

THE PREAMBLE AND BYLAWS
OF
THE AMERICAN ACADEMY OF HEALTH PHYSICS

PREAMBLE

Shortly after its organization, the Health Physics Society (the Society) established a committee to study the need for certification of health physicists and to develop plans for certification if this appeared to be desirable. After an intensive study, the committee recommended that an American Board of Health Physics (ABHP) be established to develop standards and procedures, to examine candidates, and to issue written proof of certification to individuals who have satisfied the requirements established by the ABHP. The Board of Directors of the Society decided that these recommendations had merit and appointed a temporary ABHP on November 8, 1958.

The temporary ABHP developed a set of minimum requirements for certification after carefully reviewing the professional background of 100 selected individuals believed to be representative of those recognized as competent health physicists, and submitted them to the membership of the Society for comment. At the Annual Meeting of the Society in June 1959, the matter was discussed in an open meeting and there was general support for the plan. The Board of Directors of the Society formally established the ABHP by approving an amendment to the Bylaws of the Society on October 29, 1959. The ABHP was incorporated in the State of New York in December, 1960.

The ABHP Certification Program has been evolving throughout its history. In 1977 a continuing Certification Program was initiated. A year later a specialty certification for Power Reactor Health Physics was developed. By 1981 the program had grown to the point that an Executive Secretary was hired to carry out the day-to-day efforts and to maintain the permanent records.

The size and maturity of the certification program prompted the ABHP to suggest a further step in this evolving process. In response to the ABHP's belief that the growing body of Certified Health Physicists [CHPs] should have more input and participation in the certification program, efforts were initiated in 1982 to create an American Academy of Health Physics. The primary purpose of the Academy is to establish an organization that provides CHPs a voice in the selection of board members and in the ongoing programs of the ABHP. The Academy is not intended to duplicate the activities of the Health Physics Society. In 1994, the corporate structures of the ABHP and the Academy were consolidated.

The Power Reactor Health Physics specialty certification was discontinued in 1993. All persons previously certified in this specialty are recertified in the same manner as comprehensively-certified CHPs. Since 1997, the roster of Active Certified Health Physicists has not indicated any dual or specialty certifications.

To encourage participation in the certification program and recognize that the attainment of Certification is a process of professional development, the Academy established an Associate Member category in 1991 to recognize those professionals who have successfully completed one part of the Certification Examination. This category of membership recognizes a significant accomplishment in the professional development of health physicists.

BYLAWS OF
THE AMERICAN ACADEMY OF HEALTH PHYSICS

1.0 NAME

The name of the corporation is: American Academy of Health Physics, which may be referred in abbreviated form as the AAHP and hereinafter is referred to as the Academy. Definitions are included in Appendix 1.

2.0 PURPOSES

The purposes of the Academy are to:

- elevate and advance the profession of health physics by encouraging its study and improving its practice,
- encourage the highest standards of professional ethics and integrity in the practice of health physics,
- enhance communication among CHPs in matters of common interest,
- provide a means for active CHPs to participate in and contribute to the Certification Program,
- support the activities of the ABHP in the conduct of the certification and certification renewal process, and
- provide CHPs a voice in the selection of members of the ABHP.

3.0 MEMBERSHIP

3.1 Plenary Membership in the Academy is limited to active and emeritus CHPs.

3.2 A CHP becomes a Plenary Member of the Academy upon payment of all fees and fulfilling such other requirements as may be established by the Executive Committee of the Academy. Each Plenary member is entitled to:

- 3.2.1 one vote on all matters brought before the Academy,
- 3.2.2 identification as a Member of the Academy or Diplomate of the American Board of Health Physics,
- 3.3.3 hold office, and
- 3.3.4 all other rights, privileges and benefits of the Academy.

3.3 Associate membership in the Academy is available upon payment of fees

set for this class of membership to those individuals who have successfully completed one part of the certification examination. Associate membership shall be granted only for the period of time, as established by the ABHP, during which the certification process must be completed. Associate Members of the Academy may identify themselves as Associate Members of the Academy and may participate in all Academy functions. Except as otherwise authorized by the Executive Committee, Associate Members may not hold office on the Executive Committee, serve on Academy Committees, nor vote on matters brought before the Academy.

- 3.4 A CHP who does not fulfill the requirements for certification renewal established by the ABHP is classified as an inactive diplomate of the ABHP (i.e., Inactive Certified Health Physicist) and will be dropped from the list of Active Certified Health Physicists and from Plenary membership in the Academy. Plenary Memberships may be reinstated upon satisfying the requirements of the ABHP with respect to certification renewal or Emeritus designation and by meeting the financial and other requirements for membership in the Academy.
- 3.5 A Plenary Member or Associate Member of the Academy whose fees are unpaid at the end of the recertification period shall be notified thereof by the Secretary of the AAHP. Notification shall be by mail to the member's last known address. Unless all fees are paid within thirty (30) calendar days after mailing such notice, the Plenary or Associate member's name shall be removed from the Academy roster and list of Active Certified Health Physicists, as appropriate. He or she may be reinstated by the Executive Committee upon payment of all fees owed. Alternatively, other payment strategies (e.g. terms, penalties or incentives) may be implemented by the Executive Committee. The Secretary may be assisted by the Executive Director as authorized by the Executive Committee.

4.0 EXECUTIVE COMMITTEE

- 4.1 The Executive Committee is the governing body of the Academy and as such shall establish all fees and exercise control over all funds, properties, activities, and policies of the Academy in accordance with the ARTICLES OF INCORPORATION and BYLAWS of the Academy. These Articles of Incorporation and Bylaws shall be readily available to members of the Executive Committee, Committee Chairs of the Academy, and others as directed by the AAHP President.
- 4.2 The Executive Committee, when fully constituted, consists of nine Plenary

Members elected by the voting membership of the Academy and one Ex-Officio member constituting a roster as follows:

- 4.2.1 President,
 - 4.2.2 President-Elect,
 - 4.2.3 most recent Past-President,
 - 4.2.4 Treasurer,
 - 4.2.5 Secretary,
 - 4.2.6 either the Past-Secretary or Past-Treasurer for one year following their two year term of office,
 - 4.2.7 three Directors, and
 - 4.2.8 the Chair of the ABHP (ex-officio).
- 4.3 Members of the Executive Committee, with the exception of the ABHP Chair, are elected by and from the Plenary Members of the Academy and serve until their successors are chosen and take office.
- 4.3.1 The President-Elect serves for a term of one year then advances to the office of President for a one year term, then to Past President for a one year term.
 - 4.3.2 The Secretary and the Treasurer serve a term of two years each; their tenures of office shall not run concurrently. The Secretary and Treasurer serve a one year term as Past Secretary and Past Treasurer, respectively, following their tenures of office.
 - 4.3.3 The Directors serve a three year term; the terms are staggered to allow one vacancy yearly.
 - 4.3.4 The ABHP selects its Chair who serves on the Executive Committee while serving as ABHP Chair.
- 4.4 The terms of the newly elected officers and directors begin at the Winter Meeting following their election to office, or on January 1 if no Winter Meeting is scheduled.
- 4.5 A vacancy occurs on the Executive Committee when a member:
- 4.5.1 resigns or is removed from office,
 - 4.5.2 accepts another office or position on the Executive Committee,
 - 4.5.3 ceases to be a member of the Academy, or
 - 4.5.4 cannot discharge the obligations of the office because of death or other circumstances.

- 4.6 In the event of a vacancy on the Executive Committee other than one which involves the President or the President-Elect, the then seated members of the Executive Committee by a majority vote may make an appointment to fill the unexpired term.
- 4.7 If the office of the President becomes vacant, the President-Elect assumes the duties of the President but retains the title of the President-Elect until ascending to the presidency in due course. In such a case, the office of President remains vacant until filled by the President-Elect.
- 4.8 If the office of the President-Elect becomes vacant and a successor has been chosen or is in the process of being chosen under regular election procedures, the duly elected successor to the President-Elect shall take office immediately without the requirement of installation and ascends to the office of President in due course. In all cases, the office of President-Elect shall be filled by a vote of the membership under the regular election procedure. If necessary, the Executive Committee may call a special election for this purpose.
- 4.9 No person may hold an office or directorship for two consecutive terms unless the initial term was an appointment to fill out the unexpired term of an elected person.
- 4.10 No member of the Executive Committee shall concurrently serve as a member of a standing committee of the Academy, or the ABHP or its Panels of Examiners except as elsewhere provided in the Bylaws.
- 4.11 Unexcused absence from two (2) consecutive meetings of the Executive Committee is ordinarily grounds for removal from office by vote of the Executive Committee unless extraordinary circumstances can be demonstrated.
- 4.12 Meetings of the Executive Committee
 - 4.12.1 The president shall call meetings of the Executive Committee and establish the time and place for the meeting. Meetings may be held by telephone or video conference. There shall be at least one meeting per year.
 - 4.12.2 A special meeting of the Executive Committee shall be called at the request of a majority of its current membership.
 - 4.12.3 The quorum for a meeting of the Executive Committee is a majority of its current membership.
 - 4.12.4 All actions and decisions made at meetings of the Executive Committee require a simple majority of those members present

and voting. There shall be no absentee voting or voting by proxy.

- 4.12.5 In questions pertaining to conduct of meetings of the Executive Committee not covered by the Bylaws or formally established policies of the Academy, Roberts Rules of Order shall prevail.
- 4.13 The Executive Committee may delegate signature authority for certain specified contract types to the Executive Director.
- 4.14 Electronic balloting by the Executive Committee
 - 4.14.1 Between its scheduled meetings the Executive Committee may vote electronically on issues that have been submitted by members of the Executive Committee.
 - 4.14.2 Each member of the Executive Committee will be notified by the Executive Director of each issue to be balloted.
 - 4.14.3 A majority of the entire Executive Committee is required before an action is approved, and the action will be reviewed at the next meeting of the Executive Committee.

5.0 OFFICERS

- 5.1 The President is the principal administrative officer of the Academy. The duties of the President are to:
 - 5.1.1 preside over all meetings of the Academy,
 - 5.1.2 serve as the Chair of the Executive Committee,
 - 5.1.3 coordinate all activities which come under the auspices of the Academy, and
 - 5.1.4 co-sign (with the President-Elect) contracts on behalf of the Academy, except as provided by Section 4.13.
- 5.2 The President-Elect shall perform such duties as delegated by the President and, in the absence of the President, shall assume the duties of the President. In conjunction with the President, the President-Elect shall co-sign contracts on behalf of the Academy, except as provided by Section 4.13.
- 5.3 The Treasurer is responsible for the proper accounting of all assets of the Academy. The Treasurer may be assisted by the Executive Director as authorized by the Executive Committee. The duties of the Treasurer are to:
 - 5.3.1 serve as a member of the Finance Committee,
 - 5.3.2 submit the financial records of the Academy to the Executive

- Committee annually,
 - 5.3.3 submit an annual report on the financial status of the Academy to the membership at the Annual Meeting of the Academy,
 - 5.3.4 bill and collect all funds due the Academy,
 - 5.3.5 pay all obligations of the Academy,
 - 5.3.6 assure administration of Academy funds in accordance with the approved budget,
 - 5.3.7 transfer control of all funds and properties of the Academy to the new Treasurer,
 - 5.3.8 in the event of the dissolution of the Academy, transfer all funds and properties of the Academy to the Health Physics Society or other such appropriate organization as designated by the Executive Committee, and
 - 5.3.9 oversee the investment of Academy funds according to established policy.
- 5.4 The Secretary is responsible for maintaining the official records of the Academy except as assigned to the Parliamentarian. The Secretary may be assisted by the Executive Director as authorized by the Executive Committee. The duties of the Secretary are to:
- 5.4.1 keep a record of the proceedings of all meetings of the Academy and Executive Committee,
 - 5.4.2 maintain in the permanent files of the Academy such records as may be necessary for the orderly conduct of the affairs of the Academy,
 - 5.4.3 maintain and publish annually a list of all members of the Academy,
 - 5.4.4 post all ballots and associated information used in the polling of the membership, and
 - 5.4.5 notify members regarding status of fees payment (see Section 3.5).
- 5.5 The Executive Committee shall elect from within its members a Parliamentarian whose function it shall be to:
- 5.5.1 advise the President and Executive Committee on matters pertaining to parliamentary procedure, and
 - 5.5.2 maintain an accurate and complete copy of the Bylaws, SOPs, Committee Charters, and other documents of the Academy as

assigned by the Executive Committee.

- 5.5.3 In the event a Parliamentarian can not be elected from within the Executive Committee, the President with the concurrence of the Executive Committee, may appoint an Acting Parliamentarian.
- 5.6 The Executive Committee may retain an Executive Director to carry out the day-to-day responsibilities of the Academy and to assist the officers and other members of the Executive Committee with their duties.
 - 5.6.1 The Executive Director conducts these responsibilities as authorized by the Executive Committee pursuant to the terms of a written contract, reviewed by the Executive Committee at least annually.
 - 5.6.2 The duration of the contract as negotiated by a particular Executive Committee shall not exceed three years and may be renewed without regard to the number of prior terms held by a particular Executive Director.

6.0 AMERICAN BOARD OF HEALTH PHYSICS (ABHP)

6.1 Authority

There shall be an American Board of Health Physics (ABHP) within the Academy.

6.2 Purposes

The primary objective of the ABHP is the conduct of the entire certification process including:

- 6.2.1 development and promulgation of standards and procedures for the certification of Health Physicists,
- 6.2.2 the development and administration of examinations leading to certification,
- 6.2.3 the awarding of certification,
- 6.2.4 the issuance of written proof of certification to individuals who satisfy the requirements for certification,
- 6.2.5 the revocation of certification,
- 6.2.6 the development of standards and procedures to establish an active CHP recertification program and that active CHPs have remained in the active practice of Health Physics, and
- 6.2.7 to determine that applicants for certification and certification renewal meet the professional standards established for the title

of CHP.

6.3 Relationship to the American Academy of Health Physics

- 6.3.1 The ABHP is a body within the American Academy of Health Physics.
- 6.3.2 The actions of the ABHP in awarding certification or certification renewal are final except that an individual who has been denied certification or certification renewal may request a review of that decision by the Appeals Committee established by the Academy.
- 6.3.3 The policies, procedures, and funding used by the ABHP are established by the ABHP subject to the concurrence of the Executive Committee of the Academy.

6.4 Membership of the American Board of Health Physics

- 6.4.1 The ABHP, when fully constituted, consists of eight (8) plenary members of the Academy from which four (4) officers are elected by the Board.
- 6.4.2 Members of the ABHP are elected by the Executive Committee of the Academy.
- 6.4.3 Except for the Chair, a member of the ABHP may not simultaneously hold a position on the Executive Committee of the Academy.
- 6.4.4. The term of office of each ABHP member is normally five (5) years beginning on January 1 following election to the ABHP. Terms of office shall be staggered so as to minimize the number of vacancies occurring in a given year.
- 6.4.5. When a member of the ABHP is unable to complete a term of office for any reason, the President of the Academy shall appoint a replacement for the remainder of the term.
- 6.4.6 Unexcused absence from two (2) consecutive meetings of the ABHP is ordinarily grounds for removal from office by vote of the ABHP unless extraordinary circumstances can be demonstrated.
- 6.4.7 No person shall be elected to the ABHP within a period of three years following the conclusion of a full term of office on the ABHP.

6.5 Officers of the ABHP

- 6.5.1 The officers of the ABHP are the Chair, Vice Chair, Secretary, and Parliamentarian. These officers are elected from the members of the ABHP by a majority vote of the ABHP members voting.

- 6.5.2 The Chair presides over the meetings of the ABHP and appoints Plenary Members (including the Chair) to ad hoc committees subject to the approval of the ABHP. The Chair shall also administer the business affairs of the ABHP, delegating duties to other members as appropriate.
 - 6.5.3 The Vice Chair shall perform such duties as delegated by the Chair and, in the absence of the Chair, shall assume the duties of the Chair.
 - 6.5.4 The Secretary is responsible for maintaining the official records of the Board. The Secretary may be assisted by the Executive Director as authorized by the AAHP Executive Committee.
 - 6.5.5 The Parliamentarian is responsible for maintaining the ABHP Prospectus, the ABHP Policy Manual, and the Procedure Manual for the Panel(s) of Examiners, and revising them as directed by the ABHP. The Parliamentarian may be assisted by the Executive Director as authorized by the AAHP Executive Committee.
 - 6.5.6 The term of office for all officers shall be one year starting on January 1 following their election.
- 6.6 Meetings of the ABHP
- 6.6.1 There shall be at least one meeting of the ABHP each year.
 - 6.6.2 The quorum for a meeting of the ABHP is a majority of the members.
 - 6.6.3 Except as provided elsewhere in this Article, all actions and decisions made at the meetings of the ABHP require a simple majority of those members present and voting. There shall be no absentee voting or voting by proxy.
 - 6.6.4 Additional meetings of the ABHP may be called by the Chair or at the request of a majority of the members.
- 6.7 Procedure
- In questions pertaining to conduct of meetings of the ABHP not covered by the Bylaws or formally established policies of the ABHP, *Robert's Rules of Order* shall prevail.
- 6.8 Financial
- The ABHP shall determine its financial requirements annually and shall submit a budget reflecting these needs to the Finance Committee of the Academy.

6.9 Administration

- 6.9.1 The Board establishes the policies and standard operating practices or procedures for evaluating the qualifications of applicants for certification and certification renewal.
- 6.9.2 Major policies of the Board are contained in the Policy Manual of the American Board of Health Physics (Policy Manual).
- 6.9.3 Changes in the Policy Manual require the approval of the Board and the concurrence of the Executive Committee of the Academy.
- 6.9.4 The Board may create Examination Panels and elect their membership to assist in the preparation and administration of the written examination.
- 6.9.5 Each member of an Examination Panel shall be a Plenary Member of the Academy.
- 6.9.6 Members of the Examination Panels shall serve for four (4) years, with approximately one-fourth of the membership appointed each year.
- 6.9.7 The Chair and Vice Chair of each panel shall be elected by the ABHP from the Panel membership for a term of one year, with no restriction on reelection.

6.10 Amendments to Article 6

In addition to the Requirements of Article 13, changes to this Article require approval of two-thirds of the ABHP members and concurrence of the Executive Committee of the Academy.

7.0 AAHP COMMITTEES

- 7.1 The Executive Committee shall establish the following standing Committees:
 - 7.1.1 Finance
 - 7.1.2 Continuing Education
 - 7.1.3 Nominating
 - 7.1.4 Examination Site
 - 7.1.5 Professional Standards and Ethics
 - 7.1.6 Appeals
 - 7.1.7 Professional Development

- 7.1.8 Title Protection and Professional Recognition, and
- 7.1.9 Such other committees and administrative posts as may be required for the efficient administration of Academy affairs. Such designations shall be reviewed by the Executive Committee at three year intervals.
- 7.1.10 Each Standing Committee not defined by the Bylaws should have a Charter that defines the committee's Purpose, Organization, Function, and Scope.
- 7.2 Members of committees and committee chairs are nominated by the President-Elect and approved by the Executive Committee.
- 7.3 The term of a standing committee appointment is three years.
 - 7.3.1 Additional terms may be allowed following review by the Executive Committee.
 - 7.3.2 Committee Chairs are appointed for a one year term but may succeed themselves in office.
 - 7.3.3 The rules of Section 7.3 apply to all committees except the Finance Committee, which is addressed in Section 7.6, below.
- 7.4 With the exception of the recommendations of the Nominating Committee for Executive Committee vacancies, all recommendations of Committees are subject to the review and approval of the Executive Committee.
- 7.5 The **Nominating Committee** consists of a sufficient number of Plenary Members of the Academy as specified in the Committee Charter, one of whom is the Vice Chair of the ABHP or a Board-designated alternate who is a member of the ABHP. No current member of the AAHP Executive Committee shall be a member of the Nominating Committee.
 - 7.5.1 The Nominating Committee shall:
 - 7.5.1.1 select at least two nominees for each elective office to be filled;
 - 7.5.1.2 affirm that each nominee is eligible to hold the office, will accept the nomination, and will serve if elected; and
 - 7.5.1.3 submit to the Executive Committee a list of the nominees no later than the Winter Meeting (or January 1 if no Winter Meeting is scheduled) one year prior to the proposed beginning of the term of office.
 - 7.5.2 The Nominating Committee shall assist the Executive Committee in the selection of candidates for vacancies on the ABHP.

- 7.5.2.1 The Nominating Committee shall determine through consultation with the current ABHP any particular expertise and background that may be important for the new ABHP member to possess and shall seek recommendations from the ABHP.
 - 7.5.2.2 In addition, the Nominating Committee should consult with professional organizations having interest in radiation protection matters and solicit from them potential candidates for appointment to the ABHP.
 - 7.5.2.3 The Nominating Committee shall also seek expressions of interest from members of the Academy for all vacancies that occur.
 - 7.5.2.4 The Nominating Committee shall present its list of candidates, with an indication of their willingness to serve, to the Executive Committee at least thirty (30) days prior to the Annual Meeting of the Academy.
- 7.6 The **Finance Committee** consists of three (3) Plenary Members:
- 7.6.1 The Treasurer of the Academy;
 - 7.6.2 In alternate years, the immediate Past-Secretary or the immediate Past-Treasurer, as appropriate, and
 - 7.6.3 A member designated by the ABHP Chair to serve a one-year term.
 - 7.6.4 The individual elected Treasurer serves as the Finance Committee Chair during the second year as Treasurer and in the subsequent year as Past-Treasurer.
 - 7.6.5 The Finance Committee shall establish the budget cycle and annually present a proposed budget for operation of the Academy thirty (30) days prior to the Annual Meeting of the Academy.
- 7.7 The **Continuing Education Committee** consists of a sufficient number of Plenary Members of the Academy as specified in the Committee Charter.
- 7.7.1 The Committee shall endeavor to identify developments in the field of health physics of which certified health physicists should be knowledgeable and shall encourage continuing education programs discussing these developments.
 - 7.7.2 The Committee is responsible for establishing the criteria that govern awarding of continuing education credits in the certification renewal program and for evaluation of and assignment of continuing education credits to the various programs and courses

- submitted to them.
- 7.7.3 The Committee shall provide an annual report to the Executive Committee prior to the Annual Meeting of the Academy.
- 7.8 The **Examination Site Committee** consists of a sufficient number of Plenary Members of the Academy as specified in the Committee Charter.
- 7.8.1 The Committee is responsible for the selection of appropriate locations for the administration of the certification examination at the Annual Meeting of the Health Physics Society and at other regional sites in locations within the United States.
- 7.8.2 The Committee shall select at least two Plenary Members of the Academy to serve as proctors for the examination at each site.
- 7.8.3 The Committee shall provide an annual report to the Executive Committee prior to the Annual Meeting of the Academy.
- 7.9 The **Professional Standards and Ethics Committee** consists of a sufficient number of Plenary Members of the Academy as specified in the Committee Charter.
- 7.9.1 The Committee is responsible for defining the Standards for Professional Responsibility for CHPs.
- 7.9.2 The Committee shall review all complaints about ethical practice referred to it by the Executive Committee using the procedures established by the Executive Committee.
- 7.9.3 The Committee shall provide an annual report to the Executive Committee prior to the Annual Meeting of the Academy.
- 7.10 The **Appeals Committee** consists of a sufficient number of Plenary Members of the Academy as specified in the Committee Charter, excluding current members of the ABHP or its Examination Panels.
- 7.10.1 The Committee is responsible for reviewing the appeals of health physicists who have been denied certification or certification renewal by the ABHP.
- 7.10.2 The review of the Committee shall be limited to a determination as to whether the policies and procedures of the ABHP have been properly carried out.
- 7.10.3 The results of these reviews are reported to the President and the ABHP Chair.
- 7.10.4 If there is a finding of a failure to comply with a policy or procedure, the President shall refer the Appeals Committee's report with recommendations to the Chair of the ABHP for

resolution.

- 7.10.5 The President shall inform the affected individuals of the outcome of the Appeals Committee's review.
- 7.10.6 The Committee shall provide an annual report to the Executive Committee prior to the Annual Meeting of the Academy.
- 7.11 The **Professional Development Committee** consists of a sufficient number of Plenary Members of the Academy as specified in the Committee Charter.
 - 7.11.1 The Committee is responsible for expanding and enhancing the professionalism and benefits of ABHP certification.
 - 7.11.2 The Committee is also responsible for encouraging and assisting in the recognition and acceptance of the importance of ABHP certification by others.
 - 7.11.3 The Committee shall provide an annual report to the Executive Committee prior to the Annual Meeting of the Academy.
- 7.12 The **Title Protection and Professional Recognition Committee** consists of a sufficient number of Plenary Members of the Academy as specified in the Committee Charter.
 - 7.12.1 The Committee is responsible for developing and implementing legislation in the various States and at the Federal level protecting the title and name of Certified Health Physicist and CHP, and in general promoting the professional recognition of the Certified Health Physicist.
 - 7.12.2 The committee shall provide an annual report to the Executive Committee prior to the Annual Meeting of the Academy.

8.0 FINANCE

- 8.1 The budget for the Academy shall be approved by the Executive Committee annually.
- 8.2 The Executive Committee shall establish the application fee for the certification examinations and the certification renewal fee so as to assure revenues for the approved operating expenses of the ABHP.
- 8.3 The Executive Committee shall establish any additional fees necessary to finance the activities of the Academy.

9.0 MEETINGS OF THE ACADEMY

- 9.1 There shall be an Annual Meeting of the Academy each year. This meeting will normally be held in conjunction with the Annual Meeting of the Health Physics Society.
- 9.2 Special meetings of the Academy may be called by the President or by petition of twenty-five (25) members of the Academy. The topic of the special meeting shall be clearly identified and must fall within the objectives of the Academy. The Academy President shall make this determination.
- 9.3 Academy members shall be given at least thirty (30) days prior notification of all special meetings and shall receive an agenda for the business of the meeting.
- 9.4 Any member of the Academy may request and be granted time to make proposals or discuss problems that fall within the objectives and purposes of the Academy at any meeting of the Executive Committee or at the Annual Meeting of the Academy. Such requests shall be placed on the appropriate agenda if:
 - 9.4.1 the request is in writing,
 - 9.4.2 the request is received by an officer of the Academy at least forty-five (45) days prior to a meeting of the general membership for which the request is made, and
 - 9.4.3 the request is germane to the objectives of the Academy as determined by the President.
- 9.5 At all meetings of the general membership of the Academy, there are no quorum requirements, proxies are not permitted, and decisions on matters brought to a vote are reached by a majority of those Plenary Members present and voting.
 - 9.5.1 The procedure adopted for conducting a vote is at the discretion of the presiding officer.
 - 9.5.2 A resolution or Bylaw amendment properly placed upon the agenda of a membership meeting and passed by a majority of the Plenary Members present at that meeting shall be put to a letter or electronic ballot of all Plenary Members of the Academy within sixty (60) days.
 - 9.5.3 Those resolutions or Bylaw amendments which receive the approval of a majority of the Plenary Members voting shall be deemed approved and adopted by the Academy.
 - 9.5.4 Decisions on non-agenda items at general meetings fall into the

category of advisory and are not binding upon the Academy.

- 9.6 All meetings of the general membership of the Academy are open to Associate Members.

10.0 BALLOTS

- 10.1 Within sixty (60) days following receipt of the report of the Nominating Committee, the Secretary shall prepare a suitable ballot with provisions for write-in candidates. The Secretary may be assisted by the Executive Director as authorized by the Executive Committee.
- 10.1.1 A ballot shall be provided to each Plenary Member of the Academy.
- 10.1.2 Completed ballots may be cast electronically or mailed.
- 10.1.3 The ballot shall be a secret ballot.
- 10.1.4 The ballot shall be closed on the thirtieth (30th) day following the sending of the last ballot to the membership.
- 10.1.5 Tellers shall be appointed by the Secretary to count letter ballots manually. Electronic ballots may be tallied by the website.
- 10.2 A plurality as based on the number of votes cast is sufficient to elect.
- 10.2.1 In the event of a tie vote, the tie shall be broken by a suitable lottery established by the Secretary.
- 10.2.2 All ballots and associated electronic files shall be maintained by the Executive Director for a period of three years following the close of the election.
- 10.2.3 The results of the tally shall be certified by the Secretary and forwarded to the members of the Executive Committee.
- 10.2.4 Following review of the vote by the Executive Committee, the President shall inform the membership of the results of the election.
- 10.3 Resolutions or amendments to the Bylaws submitted to the membership for a vote shall be submitted within sixty (60) days following approval of the vote at a general meeting of the Academy or at an Executive Committee meeting. The procedure for the distribution of the ballot to the plenary membership and the tallying of the vote shall be the same as defined in Sections 10.1 and 10.2 above.
- 10.4 All pertinent propositions for and against a resolution or amendment to the Bylaws submitted to the membership shall be presented so as to enable a

member to evaluate the matter in an informed manner. The President shall review the wording with interested parties in order to assure equity of presentation.

- 10.5 In a poll conducted under this process, a decision is determined by a majority of those Plenary Members voting. Decisions made by this process are binding upon the Executive Committee.

11.0 STANDARDS OF PROFESSIONAL RESPONSIBILITY FOR CHPs

Foreword

These principles are the standards of professional responsibility for CHPs. By applying for and achieving certification, the Certified Health Physicist recognizes and assumes the following responsibilities.

The Certified Health Physicist (CHP) shall:

- 11.1 Support and Improve the Profession of Health Physics
 - 11.1.1 The CHP shall support the purposes of the American Academy of Health Physics (the Academy).
 - 11.1.2 The CHP shall endeavor to advance the Health Physics profession by sharing information and experience with others and by contributing to the work of professional associations, schools, and the professional, scientific, and technical press.
 - 11.1.3 The CHP shall not act in a manner that may bring the profession or the Academy into disrepute.
- 11.2 Provide Technical Competence
 - 11.2.1 The CHP shall remain active in the field, strive to improve professional knowledge, and endeavor to be aware of contemporary scientific, technical, and regulatory developments.
 - 11.2.2 The CHP shall practice only in areas of professional expertise.
 - 11.2.3 The CHP shall follow recognized scientific principles in the practice of health physics.
 - 11.2.4 The CHP shall counsel affected parties factually regarding potential health risks and precautions necessary to avoid adverse health effects.
 - 11.2.5 The CHP should accept opportunities to increase public understanding of radiation protection and the purposes of the Academy.
- 11.3 Act in the Public Interest

- 11.3.1 The CHP shall have due regard for the safety and health of the public and of individuals who may be affected by the CHP's work.
- 11.3.2 The CHP shall not undertake any employment or consultation that is contrary to law.
- 11.3.3 The CHP shall not compromise public welfare and safety in favor of a private interest.
- 11.4 Maintain High Standards in Dealing with Others
 - 11.4.1 The CHP shall maintain the highest standards of integrity and fairness in professional interactions with employers, colleagues, workers, clients, government agencies, and the general public.
 - 11.4.2 The CHP shall not attempt to falsely injure the reputation of any person.
 - 11.4.3 The CHP shall protect the sources and content of confidential communications or other confidential personal or business information obtained in the course of practicing health physics, provided that such protection is not itself unethical or illegal.
 - 11.4.4 The CHP shall not accept or offer commissions, allowances, or finder's fees, directly or indirectly, from contractors or other parties dealing with the client without the knowledge and consent of the client.
 - 11.4.5 The CHP shall avoid circumstances where a compromise of professional judgment or conflict of interest may arise.
 - 11.4.6 The CHP shall not knowingly take credit for the work of others and shall give credit where it is due.

12.0 DISSOLUTION

In the event of dissolution or final liquidation of the Academy, all assets remaining after payment of its obligations shall have been provided for, shall be distributed to the Health Physics Society or other such appropriate organization as designated by the Executive Committee.

13.0 AMENDMENTS AND MISCELLANEOUS

- 13.1 Amendments to the Bylaws and resolutions may be submitted to the membership for vote in accordance with Section 10.3:
 - 13.1.1 following consideration at a meeting of the membership in accordance with the requirements of Section 10.5 and approval

- by majority vote of the Plenary Members present and voting, or
- 13.1.2 by petition bearing the signatures of at least ten percent of the members of the Academy, or
- 13.1.3 by the Executive Committee.
- 13.2 Proposed amendments shall be submitted to the members of the Academy by the Secretary in accordance with the procedures of Article 10 and require a simple majority of the votes cast for Approval, except for changes to Article 6 which require prior approval of two-thirds of the ABHP.
- 13.3 In questions pertaining to the conduct of meetings of the Academy not covered by the Bylaws or formally established policies of the Academy, *Robert's Rules of Order* shall prevail.

APPENDIX 1

DEFINITIONS

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American Academy of Health Physics (AAHP or the Academy) – An organization of Health Physicists certified by the American Board of Health Physics established to encourage the development and growth of the professional practice of health physics and to support the activities of the ABHP.

American Board of Health Physics (ABHP) - A body, originally established in 1960, within the Academy, which has the responsibility for defining and carrying out the certification and certification renewal programs for professional health physicists. The AAHP Executive Committee elects the members to the ABHP and provides funding for its activities.

Certified Health Physicist (CHP) - A person certified by the American Board of Health Physics in the field of Health Physics and who has subscribed to the Standards of Professional Responsibility for Certified Health Physicists as set forth by the Academy. To use the title Certified Health Physicist or CHP, a person must fulfill the requirements for certification renewal and pay the fees associated with the certification renewal process. The requirements for certification and renewal are established and administered by the ABHP.

Active Certified Health Physicist - A CHP who has met the continuing education and other requirements for quadrennial renewal of certification, as set forth by the ABHP and the Academy. Active CHPs may identify themselves as Diplomates of the American Board of Health Physics or as Board-Certified Health Physicists.

Inactive Certified Health Physicist - A CHP who has not met the requirements for certification renewal and who has not been granted emeritus or other honorary status. Inactive CHPs may not represent themselves as Certified Health Physicists.

Certified Health Physicist - Emeritus - A Certified Health Physicist who has been granted Emeritus status by the American Board of Health Physics.

Plenary Member of the Academy - An active CHP or CHP Emeritus who has met all the financial and other obligations defined by the Executive Committee of the Academy.

Associate Member of the Academy - Individuals who have successfully completed one part of the ABHP certification examination will be granted associate membership in the Academy. This associate membership may extend for a period of time, as established by the ABHP, during which the certification process must be completed.

Annual Meeting - The annual business meeting of the AAHP and the AAHP Executive Committee, held in conjunction with the Annual Meeting of the Health Physics Society, usually in June or July of each year.

Unexcused Absence – As discussed in sections 4.11 and 6.4.6, an unexcused absence from an AAHP or ABHP meeting is one that has not been approved as an absence by the applicable President of the AAHP or the Chair of the ABHP.