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 the certification process as appropriate. The Society is a separate professional organization and is distinct from the American Academy of Health Physics (the Academy). The Academy is a separate legal entity governed by these Bylaws. After an intensive study, the committee recommended 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 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. By 1981 the program had grown to the point 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 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.

In 1978, a specialty certification for Power Reactor Health Physics was developed. The Power Reactor Health Physics specialty certification was discontinued in 1993. All persons previously certified in this specialty were 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 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.

In 2000 the Certification Examination Part II bank of questions was closed to the public. This was to allow for reuse of well-performing questions in further examinations.

In 2003 the requirement for a Bachelor’s Degree in a suitable field was added to certification requirements. This was to be consistent with the requirements in Title 10 of the Code of Federal Regulations Part 35 that a Radiation Safety Officer at a licensed institution possess a Bachelor’s Degree.

In 2017 the ABHP began offering the Certification Examination Part I as a computer-based examination offered nationwide at testing facilities in the weeks prior to the scheduled date for the Certification Examination Part II. This change allowed many candidates the opportunity to sit for the examination at their convenience without traveling and to have some separation between parts if sitting for both.

In 2020 the Academy and ABHP moved to an online recertification process, allowing diplomates to choose from already accepted continuing education activities and obtain approval for other activities. This improved the ease of such approval and the documentation of recertification activities in general.

In 2022 the Academy added a new category of membership, Distinguished Membership, to recognize significant contributions of Academy members to the AAHP and/or ABHP and to profession of health physics, while maintaining high standards of integrity and ethics throughout their career.

In 2026, the Academy expanded its membership structure to better support the development and engagement of professionals at all stages of their careers in health physics. Associate Membership was broadened to include individuals pursuing or considering certification, as well as professionals working in the field who have not attained certification. A Student Membership category was established to engage individuals enrolled in academic programs and to strengthen connections with academic institutions. The Academy also clarified the requirements and pathways for Emeritus status to promote consistency and continued engagement of experienced professionals.

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 the Appendix.

2.0 PURPOSES

The Academy will:

- elevate and advance the profession of health physics by encouraging attainment of comprehensive certification in 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 and the ABHP, and
- support the activities of the ABHP in the conduct of the certification and certification renewal process.

3.0 MEMBERSHIP

3.1 There will be four classes of membership within the Academy: Plenary Membership, Associate Membership, Student Membership and Distinguished Membership.

3.2 Membership in the Academy shall not be contingent on membership in any other professional society or organization.

3.3 Plenary Membership

3.3.1 Plenary membership in the Academy is limited to active and emeritus CHPs.

3.3.2 Plenary Membership of the Academy is contingent upon payment of all maintenance fees and fulfilling such other requirements as may be established by the Executive Committee of the Academy.

3.3.3 Each Plenary member is entitled to:

3.3.3.1 one vote on all matters brought before the Academy,

3.3.3.2 identification as a Member of the Academy or Diplomate of the American Board of Health Physics,

3.3.3.3 hold office, and

3.3.3.4 all other rights, privileges, and benefits of the Academy.

3.3.4 A Certified Health Physicist who does not fulfill the requirements for certification renewal established by the American Board of Health Physics (ABHP) shall be classified as an Inactive Certified Health Physicist.

Plenary membership and Active Certified Health Physicist status may be reinstated upon application, payment of applicable maintenance fees, and verification of compliance with recertification requirements established by the ABHP. Qualification for Emeritus status is governed separately under Section 3.3.5 and does not constitute reinstatement of active certification. Individuals who do not meet the requirements for Emeritus status shall be subject to the reinstatement requirements set forth in this section.

3.3.5 The Certified Health Physicist – Emeritus is a Certified Health Physicist who has been granted Emeritus status in accordance with the policies and procedures of the American Board of Health Physics (ABHP), subject to the membership requirements of the Academy.

3.3.5.1 To maintain Emeritus status, the individual shall: (a) Pay the annual maintenance fee established by the Executive Committee; (b) Annually affirm continued eligibility for Emeritus designation, including retirement from full-time professional practice or engagement in health physics at less than twenty-five percent (25%) of full-time effort; (c) Annually reaffirm agreement with the Standards of Professional Responsibility, Code of Ethics, and related conduct policies.

3.3.5.2 Failure to meet these requirements shall result in designation as an Inactive Certified Health Physicist, in accordance with established procedures of the Academy and the ABHP.

3.3.5.3 A Certified Health Physicist whose certification has lapsed due to failure to complete recertification or failure to pay maintenance fees may apply for Emeritus status within two (2) years following the end of the individual's most recent certification period, provided all eligibility requirements for Emeritus status are met at the time of application and that the individual's certification was active at the time of retirement.

3.3.5.4 Approval of Emeritus status under this provision is an administrative change in certification category and does not constitute reinstatement of active certification and does not fulfill the recertification requirements for Active Certified Health Physicists.

3.4 Associate Membership

3.4.1 Associate membership in the Academy is available to individuals who are engaged in, or have a demonstrated interest in, the field of health physics and who support the purposes of the Academy.

3.4.2 Associate membership is intended for individuals who are pursuing, considering, or otherwise interested in certification by the American Board of Health Physics (ABHP), as well as other professionals working in health physics or related disciplines who have not attained certification as a Certified Health Physicist.

3.4.3 Associate Members are not Certified Health Physicists and may not represent themselves as such.

3.4.4 Associate Members shall not have voting rights, may not hold elective office, and may not serve on the Executive Committee. Participation on committees may be permitted as authorized by the Executive Committee.

3.4.5 Associate membership is contingent upon payment of applicable fees and fulfillment of such other requirements as may be established by the Executive Committee.

3.4.6 Associate membership does not confer any rights, privileges, or status associated with certification by the ABHP.

3.5 Student Membership

3.5.1 Student membership in the Academy is available to individuals who are enrolled in an academic program in health physics or a related field and who have an interest in the profession of health physics.

3.5.2 Student membership may also be extended through institutional participation, whereby academic institutions meeting eligibility requirements established by the Executive Committee may be recognized as participating institutions, and students enrolled in such institutions may receive student membership benefits.

3.5.3 Eligibility for student membership, whether individual or through institutional participation, shall be determined in accordance with criteria and procedures established by the Executive Committee.

3.5.4 Student Members are not Certified Health Physicists and may not represent themselves as such.

3.5.5 Student Members shall not have voting rights, may not hold elective office, and may not serve on the Executive Committee. Participation on committees may be permitted as authorized by the Executive Committee.

3.5.6 Student membership is contingent upon payment of applicable fees, if any, and fulfillment of such other requirements as may be established by the Executive Committee.

3.5.7 Student membership does not confer any rights, privileges, or status associated with certification by the American Board of Health Physics.

3.6 Distinguished Membership

3.6.1 Distinguished membership is an honorary title. Distinguished membership is intended to recognize Active, Emeritus and Inactive CHPs that have exhibited exceptional service to the AAHP and/or

ABHP, and to the profession of health physics, while maintaining high standards of integrity and ethics over the course of their career.

3.6.2 Distinguished Membership will only be awarded to CHPs that have been Plenary Members for a minimum of 20 years.

3.6.3 Distinguished membership can be awarded to up to 10 plenary or inactive CHPs per annum with a cap on this designation of 5% of the Plenary Membership. This cap is not imposed on posthumously appointed members.

3.6.4 Distinguished members may also be classified as Active or Emeritus CHPs as appropriate.

3.6.5 Distinguished members are exempt from any maintenance fees.

3.6.6 Distinguished membership can be revoked if deemed necessary in accordance with the processes established by the Professional Standards and Ethics Committee.

3.7 Fees for Academy membership are due at the end of each calendar year. Plenary and Associate Members are notified of their fees and payment deadline. Those whose fees remain unpaid 30 days after the due date will be notified of their maintenance fees being in arrears and will be removed from the Academy roster of Active Certified Health Physicists and designated Inactive.

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.

4.2 The Executive Committee, when fully constituted, consists of nine Plenary Members 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 on January 1. Ceremonial transition of office takes place at the Winter Meeting, if held.

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 In all cases, the office of President-Elect shall be filled by a vote of the membership under the regular election procedure. If the office of the President-Elect becomes vacant and a successor has been chosen, the duly elected successor to the President-Elect shall take office immediately and ascends to the office of President in due course. If a successor has not been chosen, 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 Members of the Executive Committee shall exclusively represent the best interests of the Academy in the fulfillment of their duties.

4.11.1 Conflicts of interest shall be disclosed and declared.

4.11.1.1 A conflict of interest is defined as, “A situation where a person's personal or professional interests or relationships could influence their professional decisions, potentially leading to biased judgment. It often arises when someone has competing interests that may affect their ability to act impartially”.

4.11.2 In matters before the Executive Committee where a member may have a conflict of interest, especially but not limited to financial matters, the member shall recuse him/herself from deliberations and shall not participate in any vote related to the matter.

4.12 Unexcused absence from two (2) consecutive meetings of the Executive Committee is grounds for removal from office by vote of the Executive Committee unless extraordinary circumstances can be demonstrated.

4.13 Meetings of the Executive Committee

4.13.1 The president shall call meetings of the Executive Committee and establish the time and place for the meeting. Meetings may be held in person or by telephone or video conference. There shall be at least one meeting per year.

4.13.2 In addition to meetings called by the President (Section 4.13.1), an Executive Committee meeting may be called at any time by a majority of the current membership of the EC.

4.13.3 The quorum for a meeting of the Executive Committee is a majority of its current membership. A quorum must be present for Executive Committee business to be conducted.

4.13.4 All actions and decisions made at meetings of the Executive Committee require a simple majority of those members present and voting.

4.13.5 In questions pertaining to conduct of meetings of the Executive Committee not covered by these Bylaws or formally established policies of the Academy, Robert’s Rules of Order shall prevail.

4.14 The Executive Committee may delegate signature authority for certain specified contract types to the Executive Director (sec. 5.6).

4.15 Electronic voting by the Executive Committee

4.15.1 Between its scheduled meetings the Executive Committee may vote electronically on open motions.

4.15.2 Each member of the Executive Committee will be notified by the Secretary of each motion to be voted.

4.15.3 Parliamentary procedure shall be followed in accordance with Robert’s Rules of Order concerning resolution of each motion.

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 4.14.

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 4.14.

5.2.1 perform such duties as delegated by the President.

5.2.2 in the absence of the President, assumes the duties of the President provided in Section 5.1.

5.2.3 co-sign (with the President) contracts on behalf of the Academy, except as provided by Section 4.14.

5.2.4 submit nominations to the Executive Committee for standing committees, save Finance and Distinguished Membership, named in Section 7.0.

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 (see Section 7.5),

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 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

5.3.8 oversee the investment of Academy funds according to established policy.

5.4 The Secretary is responsible for maintaining the official records of the Academy. 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 3.7).

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 the Bylaws current and review SOPs and Committee Charters for adherence to their provisions.

5.5.3 In the event a Parliamentarian cannot be elected from within the Executive Committee, the President with the concurrence of the Executive Committee, may appoint an Advising Parliamentarian who is a CHP and member of the Academy. This individual acts in an advisory role only and is not a member of the Executive Committee.

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.

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.

5.7 Other administrative posts as may be required for the efficient administration of Academy affairs may be designated by the Executive Committee. Appointment of such posts shall be for no longer than three years. Renewals are allowable. Such positions shall be reviewed by the Executive Committee at three-year intervals.

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 determination 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 (sec. 7.9) established by the Academy.

6.3.3 The policies and procedures 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 designated 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 Executive Committee 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 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. All ABHP officers may be assisted by the Executive Director as authorized by the AAHP Executive Committee.

6.5.2 The Chair presides over the meetings of the ABHP and appoints Plenary Members of the Academy 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.

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.

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. A quorum must be present for ABHP business to be conducted.

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.

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 or procedures 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 Policies of the Board are contained in the Policy Manual of the American Board of Health Physics (Policy Manual).

6.9.3 Substantive 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 appoint 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.

6.11 Amendments to Article 6

Changes to this Article require approval of two-thirds of the ABHP members.

7.0 AAHP COMMITTEES

7.1 The Executive Committee shall establish the following standing Committees:

- Finance
- Continuing Education
- Nominating
- Examination Site
- Professional Standards and Ethics
- Appeals
- Professional Development
- Distinguished Membership
- Communications

7.1.1 Each Standing Committee shall have a Charter that defines the committee's Purpose, Organization, Function, and Scope.

7.1.2 Standing committees may be assigned additional tasks by the Executive Committee.

7.1.3 Ad hoc committees may be created by the Executive Committee. These committees are intended to be temporary. As such, reports should be

provided to the Executive Committee while it remains active. The Executive Committee shall renew the committee and associated scope annually.

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 up to 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 (Section 7.5) and the Distinguished Membership Committee (Section 7.11).

7.3.4 With exception of the Finance Committee, all committee members, including the chairs, may be removed with cause by the President.

7.3.5 Chairs of Academy committees shall exclusively represent the best interests of the Academy in the fulfillment of their duties.

7.3.5.1 Conflicts of interest shall be disclosed and declared.

7.3.5.2 A conflict of interest is defined in Section 4.11.1.1.

7.3.5.3 In matters before an Academy committee where a chair may have a conflict of interest, especially but not limited to financial matters, the chair shall recuse him/herself from deliberations and shall not participate in any vote related to the matter.

7.4 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.

7.4.1 The Nominating Committee shall:

7.4.1.1 select at least two nominees for each elective office (Section 4.2) to be filled;

7.4.1.2 affirm that each nominee is eligible to hold the office, will accept the nomination, and will serve if elected; and

7.4.1.3 submit to the Executive Committee a list of the nominees in a timeframe consistent with approved procedures, but no later than 30 days prior to the Annual Meeting of the Academy.

7.4.2 The Nominating Committee shall assist the Executive Committee in the selection of candidates for vacancies on the ABHP in accordance with approved procedures.

7.5 The Finance Committee consists of three (3) Plenary Members:

7.5.1 The Treasurer of the Academy;

7.5.2 In alternate years, the immediate Past-Secretary or the immediate Past-Treasurer, as appropriate, and

7.5.3 A member designated by the ABHP Chair to serve a one-year term.

7.5.4 The individual elected Treasurer serves as the Finance Committee Chair during the second year as Treasurer and in the subsequent year as Past-Treasurer.

7.5.5 The Finance Committee shall establish the budget cycle and annually present to the Executive Committee a proposed budget for operation of the Academy.

7.6 The Continuing Education Committee consists of a sufficient number of Plenary Members of the Academy as specified in the Committee Charter.

7.6.1 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.

7.6.2 The Committee is responsible for establishing the criteria that govern awarding of continuing education credits.

7.6.3 The Committee shall provide an annual report to the Executive Committee prior to the Annual Meeting of the Academy.

7.7 The Examination Site Committee consists of a sufficient number of Plenary Members of the Academy as specified in the Committee Charter.

7.7.1 The Committee is responsible for the selection of appropriate locations for the administration of the certification examination.

7.7.2 The Committee shall select proctors at each of the examination sites.

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 Professional Standards and Ethics 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 defining the Standards for Professional Responsibility for CHPs.

7.8.2 The Committee shall review all complaints about ethical practice referred to it by the Executive Committee.

7.8.3 The Committee shall provide an annual report to the Executive Committee prior to the Annual Meeting of the Academy.

7.8.4 All proceedings and materials related to complaints, investigations, and deliberations of the Professional Standards and Ethics Committee shall be treated as confidential, except as required by law or as authorized by the Executive Committee.

7.9 The Appeals Committee consists of a sufficient number of Plenary Members of the Academy as specified in the Committee Charter, excluding current or one-year past members of the ABHP or its Examination Panels.

7.9.1 The Committee is responsible for reviewing the appeals of health physicists who have been denied applications, Part I and II exam passing, certification or certification renewal by the ABHP.

7.9.2 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.

7.9.3 The results of these reviews are reported to the President and the ABHP Chair.

7.9.4 If there is a finding of a failure to comply with a policy or procedure, the Chair of the ABHP is responsible for resolution in accordance with approved procedures and ABHP Policy.

7.9.5 The Committee shall provide an annual report to the Executive Committee prior to the Annual Meeting of the Academy.

7.10 The Professional Development Committee consists of a sufficient number of Plenary Members of the Academy as specified in the Committee Charter.

7.10.1 The Committee is responsible for expanding and enhancing the professionalism and benefits of ABHP certification.

7.10.2 The Committee is also responsible for encouraging and assisting in the recognition and acceptance of the importance of ABHP certification by others.

7.10.3 The Committee shall provide an annual report to the Executive Committee prior to the Annual Meeting of the Academy.

7.11 The Distinguished Membership Committee consists of membership as outlined in the Committee Charter.

7.11.1 The Committee is responsible for recognizing Active, Emeritus, Inactive and Deceased CHPs that have exhibited exceptional service to the AAHP, and/or ABHP, and to the profession of health physics, while maintaining high standards of integrity and ethics throughout their career.

7.11.2 The Committee shall solicit for nominations for Distinguished Membership. By April 1 the committee shall provide a list of candidates for this membership category to the Executive Committee

8.0 FINANCE

8.1 The budget for the Academy shall be approved by the Executive Committee annually prior to the start of the fiscal year.

8.2 The Executive Committee shall establish the application fee for the certification examinations and the certification renewal fee so as to ensure necessary revenues for the approved operating expenses of the AAHP and ABHP are collected.

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.

9.2 Special meetings of the Academy may be called by the President or by petition of twenty-five (25) plenary 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 thirty (30) calendar 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:

9.5.1 There are no quorum requirements.

9.5.2 Proxies are not permitted.

9.5.3 Decisions on matters brought to a vote are reached by a majority of those Plenary Members present and voting. The procedure adopted for conducting a vote is at the discretion of the presiding officer.

9.5.4 Decisions on non-agenda items at general meetings fall into the category of advisory and are not binding upon the Academy.

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

9.5.6 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.

10.0 BALLOTS

10.1 The Secretary shall prepare a suitable ballot within sixty (60) days of (1) approval of the ballot proposed by the Nominating Committee; (2) resolutions receiving approval of the vote at a general meeting of the Academy; or (3) amendments to the Bylaws following approval of the vote at a general meeting of the Academy, by vote at an Executive Committee meeting or by petition of 10% of the Plenary membership.

10.1.1 A ballot shall be provided to each Plenary Member of the Academy.

10.1.2 The ballot shall be a secret ballot.

10.1.3 The ballot shall be closed on the thirtieth (30th) day following the sending of the last ballot to the membership.

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 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.

10.4 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

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 appropriate to the stage of his/her career.

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 be distributed to the Health Physics Society or other such appropriate organization as designated by the Executive Committee.

APPENDIX

DEFINITIONS

American Academy of Health Physics (AAHP or the Academy) – An organization of Health Physicists certified by the American Board of Health Physics established to provide Certified Health Physicists a voice in the certification process through the selection of American Board of Health Physics (ABHP) members and in the ongoing programs of the ABHP. Additional definition of the purpose of the AAHP is located in Section 2.0 of this document.

American Board of Health Physics (ABHP) - A body, originally established in 1960, which has the responsibility for defining and carrying out the certification and certification renewal programs for professional health physicists.

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.

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 Distinguished membership. Inactive CHPs may not represent themselves as Certified Health Physicists.

Certified Health Physicist - Emeritus - A Certified Health Physicist granted Emeritus status in accordance with the policies of the ABHP and the membership requirements of the Academy.

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 - An individual engaged in or interested in the field of health physics who has not attained certification as a Certified Health Physicist and who meets the requirements for Associate membership established by the Academy.

Student Member of the Academy - An individual enrolled in an academic program in health physics or a related field, or a student affiliated with an eligible participating academic institution, who meets the requirements for Student membership established by the Academy.

Distinguished Member of the Academy - Honorary membership bestowed upon no more than 5% of the Plenary Membership recognizing significant contributions to the AAHP, ABHP or the profession of health physics and the maintenance of high integrity and ethics throughout their profession. A Distinguished Member may also be classified as an Active CHP or Emeritus CHP as appropriate.

Annual Meeting - The annual business meeting of the AAHP.

Maintenance Fees – Fees as determined by the AAHP paid annually pertinent to the benefits enjoyed by the member.

Unexcused Absence – 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.

Cause, as used in Section 7.3.4, includes but is not limited to: (a) material breach of fiduciary duties owed to the Academy; (b) conviction of a felony or other criminal offense that materially impacts the individual's ability to fulfill their responsibilities to the Academy; (c) repeated failure to participate in meetings or activities of the Executive Committee or assigned committee responsibilities without valid excuse; (d) conduct that is materially detrimental to the Academy's reputation, mission, or operations; or (e) violation of written policies adopted by the Executive Committee, including but not limited to conflict of interest or confidentiality policies.