publishers, through chair or designee

Others as necessary, in accordance with the Standard Rules

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

The committee will meet at least twice per year.

Reporting requirements

To the Board of Directors.

Activities

1. Non-financial

1. Setting journals' mission to the Association.
2. Setting the course for all journals and managing journals as a portfolio.
3. Optimization of editorial structure (EIC, deputy editors, associate editors, reviewers), including compensation model for that structure.
4. Periodic evaluation of journal metrics and editorial approach.
5. Setting up and maintaining formalized collaboration between EICs of journals.
6. Distinguishing journal staff duties vs. editorial team duties.
7. Optimization (for internal use as well as for authors) of journal operations: submission website, database, peer review system, decision definitions, article format.
8. Harmonizing and streamlining publication of AAPM reports (TG, MPPG, etc.)
9. Defining scope of journals to cover relevant areas, taking potential overlap into consideration.
10. Recommending new journals based on topical gaps; setting performance expectations to measure success of new journals.
11. Working with the authors and publisher on promotion of journal articles.
12. Branding of journals.
13. Initiating and managing editorial transitions, disaster planning.
14. Evaluation of publication platforms.
15. Continuous monitoring of the publishing landscape to stay aware of current issues and practices.

2. Financial

1. Managing journals as a portfolio from a financial perspective.
2. Establishing a plan for journal portfolio revenue by working with the AAPM Board/FINCOM to set the expectation for journals' financial performance.
3. Evaluating/establishing member publishing benefits, e.g., member-specific Article Processing Charges (APCs).
4. Evaluating publication platforms from a financial perspective.
5. Providing input in contract negotiations with the publisher.
6. Continuous monitoring of the publishing landscape to keep up to date on financial issues.
7. Establishing and continually tuning OA APCs with recognition for AAPM journals' mission and place in the publishing landscape.
8. Developing strategies for non-APC revenue from the journals.

9. Developing appropriate expectations for new journal financial performance

Subcommittees

In accordance with the standard Rules.

Working Groups

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules

3.34. Corporate Advisory Board (added March 21, 2017 and amended April 24, 2025)

Purpose

The Corporate Advisory Board (CAB), as a voice of industry and a representing group of the Corporate Affiliates, focuses on issues and initiatives of mutual interest through a synergistic relationship between AAPM and its Corporate Affiliates. The intent is to bring industry perspective as we collaboratively advance medicine through excellence in the science, education and professional practice of medical physics; and to support the development and clinical implementation of safe and quality products used to diagnose and treat patients.

Membership

In accordance with standard Rules.

Twelve (12) elected Corporate members-at-large; representing a broad spectrum of Corporate Affiliates (both large and small sized companies)

Chair of the Corporate Relations Committee

President

Executive Director

Chair of the Professional Council

Chair of the Science Council

The Chair of CAB will be appointed by the AAPM President from the elected Corporate members-at-large.

The Chair of the Corporate Relations Committee will serve as Co-Chair.

Liaisons and Relationships with Other AAPM Committees and External Entities

With all Councils through the Council Chairs.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

The Corporate Advisory Board is a smaller representative group of all Corporate Affiliate Members of the AAPM. Its membership shall have a proportional mix of both imaging and radiotherapy equipment vendors, with seats equally balanced between large and small corporations, representative of a broad cross-section of the industry, both in scope and products. Seats on the Committee should be held by high-level, decision-makers within each corporation.

Reporting requirements

To the Board of Directors.

Activities

1. Corporate relations related to the business of AAPM (Marketing, sponsorship, MPI, etc.)
2. Advising key decision makers within AAPM on strategy and vision for future of medical physics from the viewpoint of industry.
3. Representing the role of the industry scientist, or industry involvement in AAPM activities/initiatives (TG, WG, etc.) while representing the best interests of the field of medical physics.

Subcommittees

In accordance with the standard Rules.

Working Groups

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.35. Inter-Council Committee (enacted April 21, 2026)

Purpose

The Committee will coordinate activities that merit multiple councils working together, and may establish groups to oversee specific activities.

Membership

In accordance with standard Rules.

Chairs and Vice-chairs of all AAPM councils.

Liaisons and Relationships with Other AAPM Committees and External Entities

AAPM Councils through Chairs and Vice-Chairs (and designates if applicable)

As necessary, in accordance with the Standard Rules.

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules.

The committee will meet at least twice per year.

Reporting requirements

To the Board of Directors.

Activities

Coordination and oversight of activities pertaining to and performed within multiple councils, including but not limited to:

1. Coordinate projects and initiatives across councils.
2. Set standards across all AAPM councils for the development, review, and quality assurance of AAPM documents, including guidance and educational documents.
3. Coordinate document development processes across councils to ensure consistency in standards and practices, while keeping document development within individual councils.
4. Serve as the formal inter-council review and endorsement body for the creation of new Task Groups and Working Groups, providing a consistent cross-council perspective on all new unit proposals.
5. Establish and maintain a framework and workflow for Task Groups and Working Groups. stewardship, including evaluating productivity, efficiency, and group retirements as needed.
6. Work with AAPM HQ staff for process documentation and templates to be accessible to all AAPM members on processes to join activities connected to the creation of documents and to understand the creation and review processes.
7. Coordinate existing mentorship programs across councils and evaluate gaps in AAPM mentorship, particularly in areas where no program currently exists.

Subcommittees

In accordance with the standard Rules.

Working Groups

In accordance with the standard Rules.

Task Groups

In accordance with the standard Rules.

3.36. Government and Regulatory Affairs Committee (added December 3, 2003, amended July 28, 2005, November 29, 2006, March 21, 2009, April 13, 2010, April 7, 2020, and April 21, 2026)

Purpose

Advise on legislative and regulatory issues and on recommendations of governmental or non-governmental entities, where such issues affect medical physicists or the practice of medical physics. Advise on appropriate actions.

Membership

In accordance with the standard rules

Chair of Professional Economics Committee

Chair of Radiation Protection Subcommittee

Chair of the CRCPD Subcommittee

Chair of the Research Committee

Two representatives from each categorical council

Two additional members.

Liaisons with external entities

Liaison from the Nuclear Regulatory Commission (nonvoting)

Liaison(s) from the Food and Drug Administration (nonvoting, CDRH and CDER)

Liaison from the Conference of Radiation Control Program Directors (nonvoting)

Terms of Office

In accordance with the standard Rules.

Conduct of Business

In accordance with the standard Rules except as below:

The committee will meet at least twice per year.

Reporting Requirements

In accordance with standard Rules.

Activities

- Oversee and direct the AAPM government and regulatory affairs effort except those dealing with reimbursement.

- Coordinate the government and regulatory relations activities within the Association to ensure a broad-based, uniform interface with government and regulatory agencies.
- Serve as the AAPM liaison to and from other professional and scientific organizations for issues that would impact government or regulatory activities as they relate to the practice of medical physics.
- The Committee will maintain direct contact with governmental and regulatory entities.
- Direct information and questions regarding government and regulatory affairs to appropriate councils and/or committees within the AAPM.
- Establish and maintain information programs for Association members on issues related to government and regulatory affairs.
- Create background information on pending legislation, proposed, and final rules and on regulations of state and federal agencies, that might affect the practice of medical physics.
- Aid members, committees or councils of the AAPM in their pursuit of information from various governmental and regulatory sources.
- Monitor regulatory and governmental activities and communicate, on behalf of the Association and its membership, with legislative and governmental funding agencies on matters that impact the practice of medical physics.
- In collaboration with the Research Committee, monitor regulatory and governmental activities and communicate, on behalf of the Association and its membership, with legislative and governmental funding agencies on matters related to biomedical research.

Subcommittees

In accordance with standard Rules

Working Groups

In accordance with standard Rules

Task Groups

In accordance with standard Rules

4. MEMBERSHIP, FELLOWSHIP AND AFFILIATIONS

4.0. Membership, Fellowship and Affiliations (amended December 3, 2003, November 30, 2005, July 31, 2008, October 29, 2009, April 10, 2018, July 14, 2022, and November 16, 2023)

- 4.0.1. Application for membership and change of class of membership ([pending amendment 2026](#))

Applications for all classes of membership shall be in a form authorized by the Board. Applications for membership and change of class of membership will be transmitted to the Membership Committee for a determination. Individuals desiring a change in membership classification shall submit a request to the Office of the Secretary. An applicant who wishes to contest this determination may request that the decision be reconsidered at the next Board meeting, at which time the decision of the Board shall be final. The applicant will acknowledge acceptance of the membership classification offered within two months of notification by the Secretary, or the application will be considered withdrawn.

The Board, by three-fourths vote, may also change the class of membership for any members in order that their membership is in accordance with the Articles of Incorporation As specified in the Bylaws. Applications for membership and change of class of membership will be transmitted to the Membership Committee for a determination. An applicant who wishes to contest this determination may request that the decision be reconsidered at the next Board meeting, at which time the decision of the Board shall be final. The applicant will acknowledge acceptance of the membership classification offered within two months of notification by the Secretary, or the application will be considered withdrawn.

4.0.2. Ethical Behavior

With initial application and at the time of annual renewal, each applicant or affiliate must attest to abide by the AAPM Code of Ethics.

4.0.3. Termination of membership ~~or affiliation for ethical misconduct~~ (pending amendment 2026)

The membership of any member shall terminate upon occurrence of any of the following events: resignation of the member; use of degrees from non-accredited institutions or programs as defined in this Article; nonpayment of dues as specified in the Rules; or vote of the Board following a formal hearing by the Ethics Committee.

~~4.1. Sanctions specified within the AAPM Code of Ethics (up to and including expulsion from the AAPM) may be imposed for ethical misconduct. Members or affiliates expelled for ethical misconduct may eventually reapply for membership or affiliation as specified in the Code of Ethics. Sanctions specified within the AAPM Code of Ethics (up to and including expulsion from the AAPM) may be imposed for ethical misconduct. Members or affiliates expelled for ethical misconduct may eventually reapply for membership or affiliation as specified in the Code of Ethics.~~

4.1. Membership (amended October 29, 2009, ~~and~~ November 16, 2023, and pending 2026)

Full Membership is open to individuals who fulfill the requirements for Full Membership set forth in Article FIFTH of the Articles of Incorporation and in the Bylaws The Full Lifetime

category of Full Membership is intended for Full Members that meet eligibility criteria set by the Board.

Applications for Full Membership shall have one letter of support from a Full Member in good standing who shall have personal knowledge of the applicant. For Full Membership the supporting statements shall attest that the individual is engaged in professional, research, or academic activity related to applications of physics in medicine and biology. Academic degrees used to qualify for membership must be from a college, university or program accredited by one of the organizations recognized by the Council for Higher Education Accreditation (or its successors), or an equivalent foreign degree. Exceptions will be considered on a case-by-case basis.

4.2. General Membership (enacted November 16, 2023, pending amendment 2026)

Membership is open to individuals who fulfill the requirements for Membership set forth in Article FIFTH of the Articles of Incorporation and in the Bylaws. The Lifetime category of Full Membership is intended for Full Members that meet eligibility criteria set by the Board.

General Membership (enacted November 16, 2023)

General Membership is open to Individuals who fulfill the requirements set forth in the Bylaws, but do not want all the benefits provided with a Full Membership. General membership is also open to individuals who fulfill the requirements for Full Membership but are unable to meet the earned graduate degree criteria for Full Membership.

4.3. Associate Membership (amended October 29, 2009, March 9, 2016, September 10, 2019, July 14, 2022, and November 16, 2023, pending amendment 2026)

Associate Membership is open to Individuals whose current career or career trajectory is strongly related to the field of medical physics. Associate members are subject to an attestation requirement recommended by the Membership Committee with concurrence of the Board.

Associate Membership is open to individuals who possess an earned graduate degree in the Physical or Biological Sciences, Computer Sciences, Mathematical Sciences, or Engineering and who are currently a Post-Doctoral Student, Fellow, or Resident on a full- or part-time basis, and who are engaged in professional, research, or academic activity related to applications of physics in medicine and biology.

Associate Membership is open to individuals who possess a bachelor's or higher college degree from an accredited college or university and/or certification in a related specialty such as radiation therapy, radiology, nuclear medicine, or health physics, and are employed as a Medical Physicist Assistant (MPA) or a clinical engineer.

The Associate-Student category of Associate Membership is open to individuals who are enrolled in a degree program in the Physical or Biological Sciences, Computer Sciences,

Mathematical Sciences, or Engineering (which may include a work-study program) at an accredited college or university who have an interest in applications of physics in medicine and biology and who are not otherwise employed in the applications of physics in medicine and biology.

Associate Members who have completed their training and are not employed in the application of physics in medicine and biology may be eligible for continuation of Associate Member status for a period of one year without the attestation requirement. Associate Membership is open to individuals who meet the qualifications as set forth in the Bylaws. Associate members are subject to an attestation requirement recommended by the Membership Committee with concurrence of the Board.

The Student category of Associate Membership (Student Associate Membership) is open to individuals who are enrolled in a degree program in the Physical or Biological Sciences, Computer Sciences, Mathematical Sciences, or Engineering (which may include a work-study program) at an accredited college or university who have an interest in applications of physics in medicine and biology and who are not otherwise employed in the applications of physics in medicine and biology.

Commented [MH6]: Typo = Mathematical

Associate Members who have completed their training and are not employed in the application of physics in medicine and biology may be eligible for continuation of Associate Member status for a period of one year without the attestation requirement.

4.4. Affiliate Membership (repealed October 9, 2007, reenacted October 29, 2009, amended November 1, 2015, July 14, 2022, and November 16, 2023, and pending amendment 2026)

~~4.5. Affiliate membership is open to individuals who are interested in the application of physics to medicine and biology, but who do not meet the degree or other requirements for any other membership class. This would include, but not by way of limitation, medical dosimetrists, radiologic technologists, nurses, non-qualifying physicians, and related professionals. Affiliate Membership is open to individuals who meet the qualifications as set forth in the Bylaws. This would include, but not by way of limitation, medical dosimetrists, radiologic technologists, nurses, non-qualifying physicians, and related professionals.~~

Commented [MH7]: Typo = limitation

4.6. ~~4.5.~~ Honorary Membership (enacted October 29, 2009, amended July 14, 2022)

Individuals that have rendered outstanding service in the field of physics in medicine and biology may be nominated for Honorary Membership. Nominations shall be made by a Regional Chapter of the Association, or by any two members of the Board of the Association. A nomination shall be accompanied by a signed letter of support of the

nomination by a Regional Chapter or by signed letters of support of the nomination by two members of the Board. Nominations shall be submitted with supporting material to the Secretary, who will forward the material to the Board. The Secretary will conduct a Board vote on the nomination. Upon an affirmative vote of at least three-fourths of the Board, the nominee will be elected as an Honorary Member of the Association. The newly elected Honorary Member shall be informed by letter from the AAPM President and be presented with an appropriate certificate or plaque during the next Awards and Honors Ceremony. Future issues of the AAPM Directory shall take appropriate note of the election of an Honorary Member.

~~4.7.4.6.~~ Fellowship (amended October 29, 2009, October 21, 2010, December 2, 2015, December 4, 2019, July 14, 2022, and November 16, 2023)

The category of Fellow is established to honor members who have made significant contributions through one or more of the following:

- a. service to the AAPM
- b. the advancement of medical physics knowledge based upon independent original research or development
- c. medical physics educational activities, especially in regard to the education and training of medical physicists, medical residents, medical students, and allied health personnel
- d. leadership in the practice of medical physics

To be eligible, individuals must have been Full Members of the AAPM for at least ten years, including the two years immediately preceding their election to Fellow. There must have been no more than one interruption in membership. Fellowship shall confer no special privileges. Members eligible for election to Fellows shall be nominated either by a Regional Chapter of the Association, or by any two Fellows of the Association. Nominations made by a Regional Chapter shall be submitted by the President of the Regional Chapter and be accompanied by a signed letter of nomination by the Regional Chapter President and a signed letter of support of the nomination by one Fellow. Nominations made by two Fellows shall be accompanied by signed letters of nomination/support from the Fellows. The nomination materials will be forwarded to the Chair of the Awards and Honors Committee and the Chair will circulate the materials to the committee members who will vote at the next meeting or by electronic means of communication. In the case of a majority affirmative vote, the Chair shall forward the nomination materials to the Secretary for voting by the Board of Directors. The Board will vote on the nominees at the next Board Meeting, and approval by the Board requires a simple majority. The newly elected Fellow shall be informed by letter from the AAPM President and be presented with an appropriate certificate or plaque during the next Awards and Honors Ceremony and subsequent editions of the AAPM Directory shall take appropriate note of the elections to Fellow.

~~4.8:~~4.7. Corporate Membership (amended October 29, 2009, and pending amendment 2026)

~~Corporate Affiliation shall be available to corporations or institutions to promote the activities of the Association. Applications for Corporate Affiliation shall be in a form authorized by the Board and shall state why such affiliation is desired. The application will be transmitted to the Secretary. The Secretary shall bring the application to the Board. An affirmative vote of three-fourths or more of the Board is required for acceptance. The application will be transmitted to the Secretary. The Secretary shall bring the application to the Board.~~

5. REGIONAL ORGANIZATIONS

5.0. Regional Organizations

5.1. Regional Chapters (amended December 1, 2004)

Regional Chapters shall have Constitutions and/or Bylaws and/or Rules that in no way conflict with those of the AAPM. Regional Chapters shall comply with reporting requirements established by the Board.

6. FINANCE

6.0. Finance

The finances of the AAPM are the responsibility of the Board. This responsibility may, in part, be delegated to the Treasurer and a Finance Committee and additionally to any committee involved with monetary affairs or funds of the AAPM. However, no individual or committee shall obligate AAPM funds without the approval of the Board. Any account which involves AAPM funds shall be subject to audit on an annual basis. The fiscal year shall commence on the first of January.

6.1. Dues (amended November 28, 2001, December 4, 2002, November 29, 2006, November 1, 2015, November 16, 2023, April 11, 2024, and April 24, 2025)

Dues of the members shall be as per their billing. Annual dues of each class of membership may be obtained from the Treasurer. Dues become payable on the first day of January. Membership in the Association lapses if the member fails to meet the dues requirements by March 1. Reinstatement may be granted until October 1 of the year of delinquency by payment of all delinquent and current dues plus a reinstatement fee that will be established by the Board. If reinstatement is not exercised during this period, the lapsed member must reapply as a new member and resubmit all required documents including the application fee. Exceptions may be granted on a case-by-case basis.

Members in good standing may apply to the Membership Committee for a waiver or deferment of dues as a result of personal or financial hardship or if they suffer disability which prevents them from holding full-time employment.

Such annual waivers will continue for as long as the member affirms the continuance of the hardship.

Members in good standing for at least five years who reside in North America and are unemployed may be eligible for a waiver of dues for a period of up to two years. Membership in the Association lapses unless current dues are paid by March 1 of the third year but may be reinstated if they are fully paid within that year.

Other hardship situations will be considered on a case-by-case basis.

Members who are denied a waiver by the Membership Committee may request that their application be considered by the Board.

6.2. (repealed November 30, 2025)

7. ANNUAL BUSINESS MEETING

7.0. Annual Business Meeting

8. RULES OF THE CORPORATION

8.0. Rules of the Corporation

8.1. Purpose

8.2. Enactment and Amendment (amended March 21, 2009)

Amendments may be proposed and acted on at any Board meeting. Amendments may also be proposed by mail or through electronic means of communication to the Board through the Secretary who shall first review them with the Rules Committee. Amendments may be proposed by any Board member, Editor, Chair, AIP representative or appointed representative.

9. AMENDMENTS

9.0. Amendments