



ACPSEM

Australasian College of Physical Scientists & Engineers in Medicine
ABN 44 005 379 162

BY-LAWS OF THE AUSTRALASIAN COLLEGE OF PHYSICAL SCIENTISTS AND ENGINEERS IN MEDICINE

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Introduction

1. All ACPSEM By-laws are subject to the Constitution of the Australasian College of Physical Scientists and Engineers in Medicine (hereinafter called the *College*) and made under the authority of clause 29.2 of the Constitution, and form part of the governance documents of the College.

Delegations

2. Unless otherwise specified by law, the Constitution or within this document, any powers and authorities in the By-laws may be delegated by the Board.
3. A reference to the Board in this document includes any person or body with the delegated powers of the Board, unless these bylaws explicitly say otherwise.

The Professions

4. A reference in bylaws to “the professions” or an equivalent phrase shall be construed as a reference to any of the professions practised by members of ACPSEM which meet the criteria set out in the Constitution and whose professional interests are represented by ACPSEM in the opinion of the Board.
5. Members of the professions include practising professionals (whether current ACPSEM members or not) who work in hospitals, clinical environments, consultancies, laboratories, universities, research institutes, regulatory bodies and any other body where, in the opinion of the Board, the work relates to the delivery of medical services to patients directly or indirectly and professional standards should be applied by the practising professional.
6. The professions currently represented by the ACPSEM include:
 - a. Medical Physicists
 - b. Biomedical Engineers
 - c. Radiopharmaceutical Scientists
 - d. Other professions as approved by the Board and notified to members

The ACPSEM Bylaws

7. The ACPSEM Board has approved the following By-laws:
 - a. By-laws relating to Membership (M)
 - b. By-laws relating to Branches (B)
 - c. By-laws relating to ACPSEM Elections (E)



Bylaws relating to Membership (M)

Membership Committee and other Governance Documentation

- M1. These bylaws are to be read in conjunction with the *ACPSEM Standing Committees Establishment, Delegations and Guidelines* approved by the Board, especially in relation to the establishment, delegations and guidelines for the ACPSEM Membership Committee.
- M2. These By-laws are to be read in conjunction with the *ACPSEM Delegations Policy* and with any delegations issued in accordance with that policy.

Applications for Membership

- M3. The College will not accept applications from candidates for admission to membership categories other than as indicated in these bylaws, without the express approval of the Board.
- M4. Applications for election or transfer to membership categories shall be made using online or hard copy applications as provided by the College:
 - a. Applications may be accepted in other formats where required to assist applicants with disabilities or who are incapable of completing the prescribed applications.
- M5. All applications will require the candidate to commit to adhering to the ACPSEM Code of Ethics & Conduct.
- M6. The College may publish guidelines for the assistance of potential candidates.
- M7. Applications for admission to membership categories shall be considered as determined by the Board.
- M8. At the discretion of the Board, a nominal fee may be required with each application for admission or transfer to any grade of membership. If the application is successful, the application fee shall be credited to the applicant in part payment of the annual subscription due. If the application is unsuccessful the application fee shall be forfeited to the College unless the Board decides otherwise.

Verification of degrees for Membership applications

- M9. Where admission to membership is dependent upon evidence of a degree qualification, the candidate shall provide verification of any degree by:
 - a. Providing the name of an ACPSEM member who has sighted the original or certified copies of degrees and degree transcripts and is prepared to verify them by email or by signature on a hard copy form.
 - b. Providing certified copies of degrees and degree transcripts, which must be provided either:
 - i. in paper format delivered to the College Office, being an original of the



- certified copy and not a further copy or
- ii. through an online certification system acceptable to and accessible by the College, without further cost to the College

M10. Where certified copies of degrees and degree transcripts have been received by the College, candidates do not need to supply further certified copies of the same documents for other membership or College applications, unless specifically requested to do so.

Category: HONORARY FELLOW

M11. The College will not accept applications for membership as an Honorary Fellow.

M12. Election of a person as an Honorary Fellow shall be:

- a. By resolution of the Board.
- b. Proposed by a motion moved and seconded by directors or by the nomination of five Distinguished Fellows or Fellows, not being Honorary Fellows.
- c. Shall not be approved if the number of current Honorary Fellows exceeds ten.

Category: LIFE MEMBER

M13. The College will not accept applications for membership as a Life Member

M14. Election of a person as a Life Member shall be:

- a. By resolution of the Board.
- b. Proposed by a motion moved and seconded by directors or by the nomination of five Distinguished Fellows or Fellows, not being Honorary Fellows.
- c. Shall not be approved if the number of current Life Members exceeds twenty.

Category: DISTINGUISHED FELLOW

M15. Every candidate for admission or transfer to the grade of Distinguished Fellow:

- a. Shall produce evidence to the satisfaction of the Board at the time of application for election or transfer that they meet one of the criteria for Distinguished Fellowship as specified in the Constitution; and
- b. Be proposed by one Distinguished Fellow or Fellow who knows the candidate personally and supported by one or more Distinguished Fellows or Fellows who also know the candidate personally.

M16. Every candidate for admission or transfer to the grade of Distinguished Fellow shall produce evidence to the satisfaction of the Board that the level of achievement of the candidate meets College requirements as assessed by examination, thesis or other means of assessment as required and requested by Board.

M17. Evidence of achievement may include verified innovation and enhancement of services, published papers, presentations at conferences, published books or monographs, teaching and educational responsibilities and achievements, development of protocols, standards and contributions to other professional issues, particularly at international level.



M18. Candidates otherwise fulfilling the requirements of this By Law may be refused admission to the category of Distinguished Fellow if the Board in its sole discretion believes there are reasons to not admit the candidate to this category.

M19. A Distinguished Fellow who ceases to be wholly or mainly occupied in the profession of physical scientist in medicine shall not by reason thereof cease to be a Distinguished Fellow unless Board so decides.

Category: FELLOW

M20. Applications from candidates for admission or transfer to the membership category of Fellow shall:

- a. Include the candidate's name, date of birth, postal address, qualifications and professional record (curriculum vitae)
- b. Be proposed by one Distinguished Fellow or Fellow who knows the candidate personally and supported by one or more Distinguished Fellows or Fellows who also know the candidate personally.
- c. Include the names of two referees who must be familiar with the applicant's work and who will be requested to provide reports rating the candidate's professional abilities, character and integrity

M21. Every candidate for admission or transfer to the grade of Fellow shall produce evidence to the satisfaction of the Board that the candidate at the time of the application for admission or transfer satisfies the following criteria:

- a. Members who have applied to be considered for the category (including payment of an assessment fee); and
- b. Have been a Member of the ACPSEM for at least 10 of the 15 years preceding application; and
- c. Have served on ACPSEM committees and/or groups for at least 5 years (in total and not necessarily continuously) and if part of working groups, branches or specialty groups, a statement about personal contribution must be included in the application.

Category: MEMBER

M22. A candidate (other than as provided below) applying for admission to the grade of Member shall:

- a. Include the candidate's name, date of birth, postal address, qualifications and professional record (curriculum vitae).
- b. Be proposed by one Distinguished Fellow, Fellow or one Member who knows the candidate personally and supported by one or more Distinguished Fellows, Fellows or Members who also know the candidate personally.
- c. Include the names of two referees who must be familiar with the applicant's work and who will be requested to provide reports rating the candidate's professional abilities, character and integrity.

M23. An Associate Member applying for a transfer to the grade of Member, and who has completed an ACPSEM Training, Education and Assessment Program or otherwise achieved ACPSEM Certification may apply for a transfer to the category of Member without a proposer or supporter or the provision of any additional information, unless requested to do so:



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- a. Applications for membership from candidates holding a qualifying ACPSEM certification shall have their certification examination result and their letter of approval from their Chief Physicist (or equivalent) supporting the certification considered equivalent to two referee reports.
- b. Qualifying ACPSEM certifications for this purpose shall be determined by resolution of the Board and this authority shall not be delegated.

M24. The Board may, in exceptional circumstances, waive the requirement for a membership application to be proposed and seconded by Members, Distinguished Fellows or Fellows who personally know the candidate. In these cases, the Board may request referee reports or other material as they see fit to assess the suitability for membership of the applicant.

Category: AFFILIATE

M25. A candidate applying for admission as an affiliate shall be proposed by one Distinguished Fellow, Fellow or one Member.

Category: STUDENT

M26. Students are individuals currently engaged in studying in a relevant field at a university and are subject to the following considerations:

- (i) Enrolment may be on a full or part time basis
- (ii) For part time study, the student shall not be engaged in substantial paid work
- (iii) TEAP Registrars are ineligible for this membership category

Proof of enrolment must be provided at the time of application and for subsequent membership renewals.

M27. Application process: a Student Member can be proposed individually or as part of a student group by a university course coordinator. If the proposing coordinator is not a Member of the ACPSEM the application will be referred to the Membership Committee for confirmation prior to approval. The ACPSEM encourages universities to consider bulk applications at the commencement of the academic year for both Medical Physics Masters and Undergraduate Physics courses.

Category: ORGANISATIONAL SUPPORTER

M28. A Company may become an Organisational Supporter of the College by being proposed by one Distinguished Fellow, Fellow or Member of the College who knows the Company well and by being supported by one or more Distinguished Fellows, Fellows or Members who also know the Company well.

M29. In assessing eligibility for Membership as an organisational supporter, the Board will consider the nature of the activity carried on by the organisation and the reputation of the College.

Category: ASSOCIATE MEMBER

M30. A candidate applying for admission to the grade of Associate Member shall:

- a. Include the candidate's name, date of birth, postal address and qualifications.
- b. Be proposed by one Distinguished Fellow, Fellow or one Member and supported by



one or more Distinguished Fellows, Fellows or Members who also know the candidate personally.

- M31. For candidates accepted into an ACPSEM TEAP program, the signatures of the TEAP Coordinator and the TEAP candidate's Chief Physicist (or equivalent) on their TEAP application shall be deemed equivalent to a proposer and supporter for the purpose of Associate Member nomination, if both are ACPSEM Fellows or Ordinary Members.

Decisions on Applications

- M32. After an examination of the application of a candidate for admission or transfer to a category of membership, the Board may:
- Admit the applicant to the class for which membership was applied for.
 - Request the applicant to accept a lower grade.
 - Defer the matter for further consideration or provision of information.
 - Advise the applicant of further admission requirements which must be met according to the provisions of the Constitution and the Bylaws.

Admission to Membership

- M33. No admission or transfer shall become effective until the annual subscription payable on such admission or transfer has been paid and until an obligation in the form agreed by Board has been signed by the applicant and received by the College:
- This provision applies irrespective of any recording of status on any database or other membership record.
- M34. The Board may reinstate or re-admit to membership any person whose membership has terminated provided that:
- The Board is satisfied that the person is worthy of such reinstatement or re-admission; and
 - The person pays such amounts in respect of entrance fees or arrears of fees and subscriptions as the College may determine.
- M35. In the case of a reinstatement or re-admission, the grade of membership shall be the grade to which the person formerly belonged.
- M36. A person whose membership has previously been terminated must submit an application for re-admission in the form of the equivalent application for admission, unless:
- The termination was by reason of resignation or that the Member was unfinancial; and
 - The termination occurred less than 12 months prior to the request for reinstatement

Membership titles and abbreviated titles

- M40. The authorised title of an Honorary Fellow shall be Honorary Fellow of the Australasian College of Physical Scientists and Engineers in Medicine, and the authorised abbreviation shall be "Hon. FACPSEM."



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M37. The authorised title of a Distinguished Fellow shall be Distinguished Fellow of the Australasian College of Physical Scientists and Engineers in Medicine, and the authorised abbreviation shall be "DFACPSEM."

M38. The authorised title of a Fellow shall be Fellow of the Australasian College of Physical Scientists and Engineers in Medicine, and the authorised abbreviation shall be "FACPSEM."

M39. The authorised title of a Life Member shall be Life Member of the Australasian College of Physical Scientists and Engineers in Medicine, and the authorised abbreviation shall be "Life MACPSEM."

M40. The authorised title of a Member shall be Member of the Australasian College of Physical Scientists and Engineers in Medicine, and the authorised abbreviation shall be "MACPSEM."

M41. The authorised title of an Associate Member shall be Associate Member of the Australasian College of Physical Scientists and Engineers in Medicine, and the authorised abbreviation shall be "AMACPSEM."

M42. The authorised title of a Student Member shall be Student Member of the Australasian College of Physical Scientists and Engineers in Medicine, and the authorised abbreviation shall be "STMACPSEM."

Professional Conduct

M43. Every member shall act in a manner worthy of the honour and interests of the professions and of the College, and he/she shall do nothing that may bring the profession into disrepute.

M44. Every member shall, by virtue of their membership of the College, be bound by the Code of Ethics agreed to by Board from time to time.

Annual Subscriptions

M45. Members shall pay an annual subscription to be determined by the Board.

M46. Upon admission or transfer to a category of membership, a candidate will be required to pay the annual subscription or a proportion of the annual subscription on a basis as decided by the Board.

M47. Subject to other provisions subscriptions for any membership period shall be due on the 31st March each year.

M48. An Associate Member of 5 years or more standing shall be charged the Member annual subscription fee.

M49. Any Associate Member, Member, Fellow or Distinguished Fellow or Fellow who has attained the age of sixty years and has retired (paid employment averaging less than 10 hours per week) may be eligible for a reduction to the annual subscription to a concessional level, set by the Board, if they also meet one of the following criteria:

- a. have been a member for ten or more years.
- b. continue to be serving the College in a representative capacity on an external body.



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c. be a member of the Professional Standards Board, a Board Committee or a Certification Panel.

M50. A member who takes parental leave from their employer for 6 months or more (whether paid or unpaid) may, on application to the College, have their membership subscription for the year reduced to a concessional level, set by the Board.

M51. A A Distinguished Fellow, Fellow, Member or Associate Member, on application to the College, have their membership subscription for the year reduced to a concessional level, set by the Board.

M52. The CEO delegations are outlined in the following table (where sub-delegation is allowed, the CEO may delegate to any staff member):

Delegations

Approval of Membership

M53. The Board may approve or reject the approval of any membership, whether or not it has been accepted or rejected by the Membership Committee or the Chief Executive Officer (CEO).

M54. The Board must approve admissions as Life Members and Honorary Fellows.

M55. The Membership Committee is delegated the authority to approve admissions at any level other than as Life Members or Honorary Fellows, and holds all other delegations required to exercise its functions.

M56. The CEO delegations are outlined in the following table (where sub-delegation is allowed, the CEO may delegate to any staff member):



Level	Actions & Decisions	Limitations	Sub-Delegation
Affiliate	Receive, process and approve applications within guidelines, enter onto member database	Nil	Yes
Associate	Receive, process and approve applications within guidelines, enter onto member database	Subject to verification of qualifications by Membership Committee if doubt	Yes
Corporate	Receive, process and approve applications within guidelines, enter onto member database	Nil	Yes
Member	Receive and process applications, seek additional information, forward to ACPSEM Membership Committee, enter onto member database upon approval by Committee	Nil	Yes
Distinguished Fellow	Receive and process applications, forward to ACPSEM Membership Committee, enter onto member database upon approval by Committee	Nil	Yes
Fellow	Receive and process applications, forward to ACPSEM Membership Committee, enter onto member database upon approval by Committee	Nil	Yes
Life Members	Enter onto member database upon approval by Board of Directors	Nil	Yes
Honorary Members	Enter onto member database upon approval by Board of Directors	Nil	Yes
All	Maintain the Register of members as a member database	Nil	Yes
All	Issue invoices and ensure payment prior to completion of membership process	Nil	Yes
All	Advise members who are not in good financial standing of impending removal from the Register unless they can show good cause why not	Nil	No
All	Receive and approve any application for reinstatement	Nil	Yes
All	Receive and process any application for re-admission, forward to ACPSEM Membership Committee, enter onto member database on approval by the Committee	Nil	Yes
All	Submit membership issues for the consideration of the Board of Directors directly or on behalf of the Membership Committee	Nil	Yes



Bylaws relating to Branches (B)

ESTABLISHMENT

- B1. To further the objects of the College on a geographical basis the College has established branches.
- B2. The Board may create or dissolve a branch or vary the geographical region of a branch, but no district shall be attached to two branches at the same time.
- B3. There current branches are:
- a. New South Wales & the Australian Capital Territory
 - b. New Zealand.
 - c. Queensland
 - d. South Australia & the Northern Territory
 - e. Victoria & Tasmania
 - f. Western Australia
- B4. Each branch shall be subject to the ACPSEM Constitution and these provisions

BRANCH MEMBERSHIP

- B5. The members of the College who are normally resident in a region in which there is a Branch shall be deemed to be members of that Branch
- B6. A member of the College may be a member of only one Branch at a time and shall cease to be a member of that Branch on ceasing to be a member of the College.
- B7. Membership of a Branch is open to each member of the College without payment of any additional fee.
- B8. Membership records of each branch should be made available to Branch Committees by the College office.

BRANCH FUNDS

- B9. The Board may contribute from the funds of the College towards the formation and maintenance of a Branch.
- B10. In any change in Branch regions in which two or more Branches are involved, or in which a new Branch is formed, a redistribution of the funds of the Branches shall be made by the Board with due regard to the numerical changes in the Branch membership.

BRANCH POLICY

- B11. The Branch Policy was approved by the Board under the ACPSEM Constitution for the purpose of elaborating on the ACPSEM Board's expectations of ACPSEM Branches, establish rules for transacting business or otherwise conducting activities in Branches, and set out the areas of discretion for Branch Committees in their decision making as consistent with the place and



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purpose of Branches in ACPSEM.



Bylaws relating to ACPSEM Elections (E)

SCOPE

- E1. These bylaws are to be applied to the elections of Directors
- E2. These bylaws may be applied to other elections requiring a vote of the whole ACPSEM voting membership (as defined by the Constitution)
- E3. Where any event or action must be completed no later than on a specified date, the event of action must be completed by 2pm Sydney time on that specified date.

NOMINATION FOR DIRECTOR POSITIONS

- E4. Current members of the Board due to retire at 31 December each year shall advise the Company Secretary of their intention to seek re-election on or before 31 July of that year
- E5. The Company Secretary shall advise the membership of the intentions of retiring directors and call for nominations from members for the Board on 1 August of each year, or as soon thereafter as possible, but in any event no later than 7 August.
- E6. Three Voting Members (as defined by the Constitution) may nominate any other duly qualified person as a candidate for election to the Board by sending such nomination in writing to the Company Secretary together with the written consent of the nominee to accept office if elected.
 - a. Such nominations shall be in the hands of the Company Secretary no later than 31 August, or the first working day after the 31 August if that day falls on a weekend or a public holiday anywhere in Australia or New Zealand.
 - b. Nominations may be forwarded by email to the Company Secretary's published email address and to the ACPSEM Office or postal address
- E7. All nominees for election shall be required to verify their willingness to comply with any requirements of directors and codes of conduct in place at the time of nomination

ELECTION OF DIRECTORS

- E8. If the number of nominations does not exceed the number of vacancies, the Company Secretary shall so advise the President. The President shall then declare to the membership that this was the case and as a result those nominated have been elected to take office at the commencement of the next calendar year.
- E9. If the number of nominations does exceed the number of vacancies, the directors will be elected by secret ballot, which may be conducted in writing and/or electronically.
- E10. The Board shall appoint a Returning Officer who shall be responsible for the conduct of the election including the appointment, if required, of scrutineers:
 - a. The Returning Officer and any scrutineers may not be a current director or employee of



- the College, or a candidate in any College election for any position taking place during the relevant period
- b. The returning officer shall take such action and give such directions as the returning officer considers necessary to ensure the integrity of the ballot and to prevent or remedy irregularity
- E11. If a ballot is to be conducted the Returning Officer shall request each candidate to supply biographical data and objectives (less than 1000 words) from which the Returning Officer shall prepare the notice to be distributed to Members with the voting papers:
- a. Statements must not breach the law or the ACPSEM Code of Ethics & Conduct, or be defamatory.
 - b. Statements must be delivered to the Returning Officer within 7 days of the request being made
 - c. Statements will be published on the College website and distributed by the Returning Officer
 - d. The returning officer may, at their sole discretion, refuse to distribute any statement that, in the opinion of the returning officer, contains false or misleading information or does not comply with these bylaws
 - i. A candidate whose statement is rejected shall be notified and shall be given not more than 2 working days from being notified to supply a replacement statement that complies with these bylaws.
- E12. The returning officer may conduct the election in any way permissible under Australian and New Zealand laws as they apply to the College and in compliance with the requirements of the Constitution, within the following parameters:
- a. All Members eligible to vote must be given the opportunity to cast their vote and notice of their right to vote
 - b. Members who cast votes can be verified as current financial Members of the College
 - c. All candidates' names and the roles for which they are standing are clearly identified
 - d. The method of casting a vote conforms with a ballot system
 - e. Votes cast are secure and appropriately counted within the reasonable resources of the College
- E13. Voting, the counting of votes and the reporting of results to the President will occur prior to 31 October of each year
- E14. The election by ballot shall close on a date fixed by the Returning Officer and not less than fourteen days after the opening of the right to cast a ballot by whatever means
- a. Votes will be accepted until such time and date as nominated by the returning officer
- E15. The Returning Officer shall report the results of the election to the President. The President shall then declare to the membership those elected to take office at the commencement of the next calendar year.



Other Elections of ACPSEM Voting Members

- E16. The Board of Directors may require other offices, positions or roles to be filled through an election by the Voting Members
- E17. Wherever possible, such elections will be held at the same time and in general accordance with the Election of Directors:
- a. Provisions 3 to 12 of these bylaws will be applied with the required changes to facilitate elections for nominated offices, positions or roles not being the role of a Director
- E18. Elections held at times other than at the same time as an Election of Directors be held in general accordance with the Election of Directors:
- a. The Board will nominate dates for nominations, candidate statements, distribution of information and election
 - b. The Board may nominate the Company Secretary, the CEO or a Member of the Board who will not be a candidate at the election to fulfil the roles noted in provisions 3 to 12 for the Company Secretary, President and Returning Officer
- E19. The Board may decide the length of term for an elected office, position or role, providing that such term is a minimum of 1 year and a maximum of five years.
- E20. The Board may decide that an elected office position or role may cease at any time by providing one month's notice to the office holder and Members.
- E21. The Board may only dismiss the holder of an elected office, position or role for incapacity, non-performance or for bringing the College into Disrepute, and may appoint another qualified person to fill the role for the remainder of the term of office.