

RULES
of the
Health Physics Society
February 2026

HEALTH PHYSICS SOCIETY
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PREFACE

The RULES augment the
ARTICLES OF INCORPORATION and the BYLAWS of the
Health Physics Society.

The RULES include matters that come under the purview of the Board
either as a matter of law or as may be required by the
BYLAWS of the Society.

HEALTH PHYSICS SOCIETY RULES

RULES

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List of Rules Changes

Rule	Original	Revised/Amended
2.0 – Bylaws	June 1984	January 2013
3.0—Membership	June 1984	May 2020
3.1 – Membership Classes	February 2015	April 2021
3.2 – Applications for Membership	July 2006	April 2021
3.3 – Admissions to Membership	March 2016	April 2021
3.4 – Membership Changes	June 1984	Deleted January 1993
3.5 – Termination and Reinstatement of Membership	July 2013	May 2020
4.0 – Elections and Voting	June 1984	June 1986
4.1 – Ballot	June 1984	June 2006
4.2 – Tallying and Certifying Votes of the Membership	June 1984	January 2013
5.0 – Officers of the Society	June 1984	November 2018
5.1 – President	June 1984	July 2025
5.2 – President-Elect	June 1984	January 2020
5.3 – Secretary	June 1984	July 2025
5.4 – Treasurer	June 1984	July 2025
5.5 – Executive Director	June 1984	November 2024
5.6 – Treasurer-Elect	January 1992	
5.7 – Secretary-Elect	January 1992	
6.0 – Governing Bodies	June 1984	
6.1 – Board of Directors	June 1984	January 2020
6.2 – Meetings of the Board	June 1984	June 2010
6.3 – Executive Committee	June 1984	February 2018
6.4 – Meetings of the Executive Committee	June 1984	January 1993
7.0 – Committees, Task Forces, and Advisory Bodies	June 1984	January 2020
7.1 – Permanent Committees	June 1984	January 2020
7.1.1 – Admissions Committee	June 1984	Deleted January 1991
7.1.2 – Affiliates Committee	June 1984	Deleted July 2004
7.1.3 – Affirmative Action Committee	June 1984	Deleted January 1991
7.1.4 – Venues Committee	June 1984	Deleted June 2004
7.1.5 – Awards Committee	June 1984	November 2018

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Rule	Original	Revised/Amended
7.1.6 – Continuing Education Committee	June 1984	Deleted January 2023
7.1.7 – Finance Committee	June 1984	November 2024
7.1.8 – Research Needs Committee	December 1987	Deleted July 2004
7.1.9 – History Committee	June 1984	February 2011
7.1.10 – Liaison Committee	June 1984	Deleted July 2004
7.1.11 – Laboratory Accreditation Policy Committee	June 1984	Deleted July 2012
7.1.12 – Laboratory Accreditation Assessment Committee	June 1984	Deleted July 2012
7.1.13 – Local Arrangements Committee	June 1984	February 2011
7.1.14 – Strategic Planning Committee	February 1986	August 2025
7.1.15 – Academic Education Committee	June 1984	February 2011
7.1.16 – Membership Committee	June 1984	June 2022
7.1.17 – Nominating Committee	June 1984	July 2011
7.1.18 – Placement Committee	June 1984	Deleted January 2000
7.1.19 – Presidents Emeritus Committee	June 1984	Deleted June 2006
7.1.20 – Program Committee	June 1984	October 2023
7.1.21 – Public Information Committee	June 1984	June 2011
7.1.22 – Publications Committee	June 1984	Deleted February 2005
7.1.23 – Rules Committee	June 1984	January 2013
7.1.24 – Scientific and Public Issues Committee	June 1984	February 2011
7.1.25 – Standards Committee	June 1984	January 2020
7.1.26 – Government and Society Relations Committee	June 1984	February 2014
7.1.27 – Summer School Committee	June 1984	Deleted June 2006
7.1.28 – Symposia Committee	June 1984	Deleted June 2006
7.1.29 – International Collaboration Committee	July 1998	February 2011
7.1.30 – Science Support Committee	February 2001	July 2013
7.1.31 – Homeland Security Committee	July 2003	Deleted February 2012
7.1.32 – Society Support Committee	June 2006	February 2011

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List of Rules Changes

Rule	Original	Revised/Amended
7.1.33 – Professional Development School Committee	January 2010	Deleted January 2023
7.1.34 – Intersociety Relations Committee	February 2011	March 2021
7.1.35 – Student Support Committee	June 2011	October 2022
7.1.36 – Nanotechnology Committee	July 2012	Deleted July 2022
7.1.37 – Title Protection Committee	January 2020	
7.1.38 – Mentorship Committee	June 2022	
7.1.39 – Continuing Education Programs Committee	January 2023	
7.1.40 – Professional and Ethical Conduct Committee	June 2023	August 2024
7.2 – Ad Hoc Committees	June 1984	Deleted June 2006
7.3 – Chapter Council	June 1984	
7.4 – Advisory Panel	June 1984	August 2025
7.5 – Government Relations Program	June 2000	June 2010
7.6 – Media Relations Program	January 2006	Deleted June 2011
7.7 – Section Council	June 2006	
8.0 – Meetings	June 1984	
8.1 – Annual Meetings	June 1984	January 2026
8.2 – Midyear Meeting	June 1984	Deleted June 2006
8.3 – Topical or Regional Meetings	June 1984	January 2026
8.4 – Professional Development School	June 2006	January 2023
9.0 – Publications	June 1984	
9.1 – <i>Health Physics</i> Journal	June 1984	September 2010
9.2 – Health Physics Society Web Operations	June 1984	June 2006
9.3 – Membership Handbook	June 1984	June 2006
9.4 – Special Publications	July 1998	June 2006
9.5 – Health Physics Web Site	July 1999	Deleted June 2011
10.0 – Affiliated Organizations	July 1999	June 2006
10.1 – Chapters	June 1984	June 2006
10.2 – Sections	June 1984	March 2018
11.0 – Affiliations	June 1984	
11.1 – International Radiation Protection Association	June 1984	June 2006
11.2 – National Research Council	June 1984	June 2006

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List of Rules Changes

Rule	Original	Revised/Amended
11.3 – Council of Scientific Society Presidents	June 1984	June 2006
11.4 – ABET, Inc.	May 2009	
11.5 – Alliance for Radiation Safety in Pediatric Imaging	May 2009	
12.0 – Working Relationships with Other Organizations	June 1984	
12.1 – National Council on Radiation Protection and Measurements	June 1984	July 2013
12.2 – American Academy of Health Physics/ American Board of Health Physics	June 1984	June 2006
12.3 – American National Standards Institute	June 1984	January 2020
12.4 – Intersociety Forum on Health and Safety	June 1984	Deleted June 2006
12.5 – American College of Nuclear Physicians	July 1993	Deleted June 2006
12.6 – President and Intersociety Relations Committee Appointed Liaison Program	July 1993	March 2021
12.7 – Appointments, Nominations and Endorsements of Members to Outside Organizations	January 2009	
13.0 – Society Awards	June 1984	June 2006
13.1 – Elda E. Anderson Award	June 1984	March 2009
13.2 – Distinguished Scientific Achievement Award	June 1984	June 2010
13.3 – Founders Award	June 1984	June 2010
13.4 – Student Awards	June 1984	Deleted July 1998
13.5 – Fellow Award	June 1984	July 2013
13.6 – Rolf M. Sievert Award (IRPA) Nominee	June 1984	January 1991
13.7 – Robley D. Evans Commemorative Medal	January 2000	July 2013
13.8 – Geoffrey G. Eicholz Outstanding Science Teacher Award	January 2000	July 2013
13.9 – Volunteer Award	June 2002	Deleted January 2008
13.10 – President’s Service Award	January 2000	January 2008
13.11 – Student Science Award	June 2006	July 2013
13.12 – Distinguished Public Service Award	February 2008	June 2010
13.13 – G. William Morgan Lectureship Award	July 2008	January 2020
13.14 – Robert S. Landauer, Sr., Lectureship Award	July 2008	January 2020
13.15 – Dade Moeller Scholarship Award	April 2009	January 2020
13.16 – Dade Moeller Lectureship Award	April 2009	January 2020

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List of Rules Changes

Rule	Original	Revised/Amended
13.17 – HPS Honor Roll	January 2010	
14.0 – Financial and Contractual	January 2000	
14.1 – Budget	June 1984	November 2024
14.2 – Dues	June 1984	November 2024
14.3 – External Funding and Contractual Obligations	June 1984	November 2024
14.4 – Financial Contributions	June 1989	November 2024
14.5 – G. William Morgan Fund	June 1989	July 2016
14.6 – Financial Awards for Assistance with Society Sponsored Meetings	January 1995	February 2026
14.7 – Dade Moeller Fund	April 2009	
15.0 – Accreditations Programs	January 1992	
15.1 – Laboratory Accreditation Program	January 1992	January 2008

HEALTH PHYSICS SOCIETY RULES

SECTION 1 - RULES

HEALTH PHYSICS SOCIETY RULES

RULE 1.0 - RULES OF THE SOCIETY

I. PURPOSE

To specify the requirements and procedures associated with the RULES of the Society so that they are maintained in an orderly, consistent, and understandable manner.

II. DEFINITIONS

SOCIETY. Health Physics Society.

III. SPECIFICATIONS

All requirements and procedures concerning the RULES of the Society shall be contained in Rule 1.

IV. PROCEDURES

None

HEALTH PHYSICS SOCIETY RULES

RULE 1.1 - FORMAT AND CONTENT OF RULES

I. PURPOSE

To specify the headings, numbering system, format, and content for Society RULES.

II. DEFINITIONS

The following definitions apply throughout the RULES:

BOARD. Board of Directors of the Health Physics Society

OFFICERS. Officers of the Society (See [Rule 5.0](#))

EXECUTIVE DIRECTOR/HPS HEADQUARTERS. (See [Rule 5.5](#))

MAY. Optional

SHOULD. Recommended unless there are valid reasons for exclusion

SHALL. Mandatory unless physically impossible within time and authority granted

III. SPECIFICATIONS

RULES of the Society shall use the following headings, numbering system, format(s), and content as displayed and described below. The title "Chair" shall be used for the heads of all Committees and Task Forces, rather than "Chairman" or "Chairperson." Phrasing of RULES should be gender neutral to the extent reasonable.

I. PURPOSE

This section shall contain a brief statement (one or two sentences) of the intent or objective of the Rule. Pertinent BYLAWS may be referenced by Article and Section.

II. DEFINITIONS

This section shall contain explanations and/or clarifications of the meaning of words or phrases used in a Rule. The format to be used in this section is as follows:

WORD OR PHRASE TO BE DEFINED. One or more sentences or phrases defining the word or phrase.

HEALTH PHYSICS SOCIETY RULES

III. SPECIFICATIONS

This section shall contain detailed descriptions of parts of a Rule, especially statements or enumerations of particulars as to size, quality, content, length of service, performance, terms, records, etc. The format used in this section is as follows:

a) FIRST KEY WORD OR PHRASE

One or more sentences or phrases stating the particulars regarding the key word. Keep sentences short and simple. If it requires more than a few sentences or several items, expand using the following format:

i) NEXT-LEVEL KEY WORD OR PHRASE

(1) If more than one paragraph, then numbered using Outline List Style.

(a) Next level, including:

(i) Item one, and

(ii) Item two, such as:

1. Further lists may be developed to several layers using Outline List Style;
2. Setting relative indents, then indenting the entire block of text, then applying the outline style should result in correct automatic numbering.

b) SECOND KEY WORD OR PHRASE

The second key word is explained as described above.

IV. PROCEDURES

This section shall reference any approved Standard Operating Procedure (SOP) used to perform the functions described in the Rule (See [Rule 1.3](#) for form and content of SOPs).

IV. PROCEDURES

None.

HEALTH PHYSICS SOCIETY RULES

RULE 1.2 - MODIFICATION, SUSPENSION, MAINTENANCE, AND DISTRIBUTION OF THE RULES

I. PURPOSE

To specify the modification, suspension, maintenance, and distribution requirements for the RULES.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) ENACTMENT, AMENDMENT, OR REVOCATION OF THE RULES

- i) The Board may enact, amend, or revoke the RULES provided that the draft enactment, amendment, or proposed revocation of the RULES has been provided to every member of the Board at least ten (10) days prior to the proposed action. Proposed RULES changes shall be submitted to the Rules Committee for review prior to distribution to the Board to avoid conflict with the existing RULES and BYLAWS.
- ii) A majority of the entire Board is required to enact, amend, or revoke a Rule.
- iii) The enactment, amendment, or revocation of a Rule is effective upon passage by the Board unless specified otherwise in the motion to enact, amend, or revoke.

b) SUSPENSION

- i) The Board at any meeting may suspend without prior notice any Rule or part thereof except:
 - (1) [Rule 1.2](#) (Modification, Suspension, Maintenance, and Distribution of the RULES) Section III SPECIFICATIONS, subsection SUSPENSION
 - (2) [Rule 6.1](#) (Board of Directors)
 - (3) [Rule 6.2](#) (Meetings of the Board)
- ii) Rules may be suspended by an affirmative vote of at least two-thirds of Board members present and voting, which may include the vote of the presiding officer.

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- iii) A Rule may be suspended for the duration of the meeting.
- iv) The effect of suspending a Rule or part thereof is the same as deleting the Rule or part thereof from the RULES for the duration of the suspension.

c) TABLE OF CONTENTS AND LIST OF RULES CHANGES

The Table of Contents of the RULES shall include the number and name of the RULES. Each time a Rule is issued or deleted, the Rules Committee Chair shall update the Table of Contents.

- d) The List of Rules Changes shall include the number, name, and month and year RULES are issued, amended, or deleted, whichever is latest. Each time a RULE is issued, amended, or deleted, the Rules Committee Chair shall update the List of Rules Changes.

e) MAINTENANCE OF THE RULES

- i) Each time the RULES are changed, the Rules Committee Chair shall send to the Executive Director within thirty (30) days a copy of the additions, amendments, and deletions as well as a revised Table of Contents and a revised List of Rules Changes.
- ii) Within twenty (20) days of receiving the changes to RULES, the revised Table of Contents, and the List of Rules Changes, the Executive Director shall provide the revised RULES to the Society Website Editor for posting to the Society website. Within ten (10) days of the Website Editor's posting of the RULES to the website, the Executive Director shall notify the distribution list given in the subsection DISTRIBUTION/AVAILABILITY OF RULES shown below of the availability of the revised RULES on the Society website.
- iii) Individuals on the distribution list will be responsible for using current copies of the RULES. In addition, Board members who have been assigned oversight of specific Committees and Sections by the President shall notify those Committee Chairs and Section Presidents of the availability of the revised RULES.

f) DISTRIBUTION/AVAILABILITY OF THE RULES

- i) The Executive Director shall assure availability of a current copy of the RULES to the individuals listed below as soon as practical after they are elected or appointed:
 - (1) Members of the Board of Directors
 - (2) Members of the Advisory Panel (See [Rule 7.4](#))

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- (3) Other members of the Rules Committee
- (4) Chair of the Awards Committee
- ii) The RULES shall be available to Members of the Society on the Society website or copies of a Rule or RULES shall be provided to Members upon written request to HPS Headquarters.

IV. PROCEDURES

None.

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RULE 1.3 - CONTENT OF STANDARD OPERATING PROCEDURES

I. PURPOSE

To specify the content of Standard Operating Procedures (SOPs) supplementing Society RULES.

II. DEFINITIONS

STANDARD OPERATING PROCEDURES (SOPs). Guides to permanent (standing) Committees for discharging their responsibilities as outlined in the RULES and BYLAWS of the Society.

See [Rule 1.1](#)

III. SPECIFICATIONS

a) ELEMENTS

Each SOP shall address all the applicable elements listed below.

- i. Specific responsibilities
- ii. Schedules and deadlines
- iii. Expenses and budgets
- iv. Records which must be kept
- v. Notices, announcements, and reports which must be prepared and submitted
- vi. Voting and selection processes and criteria
- vii. Forms and templates used
- viii. References to applicable Rule(s)

b) FORMATTING

i) HEADING AND FOOTER

The heading shall include the name of officer, Committee, or other function to which the SOP applies, followed by the title of the SOP. The footer shall

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follow the same form as used in the RULES, giving the date issued, the date of revision when applicable, the SOP number (B.xx), and the pagination.

ii. PURPOSE and BACKGROUND

This section should define the expected use of the SOP, including any constraints or conditions. It is not necessary to repeat at length text from the Rule from which the SOP derives, only sufficiently to clarify the use of the SOP in support of the Rule.

iii. OTHER SECTION TITLES AS APPROPRIATE

The above SOP elements may be used as section titles, although section titles are not limited to these elements.

IV. PROCEDURES

After approval by the Rules Committee and the President of the Society, the SOP will be added to Appendix B of the RULES, with a number assigned serially to reflect the Rule it supports.

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SECTION 2 - BYLAWS

HEALTH PHYSICS SOCIETY RULES

RULE 2.0 - BYLAWS

I. PURPOSE

To specify the requirements and procedures concerning Society BYLAWS.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) FUNCTION

The BYLAWS of the Health Physics Society establish the guidelines within which the Society carries out its goals and objectives.

b) PUBLICATION

The BYLAWS shall be published each year in the Membership Handbook of the Society.

c) AMENDMENTS

i) Amendments to the BYLAWS may be proposed:

- (1) At any business meeting of the membership by majority vote of the members present and voting,
- (2) By petition bearing the signatures and/or digital equivalent of signatures of at least ten (10) percent of the voting members of the Society, or
- (3) By the Board.

ii) Proposed amendments shall be reviewed by the Rules Committee, put in proper context, and then distributed to the voting members of the Society under the direction of the Secretary as a letter or electronic ballot following a proposal to amend. The ballot shall be closed on the forty-fifth (45th) day following the distribution of ballots or electronic voting instructions to the voting members of the Society.

iii) Adoption requires the approval of a majority of the voting members voting (See BYLAWS Article XI and [Rules 4.1](#) and [4.2](#)).

IV. PROCEDURES

None.

SECTION 3 - MEMBERSHIP

HEALTH PHYSICS SOCIETY RULES

RULE 3.0 - MEMBERSHIP

I. PURPOSE

To specify the requirements for membership in the Society as required by the BYLAWS Article III, Section 1.

II. DEFINITIONS

None.

III. SPECIFICATIONS

All membership requirements shall be contained in Rule 3.

IV. PROCEDURES

None.

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RULE 3.1 - MEMBERSHIP CLASSES

I. PURPOSE

To specify the types of membership in accordance with the BYLAWS Article III and the qualifications, rights, privileges, and duties of each class of Society membership.

II. DEFINITIONS

CREDITABLE AREA OF EDUCATION. A course of study at an accredited college or university in the area of radiological protection; radiological health; environmental sciences; natural, biological, or physical sciences; or engineering. This course of study may include work toward an education degree as long as the major field of study is one of the listed areas.

RELEVANT EXPERIENCE. Work involving the practice, science or technology of radiological protection. This may include experience as a health physics technician, health physicist, scientist, or engineer.

III. SPECIFICATIONS

a) VOTING MEMBERS

i) FULL MEMBER

(1) Membership Qualifications

(a) At the time of application, applicants shall:

- (i) Be engaged in the practice, science, or technology of radiological protection, and
- (ii) Meet one of the following combinations of education and/or experience:
 - 1. Active certification by the American Board of Health Physics or master's or higher degree in a creditable area of education, or
 - 2. Bachelor's degree in a creditable area of education and one full year of relevant experience, or
 - 3. Associate's degree in a creditable area of education and three full years of relevant experience, or

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4. Current registration by the National Registry of Radiation Protection Technologists, or
 5. Five full years of relevant experience.
- (b) An “early career” full member class may be established for those who meet the appropriate qualifications and are subject to reduced membership fees for a period of three years.
- (c) In exceptional cases, the Membership Committee may nominate individuals who do not meet the above requirements for full membership. Exceptional cases may include, but are not limited to, individuals with many years of experience in a related field, good peer recognition but without a degree in a creditable area; individuals working in another field of science that becomes relevant to radiological protection; and government or private industry leaders who direct the activities of those involved in radiological protection.

(2) Rights and Privileges

- (a) Full members shall have the right to:
- (i) Hold elective office in the Society,
 - (ii) Cast one vote on each issue on which the membership votes,
 - (iii) Serve on any Committee of the Society,
 - (iv) Receive official publications of the Society,
 - (v) Use the Society mailing list upon payment of service charges, and
 - (vi) Be a member of a Section.

ii) FELLOW MEMBER

(1) Membership Qualifications

- (a) Fellow membership is an awarded class of membership established to honor senior members of the Society who have made significant administrative, educational, and/or scientific contributions to the profession of health physics.

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(b) Past Society Presidents shall automatically be reclassified as fellow members at the time they leave the office of President.

(2) Rights and Privileges

Fellow members shall have the same rights and privileges as full members.

iii) EMERITUS/EMERITUS FELLOW MEMBER

(1) Membership Qualifications

(a) Applicants for emeritus/emergitus fellow member shall meet the following requirements:

(i) Reached the age of 60 or retired because of permanent disability,

(ii) Retired from active employment in radiation protection, and

(iii) Held full membership in the Society at least ten (10) years prior to applying for emeritus membership or held fellow membership in the Society prior to applying for emeritus fellow membership.

(2) Rights and Privileges

Emeritus/emergitus fellow members shall have the same rights and privileges as full members. Emeritus and emeritus fellow members and their guest receive a 50 percent discount on meetings of the Society. This discount does not apply to items for which full member registrants must pay a separate fee.

iv) LIFE/LIFE FELLOW MEMBER

(1) Membership Qualifications:

The Board awards life membership to those persons distinguished on the basis of service to the Society or contributions to the field of radiation protection. If life membership is awarded to a fellow member of the Society, that person shall be designated as a life fellow member.

(2) Rights and Privileges

Life/life fellow members shall have the same rights and privileges as emeritus/emergitus fellow members.

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b) NONVOTING MEMBERS

i) ASSOCIATE MEMBER

(1) Membership Qualifications

- (a) Any individual with sufficient interest in radiation protection to apply for membership and pay dues is eligible for associate membership.
- (b) An “early career” associate member class may be established for those who meet the appropriate qualifications and are subject to reduced membership fees for a period of three years.

(2) Rights and Privileges

- (a) Associate members shall have the right to:
 - (i) Serve on any Committees of the Society not otherwise prohibited by the RULES of the Society,
 - (ii) Participate in other functions of the Society, but may not vote or hold elective office,
 - (iii) Receive official publications of the Society and use the Society mailing list upon payment of service charges,
 - (iv) Use the Society mailing lists upon payment of service charges, and
 - (v) Be a member of a Section

ii) EMERITUS ASSOCIATE MEMBER

(1) Membership Qualifications

- (a) Applicants for emeritus associate member shall meet the following requirements:
 - (i) Reached the age of 60 or retired because of permanent disability,
 - (ii) Retired from active employment, and
 - (iii) Held associate membership in the Society at least ten (10) years prior to applying for emeritus associate membership.

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(2) Rights and Privileges

Emeritus associate members shall have the same rights and privileges as associate members.

iii) SECTION MEMBER

(1) Membership Qualifications

An individual who has an interest in a Section and meets the requirements of the Section's Charter.

(2) Rights and Privileges

(a) Section members shall:

- (i) Have rights and privileges as determined by the Section,
- (ii) Receive all publications and services accorded to a member of the Section,
- (iii) Have the right to serve on Committees of the Society not otherwise prohibited by the RULES of the Society and participate in other functions of the Society, but may not vote or hold elective office in the Society unless the Section member also satisfies the requirements of a voting member as identified in III a).

iv) AFFILIATE MEMBER

(1) Membership Qualifications

- (a) This membership class refers to organizations whose interests in the general field of radiation protection are such as to warrant a formal working relationship with the Society.
- (b) Affiliate members shall pay dues once per calendar year.

(2) Rights and Privileges

- (a) Membership in this class shall not include the right to vote or to hold elective office.
- (b) Affiliate members shall receive the following benefits:

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- (i) Monthly Journal, Health Physics,
- (ii) Monthly Online Health Physics Society Newsletter,
- (iii) Opportunity to send an email blast to HPS membership from HPS Headquarters,
 - 1. Subject to payment of an additional service charge per email and approval of the HPS business office.
 - 2. Restricted to one Affiliate email blast per month, not available the month of the HPS meeting.
 - 3. If two requests are received the first one will be accepted, then the second will be sent the next month.
- (iv) Special listings in the Journal and on the HPS website,
- (v) Link on the HPS Affiliates Page,
- (vi) Listing in the HPS Buyer's Guide, and
- (vii) Booth space at the HPS Annual Meeting at a lower rate than for non-member exhibitors.

v) STUDENT MEMBER

(1) Membership Qualifications

Applicants for student member shall be engaged in full-time study in a creditable area of education at the time of application.

(2) Rights and Privileges

(a) Student members shall have the right to:

- (i) Exercise all the rights and privileges of an associate member, and
- (ii) Continue in this membership class after graduation for a period of one year, during which time application for a change of status to another membership class shall be made.

IV. PROCEDURES

None.

RULE 3.2 - APPLICATION FOR MEMBERSHIP

I. PURPOSE

To specify the requirements regarding membership application.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) APPLICATION FORM

Application for full, associate, section, and student membership shall be made on an application form available from the Executive Director. A member of any of these categories may apply for membership in a different category using the approved application form. Application for emeritus, emeritus fellow, and emeritus associate membership shall be made by letter request to the Executive Director. Electronic forms may be substituted for paper application forms.

b) STUDENT APPLICANTS

Applicants for student membership shall provide their area of education, anticipated graduation year, and attestation that they are eligible for student membership each year when paying dues. Attestation may include:

- (i) A transcript showing current enrollment (unofficial transcripts are acceptable),
- (ii) Contact Information (e.g., academic email address) for a professor that can confirm the student's status, or
- (iii) Other information deemed acceptable by the Membership Committee.

IV. PROCEDURES

a) APPLICANTS

i) Applicants shall:

- (1) Obtain membership applications from the Executive Director or access electronic application forms made available by the Executive Director.
- (2) Complete the form. Electronic approvals may be substituted for any written signatures required.

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- (3) Submit the completed form, dues, and any required supportive information to the Executive Director. Submit electronic information according to instructions provided with the electronic application or by the Executive Director.

b) EXECUTIVE DIRECTOR

i) The Executive Director shall:

- (1) For other than full and student applicants, notify applicants of receipt of their application and their acceptance into the Society according to [Rule 3.3](#). If Section applicants require review by the Section prior to acceptance, they shall be notified of receipt of their application only.
- (2) Forward full and student applications to the Membership Committee and section applications to the Section, if required. Notify the Membership Committee and Section of electronic applications ready for review.

RULE 3.3 - ADMISSIONS TO MEMBERSHIP

I. PURPOSE

To specify the requirements regarding admission to membership.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) FULL

Full Member applicants shall be admitted to full membership upon approval by the Membership Committee that an applicant meets the requirements set out in [Rule 3.1](#). Full applicants shall be immediately admitted to associate membership while their applications are being processed.

b) EMERITUS/EMERITUS FELLOW

Full and fellow members shall be automatically reclassified as emeritus or emeritus fellow, respectively, when the required information and payment of dues are provided to the Executive Director.

c) LIFE/LIFE FELLOW

Life members are designated by the Awards Committee and approved by the Board.

d) FELLOW

The Awards Committee designates fellow members. In addition, Past Presidents of the Society shall automatically be reclassified as fellow members at the time they leave the office of President.

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e) ASSOCIATE

Applicants to this class of membership shall be admitted immediately upon payment of dues and receipt of a properly completed application by the Executive Director.

f) EMERITUS ASSOCIATE

Associate members shall be automatically reclassified as emeritus associate when the required information and payment of dues is provided to the Executive Director.

g) SECTION

Section applicants shall be subject to the Section membership requirements established by the Section Charter.

h) AFFILIATE

Affiliate applicants shall be accepted or rejected by the Executive Director pursuant to guidance provided by the Executive Committee.

i) STUDENT

Student applicants shall be admitted to membership upon approval by the Membership Committee after verification of student status and confirmation that applicant meets the requirements set out in Rule 3.1.

IV. PROCEDURES

a) FULL AND STUDENT MEMBERSHIP REVIEW

i) The Executive Director shall:

(1) Forward full and student applications to two members of the Membership Committee (one of which may be the Chair) for review or notify two Membership Committee members that applications are ready for electronic review, and

(2) Notify full and student applicants, upon receipt of their application and payment of membership dues, of their acceptance as an associate member while their application is being processed. Payment of dues does not apply to first year student applicants.

ii) Full and student applicants shall be accepted for full membership, as applicable, upon:

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- (1) Concurrence of the two reviewing members that the applicant meets the requirements in [Rule 3.1](#), or
 - (2) A decision by the Chair, in cases where the reviewing members do not agree or where the Chair is one of the two reviewing members, that the applicant meets the requirements in [Rule 3.1](#), or
 - (3) Either or both of the reviewing members (other than the Chair) may recommend the “exceptional case” clause of [Rule 3.1](#) be applied (for full member applicants only). In such cases, the decision shall be made by the entire Membership Committee. A majority vote by the full Committee prevails.
- iii) If full or student membership is awarded, the application shall be processed in accordance with sub-section ACCEPTANCE FOR MEMBERSHIP below.
 - iv) If full or student membership is not awarded, the application shall be processed in accordance with sub-section REJECTION FOR MEMBERSHIP below.
- b) ACCEPTANCE FOR FULL AND STUDENT MEMBERSHIP
- i) For full or student applicants, the Executive Director shall notify individuals of their membership status (e.g., associate member while application is being processed and full member when awarded).
 - ii) For section applicants whose application is required to be reviewed by the Section, the Executive Director shall:
 - (1) Notify them upon receipt of their application while their application is being processed.
 - (2) Notify them upon their acceptance as a Section member.
 - iii) At the frequency set by the *Health Physics* News Editor, the Executive Director shall provide names of new members and their membership classification for publication.
- c) REJECTION FOR MEMBERSHIP
- i) If the applicant is rejected for full or student membership, the applicant will automatically be accepted for continued associate membership without further application. The Executive Director shall notify the individual of the rejected application and the acceptance as an associate member. The applicant can later apply for a change of membership status to full membership.

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- ii) Applicants with incomplete or improper application for any class of membership or failure to submit dues for membership with the application will not be awarded membership. The Executive Director shall notify the applicant of the reason for such rejection of membership. Upon submission of missing information or dues payment, the application will be reconsidered for membership.

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RULE 3.5 - TERMINATION AND REINSTATEMENT OF MEMBERSHIP

I. PURPOSE

To specify the requirements for termination and reinstatement of membership.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) DELINQUENT DUES

Membership in the Society ceases if a full, associate, emeritus, section, or student member fails to meet the dues requirements by 1 March of the calendar year in which dues become payable. The deadline for affiliate members is 1 June.

b) MEMBERSHIP TERMINATION

- i) The terminated member's name shall be removed from the active mailing list and subscriptions to publications of the Society that arise by virtue of membership class shall be canceled.
- ii) The Executive Director shall notify the terminated members of their status and provide them with a reinstatement form.

c) REINSTATEMENT

- i) Returning the reinstatement form, along with payment of dues in arrears plus a reinstatement fee, to the Executive Director during the calendar year in which the delinquency occurs may reinstate a delinquent member. The reinstatement fee shall be determined by the Finance Committee.
- ii) All privileges are restored to reinstated members except that the Society shall not provide them with copies of publications of the Society that failed to reach them because of their delinquency.

IV. PROCEDURES

None.

SECTION 4 - ELECTIONS AND VOTING

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RULE 4.0 - ELECTIONS AND VOTING

I. PURPOSE

To specify requirements and procedures for elections and voting within the Society as required by the BYLAWS Article VI, Section 4.

II. DEFINITIONS

None.

III. SPECIFICATIONS

All Rules regarding elections and voting shall be contained within Rule 4.

IV. PROCEDURES

None.

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RULE 4.1 - BALLOT

I. PURPOSE

To specify the requirements and procedures for preparing ballots for membership polls.

II. DEFINITIONS

LETTER BALLOT. A ballot delivered to voting members of the Society by USPS, commercial courier, or by electronic mail (e-mail).

ELECTRONIC BALLOT. A ballot accessed via an electronic communication device, except electronic mail, such as a website capable of recording the vote of a member.

III. SPECIFICATIONS

a) GENERAL PROVISIONS

- i) The ballots cast by the members shall be secret.
- ii) Polling shall be closed on the forty-fifth (45th) day following the mailing of the last ballot to the membership.

b) PREPARATION OF BALLOTS FOR ELECTIVE OFFICE

- i) Provision shall be made for write-in votes for each position listed on the ballot.
- ii) When more than one candidate appears on the ballot for a given position, multiple ballot versions shall be prepared for distribution to the membership to mix the order that each candidate's name appears on the ballot. For electronic ballots, the list of candidates is randomly ordered with each access to the ballot. For letter ballots, two different versions are used that differ in their ordering of the candidates' names.
- iii) Items sent out in the ballot package shall include the ballot, instructions for completing and submitting the ballot, and biographical sketches of the candidates. Letter ballots delivered by the U.S. Postal Service or by a commercial courier shall also include an envelope labeled "BALLOT" addressed to HPS Headquarters.
- iv) The Secretary of the Society shall either prepare the items to be sent out in the ballot package or shall arrange for their preparation and provide them to the

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Executive Director within forty (40) days following receipt of the nominee list from the Nominating Committee.

c) MEMBERSHIP RESOLUTIONS AND BYLAWS AMENDMENTS

- i) Matters of the Society requiring a vote of the membership shall be presented as a letter or electronic ballot to each voting member in the form of a Bylaw amendment or resolution ballot following formulation of the question.
- ii) Items sent out in the ballot package shall include the ballot, instructions for completing and submitting the ballot, and an explanation of the issue(s) on the ballot. Letter ballots delivered by the U.S. Postal Service or by a commercial courier shall also include an envelope labeled "BALLOT" addressed to HPS Headquarters.
- iii) All pertinent propositions for and against a Bylaw amendment or resolution submitted for membership approval shall be presented to the membership in such a manner as to enable a member to weigh the decision carefully (See BYLAWS Article VII, Section 10).
- iv) For votes on BYLAWS amendments, the membership shall be provided with:
 - (1) The current wording of the Bylaw,
 - (2) The proposed rewording which constitutes the amendment, or
 - (3) The addition or deletion to the BYLAWS that constitutes the amendment.
- v) The Secretary of the Society shall either prepare the items to be sent out in the ballot package or shall arrange for their preparation and provide them to the Executive Director within forty (40) days following their proposal as provided for in the BYLAWS or RULES of the Society.

IV. PROCEDURES

a) BALLOT PREPARATION

- i) The Executive Director shall reproduce the ballot materials and mail or make available electronically a ballot package to each voting member of the Society within twenty (20) days of receipt of the materials.

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- ii) The Executive Director shall maintain for a period of three (3) years an alphabetical listing of all voting members of the Society to be used in ascertaining the validity of ballots cast.

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RULE 4.2 - TALLYING AND CERTIFYING VOTES OF THE MEMBERSHIP

I. PURPOSE

To specify the requirements and procedures to be used in counting and certifying the results of membership polls as required by the BYLAWS Article VI, Section 4.

II. DEFINITIONS

BALLOT ENVELOPE. The envelope labeled with the word "Ballot" for return to the Executive Director of the Society. This envelope has the member's name and/or membership number for validation of the ballot.

III. SPECIFICATIONS

a) CONFIDENTIALITY

All results of the balloting are considered preliminary and confidential (except as noted below) until the balloting has been certified.

IV. PROCEDURES

a) TALLYING AND CERTIFYING VOTES OF THE MEMBERSHIP

i) The Executive Director shall:

- (1) Select one or more disinterested person(s) (non-Society members) to serve as election clerk(s).
- (2) Be responsible for certifying the actions of the election clerk(s) in the performance of their duties and for maintaining a record of all tally proceedings, results, notes relative to voided ballots, and other irregularities.

ii) The election clerk(s) shall:

- (1) Periodically, as letter ballots are received, validate the ballot by entering, via the secure mechanism established, the ballot information into the secure electronic voting system for the name or membership number indicated on the ballot envelope. Ballots that are invalid will be set aside and not counted.
- (2) Preserve all validated ballot envelopes.
- (3) Set aside and not count all returned letter ballots postmarked after the date set for the closing of the ballot.

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- (4) Tally the votes as validated by the secure electronic voting system.
- (5) Break any tie votes by a coin toss.
- (6) Affix their signatures and/or digital equivalent of signatures to the tally sheets, giving witness to the recorded results.

iii) The Executive Director shall then:

- (1) Certify the results of the ballot as a true and accurate record.
- (2) Provide to the Secretary of the Society the outcome of the vote.
- (3) Retain as records of the Society the ballots, ballot envelopes, tally sheets (for paper and electronic ballots), and any invalid ballots for a period of three (3) years.

b) NOTIFICATION OF RESULTS

- i) After certification, the Secretary of the Society shall promptly provide the outcome of the vote to the Board.
- ii) The Secretary of the Society shall promptly notify all candidates of the results of the election and solicit the attendance of the successful candidate(s) at the next meeting of the Board. Numerical results shall be withheld unless specifically requested by the candidate, in which case only the numerical results for the contest in which the requesting candidate participated shall be provided.

c) PUBLICATION OF ELECTION RESULTS

After certification, the President of the Society shall then promptly inform the membership of the results of the poll or election in *Health Physics News*.

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SECTION 5 - OFFICERS

HEALTH PHYSICS SOCIETY RULES

RULE 5.0 - OFFICERS OF THE SOCIETY

I. PURPOSE

To describe the function, eligibility, selection, term of office, responsibilities, and duties of the officers of the Society.

II. DEFINITIONS

None.

III. SPECIFICATIONS

- a) The officers of the SOCIETY are the (i) President, (ii) President-elect, (iii) Secretary, (iv) Secretary-elect, (v) Treasurer, (vi) Treasurer-elect, and (vii) Executive Director.
- b) All Rules regarding the officers of the Society shall be contained in Rule 5.

IV. PROCEDURES

None.

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RULE 5.1 - PRESIDENT

I. PURPOSE

To specify the function, eligibility, selection, term of office, and responsibilities of the President of the Society.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) FUNCTION

The President serves as the principal administrative officer of the Society.

b) SELECTION AND TERM OF OFFICE

The President-elect, after serving a one-year term, automatically becomes the President for a two-year term, beginning at the close of the Annual Meeting at which installation as President occurs. The President serves until a successor takes office.

c) ELIGIBILITY

The President must be a voting member of the Society.

d) RESPONSIBILITIES

i) The President is responsible for:

- (1) Presiding over all meetings of the Society's Board and Executive Committee,
- (2) Coordinating all activities of the Society,
- (3) Keeping abreast of developments in the field of radiation protection and guiding the Society in formulating constructive activities,
- (4) Representing the Society on policies approved by the Board through verbal and written statements to other technical organizations or societies, regulatory agencies, the public media, etc.,

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- (5) Appointing, with approval of the Board, members of Committees, the Editors in Chief of the Society's publications, and other persons assigned to administrative posts. The Board shall be provided with the names of an appropriate number of nominees for each appointment that requires approval (See BYLAWS Article VII, Section 3 and [Rule 7.1](#)),
- (6) Designating such other persons as deemed necessary to serve on the Advisory Panel during the President's term of office,
- (7) Directing how, when, and to whom impartial scientific and technical statements prepared by the Scientific and Public Issues Committee are communicated (See [Rule 7.1.24](#)),
- (8) Making interim appointments to Committees, and
- (9) Convening an Ad Hoc Committee to address Society strategic planning as requested by the Board.
- (10) Chairing the Awards Committee. An additional four members are nominated by the President and approved by the Board. The President may also choose to nominate one of the members to chair the committee.
- (11) Serving as a member of the Scientific and Public Issues Committee. Additionally, the immediate Past-President serves as the chair of the committee unless otherwise designated by the Board, and Past-Presidents are preferentially appointed as members of the committee so service may continue beyond this if desired.

e) VACANCIES

If the President temporarily cannot complete their duties during a term due to unforeseen circumstances such as health or other personal issues and there is no President-elect in office, the Board by a two-thirds majority may assign the President's responsibilities to a member of the Board or other volunteer until the President is able to resume duties.

f) RESTRICTIONS ON INTERIM APPOINTMENTS BY THE PRESIDENT

- i) The President may appoint members of the Society to participate on Committees that are being formed by other organizations without obtaining the approval of the Board or Executive Committee if:

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- (1) The President determines that it is in the best interest of the Society to make a timely response in effecting such appointments.
 - (2) The President considers it to be impractical to:
 - (a) Distribute a letter ballot to the members of the Board, or
 - (b) Wait for a meeting of the Board or Executive Committee.
 - (3) The President has reason to believe that either the Board or Executive Committee would approve the appointment if fully convened for that purpose.
 - (4) The appointment is to fill a post not heretofore considered by the Board.
- ii) The President shall assure that persons accepting such appointments are familiar with the appropriate provisions of the BYLAWS Article VII.
 - iii) Appointments shall be for the duration of the assignment.

IV. PROCEDURES

None.

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RULE 5.2 - PRESIDENT-ELECT

I. PURPOSE

To specify the function, eligibility, selection, term of office, and responsibilities of the President-elect of the Society.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) FUNCTION

The President-elect assists the President in administering the affairs of the Society and is delegated responsibilities by the President and by the Board.

b) SELECTION AND TERM OF OFFICE

The President-elect is elected by the voting members of the Society and serves for a one-year term, beginning at the close of the Annual Meeting at which installation occurs. The incumbent then advances to the office of President.

c) ELIGIBILITY

The President-elect must be a voting member of the Society.

d) RESPONSIBILITIES

i) The President-elect is responsible for:

- (1) Assuming the duties of the President in the President's absence,
- (2) Becoming familiar with the administrative responsibilities of the presidency so as to be proficient in these matters upon assuming the presidency,
- (3) Presiding over the Chapter Council,
- (4) Visiting Chapters to become more familiar with the Society,
- (5) Reporting to the Board, at the Annual Meeting, the status (active or inactive) of each Chapter of the Society,

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- (6) During those alternate years when there is no President-Elect, Society Officers, Board advisors, Committee members or other individuals are encouraged to visit Chapters to promote the Society, discuss problems, encourage membership, and otherwise advance the goals of the Chapter and Society,
- (7) Representing, along with the President, the Society on policies approved by the Board through verbal and written statements to other technical organizations, societies, regulatory agencies, the public media, etc., and
- (8) Annually soliciting and receiving through the Executive Director proposed Action Plans and associated budgets from the officers, Committee Chairs, and Section Presidents functioning under the auspices of the Society for the coming fiscal year.

IV. PROCEDURES

When arranging for visits with the Chapters, the President-elect shall inform each Chapter that it is customary for the Chapter to pay the cost of local transportation, lodging, and meals during the visit of the President-elect.

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RULE 5.3 - SECRETARY

I. PURPOSE

To specify the function, eligibility, selection, term of office, and responsibilities of the Secretary of the Society.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) FUNCTION

The Secretary serves as a member of the Board and maintains the official records of the Society.

b) SELECTION AND TERM OF OFFICE

The Secretary-elect, after serving a one-year term, automatically becomes the Secretary for two years and serves until a successor takes office.

c) ELIGIBILITY

The Secretary must be a voting member of the Society.

d) RESPONSIBILITIES

i) The Secretary is responsible for:

- (1) Ensuring that an accurate record of proceedings of all meetings of the Society, the Board, and the Executive Committee are made and distributed,
- (2) Coordinating communications between the Board, the Executive Committee, and the membership,
- (3) Obtaining assistance from the Executive Director as authorized by the Board,
- (4) Providing to HPS Headquarters copies of all correspondence and records generated by the Secretary,
- (5) Preparing all ballots and associated information used in the polling of the membership (See [Rule 4.1](#)), and

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- (6) Reporting the results of all membership polls (See [Rule 4.2](#)).
- ii) Should the Secretary elect to use a person to transcribe, record, and prepare the minutes for the Society, all of the following shall apply:
 - (1) The Executive Director shall select the individual who will be the recorder,
 - (2) The recorder shall be a voting member of the Society or an employee of the Executive Director's staff, and
 - (3) The Secretary shall be the final approval and signatory authority on all products prepared by the recorder.

e) VACANCIES

If the Secretary temporarily cannot complete their duties during a term due to unforeseen circumstances such as health or other personal issues, the President may delegate that officer's responsibilities to other members of the Board or other volunteers until the officer is able to resume duties. A volunteer appointed to this temporary position is not a voting member of the Board.

IV. PROCEDURES

None.

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RULE 5.4 - TREASURER

I. PURPOSE

To specify the function, eligibility, selection, term of office, and responsibilities of the Treasurer of the Society.

II. DEFINITION

None.

III. SPECIFICATIONS

a) FUNCTION

- i) The Treasurer provides a proper accounting to the Board of all moneys and properties of the Society.
- ii) The Treasurer serves as a member of the Board and chairs the Finance Committee.

b) SELECTION AND TERM OF OFFICE

The Treasurer-elect, after serving a one-year term, becomes the Society Treasurer for two years and serves until a successor takes office.

c) ELIGIBILITY

The Treasurer must be a voting member of the Society.

d) RESPONSIBILITIES

- i) The Treasurer is responsible for:
 - (1) Submitting reports on the finances of the Society to the Board.
 - (2) Assuring that the accounts are externally evaluated by a professional accounting firm contracted by the Executive Director and approved by the Finance Committee.
 - (3) Submitting to the Board the results of the formal evaluation of the Society's accounts.

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- (4) Submitting an annual report on the financial status of the Society to the membership at the Annual Business Meeting and submitting for publication in *Health Physics News* an annual Treasurer's report to the membership.
- (5) Transmitting to the incoming Treasurer the responsibility for overseeing all funds and properties of the Society under his or her control.
- (6) Receiving and reviewing requests for expenditure of Society funds.
- (7) Presenting the proposed annual budget of the Society to the Board for approval.
- (8) Notifying Committee Chairs of their Committee budgets, as approved by the Board at the Annual Meeting of the Society.
- (9) Presenting fiscal policy recommendations to the Board for long-term financial planning, fund investments, balancing the budget, increasing reserves, and financial controls.
- (10) Reporting the recommendations of the Finance Committee on revenue-generating activities that may be conducted to increase Society reserves or to strengthen the financial position of the Society.
- (11) Reviewing quarterly financial reports provided by the Executive Director.
- (12) Providing the Executive Director with copies of all correspondence and records generated.
- (13) In accord with the RULES of the Society, approving or rejecting, depending on amount, or submitting to the Finance Committee or to the Board, requests for changes to the approved budget of the Society.
- (14) Approving requests for transfer of budgeted amounts from one budget line item to another within an approved budget.
- (15) Advising Chapters and Sections on financial procedures for hosting a major meeting or regional symposium of the Society.
- (16) With assistance from the Executive Director, authorizing payment of expenses toward any budget item previously approved by the Board.
- (17) Approving investment of bequests to the Society.

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e) VACANCIES

If the Treasurer temporarily cannot complete their duties during a term due to unforeseen circumstances such as health or other personal issues, the President may delegate that officer's responsibilities to other members of the Board or other volunteers until the officer is able to resume duties. A volunteer appointed to this temporary position is not a voting member of the Board.

f) BONDING

Individual bonding of the Treasurer is not required.

IV. PROCEDURES

None.

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RULE 5.5 - EXECUTIVE DIRECTOR

I. PURPOSE

To specify the function, eligibility, selection, term of office, and responsibilities of the Executive Director of the Society.

II. DEFINITION

As used in these Rules, the title *Executive Director* includes all responsibilities assigned to that position by contract with the Society, both individual, as the Society's Executive Director, and institutional, as the Executive Director organization. The term HPS Headquarters is synonymous with Executive Director.

III. SPECIFICATIONS

a) FUNCTION

The Executive Director carries out the day-to-day business functions of the Society. These functions shall be as delegated by the other officers and, as authorized by the Board, according to the terms of a written contract.

b) SELECTION AND TERM OF OFFICE

The Executive Director is appointed by the Board by a written contract that is reviewed annually. Either party upon two years written notice may terminate the contract.

c) ELIGIBILITY

The Executive Director does not have to be a member of the Society.

d) AUTHORITY

The Executive Director is authorized to approve individual unbudgeted expenditures of up to \$500 to be reimbursed from the Discretionary Fund.

e) RESPONSIBILITIES

i) The Executive Director is responsible for:

- (1) Maintaining such records as may be necessary for orderly conduct of the affairs of the Society,

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- (2) Coordinating the payment of the Society's debts previously approved by the Board,
- (3) Coordinating communications with the membership, particularly regarding the notices, ballots, *Health Physics News*, and *Health Physics*,
- (4) Maintaining the official membership mailing list,
- (5) Notifying members of changes in their membership status (acceptance of new or reinstated members, delinquency, etc.),
- (6) Maintaining a current master copy of Society RULES,
- (7) Performing long-range planning for the selection of appropriate locations and dates for holding Annual and Midyear Meetings of the Society,
- (8) Advising Chapters of the needs and expectations of the Society with respect to Annual and Midyear Meetings,
- (9) Recommending to the Board locations, facilities, and dates for Annual and Midyear Meetings and such other meetings as may be proposed; providing sufficient information to justify the selection,
- (10) Soliciting from Chapters a willingness to host Annual and Midyear Meetings of the Society,
- (11) Maintaining and updating the Society's guidelines to Local Arrangements Committees for hosting meetings of the Society,
- (12) Soliciting and coordinating facility requirements with the Program Committee and all other pertinent Committees and Sections,
- (13) Reviewing all contracts which may obligate the Society financially or legally,
- (14) Assisting the Finance Committee regarding financial contributions,
- (15) Serving as signatory of Society bank accounts, certificates of deposit, and other legal records of Society assets.
- (16) Facilitating liaison and collaborative activities with other scientific and professional organizations in support of the President or individual appointed as Society Liaison, and

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- (17) Other duties as may be specified in the contract or by separate agreement within the general areas of administrative management, financial management, membership services, liaison services, and arrangements for conferences and expositions.

f) OPTIONAL SERVICES

- i) Certain optional services not required under the Society's contract with the Executive Director may be provided to Sections and Chapters. However, since added costs may be incurred, provisions for such optional services must be negotiated with the Executive Director. The Society Treasurer shall be notified of all agreements for such optional services. These optional services include, but are not limited to:

- (1) Assistance with incorporation and IRS filings,
- (2) Maintenance of membership records and dues collection for current Society members,
- (3) Assistance with financial records and reports,
- (4) Assistance with contract negotiations which may obligate the Section or Chapter financially or legally, and
- (5) Assistance with multiorganizational meetings and expositions.

IV. PROCEDURES

None.

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RULE 5.6 - TREASURER-ELECT

I. PURPOSE

To specify the function, eligibility, selection, term of office, and responsibilities of the Treasurer-elect of the Society.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) FUNCTION

- i) The Treasurer-elect assists the Society Treasurer in performance of the Treasurer duties.
- ii) The Treasurer-elect serves as a member of the Board and the Finance Committee.

b) SELECTION AND TERM OF OFFICE

The Treasurer-elect is elected by the voting members of the Society and serves for a one-year term, beginning in odd numbered years at the close of the Annual Meeting at which installation occurs. At the end of the one-year term, the Treasurer-elect advances to the office of Treasurer.

c) ELIGIBILITY

The Treasurer-elect must be a voting member of the Society.

d) RESPONSIBILITIES

The Treasurer-elect is responsible for learning the responsibilities of the Treasurer position by assisting the Treasurer and serving as a member of the Board and the Finance Committee.

IV. PROCEDURES

None.

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RULE 5.7 - SECRETARY-ELECT

I. PURPOSE

To specify the function, eligibility, selection, term of office, and responsibilities of the Secretary-elect of the Society.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) FUNCTION

- i) The Secretary-elect assists the Society Secretary in performance of the secretarial duties.
- ii) The Secretary-elect serves as a member of the Board.

b) SELECTION AND TERM OF OFFICE

The Secretary-elect is elected by the voting members of the Society and serves for a one-year term, beginning in even numbered years at the close of the Annual Meeting at which installation occurs. At the end of the one-year term, the Secretary-elect advances to the office of Secretary.

c) ELIGIBILITY

The Secretary-elect must be a voting member of the Society.

d) RESPONSIBILITIES

The Secretary-elect is responsible for learning the responsibilities of the Secretary position by assisting the Secretary and serving as a member of the Board.

IV. PROCEDURES

None.

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SECTION 6 - GOVERNING BODIES

HEALTH PHYSICS SOCIETY RULES

RULE 6.0 - GOVERNING BODIES

I. PURPOSE

To specify the requirements and procedures for governing bodies of the Society.

II. DEFINITIONS

None.

III. SPECIFICATIONS

All Rules regarding Society governing bodies shall be contained within Rule 6.0.

IV. PROCEDURES

None.

RULE 6.1 - BOARD OF DIRECTORS

I. PURPOSE

To specify the function, composition, eligibility, term of office and election, and responsibilities of the directors.

II. DEFINITIONS

OFFICIAL POSITIONS. These are the positions that the Society takes on a topic on matters related to radiation safety. Positions are concise declarations regarding an issue relevant to radiation safety. Any member of the Society may prepare a position for consideration by the Board.

III. SPECIFICATIONS

a) FUNCTION

The Board serves as the governing body of the Society.

b) COMPOSITION

The Board consists of six elected directors, the President, the President-elect, the Treasurer, the Secretary, the Treasurer-elect or Secretary-elect (in alternate years). During the transition from nine to six directors (2017 Bylaws revision), the number of directors will decrease by one each year due to completion of terms and the election of two new directors until a steady-state value of six elected directors is achieved. If a director leaves the Board for other than completion of term, replacement by the Board is optional and the process of reduction in number of directors will be accelerated.

c) ELIGIBILITY

Directors must be voting members of the Society. Directors may not hold paid positions in the Society during their term as Director.

d) TERM OF OFFICE AND ELECTION

Each director serves a term of three years starting at the close of the Annual Meeting at which installation occurs.

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e) NOMINATION AND ELECTION

The Nominating Committee shall select at least four nominees each year for the openings on the Board. Two directors shall be elected each year from the slate of nominees by the voting members of the Society based on the candidates receiving the largest number of votes.

f) RESPONSIBILITIES

The Board is responsible for:

- i) Establishing and exercising control over all funds, properties, activities, and policies of the Society in accordance with the ARTICLES OF INCORPORATION, BYLAWS, and RULES of the Society,
- ii) Establishing (by a two-thirds vote of the Board members present, including the President) the official positions of the Society on matters related to radiation safety,
- iii) Reaffirming (by a two-thirds vote of the Board members present, including the President) the official positions of the Society on matters related to radiation safety whenever moved and seconded by the Board,
- iv) Holding at least two regular meetings each year, one of which shall be held during the Annual Meeting of the Society,
- v) Reviewing, and acting on, all appointments of the President to Committee membership, Editors in Chief of Society publications, and other persons assigned to administrative posts,
- vi) Certifying polls of the membership,
- vii) Authorizing the adoption or amendment of Society RULES,
- viii) Authorizing the formation of Sections and Chapters,
- ix) Considering items requiring action between Society meetings by letter or electronic ballot,
- x) Terminating the tenure of appointment of a Committee Chair, Committee Member, or persons assigned to an administrative office for just cause after due process,

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- xi) Making recommendations relative to policies involving Society publications,
 - xii) Evaluating the effectiveness of the various publications of the Society as related to the needs of the membership,
 - xiii) Conducting or directing searches for candidates for Director of Special Publications, Director of the Government Relations Program, and Editors in Chief of Society publications and making recommendations of qualified candidates to the President,
 - xiv) Removing any Board member for just cause after due process,
 - xv) Filling vacancies on the Board should they occur in accordance with the BYLAWS Article VI, Section 6,
 - xvi) If a director temporarily cannot complete his/her duties during a term due to unforeseen circumstances such as health or other personal issues, the President may delegate that Director's responsibilities to other members of the Board or other volunteers until the director is able to resume duties. A volunteer to this temporary position is not a voting member of the Board, and
 - xvii) Helping the Society achieve its Strategic Plan Goals including, but not limited to, supporting Committees, Chapters, and sections as assigned by the President.
- g) AUTHORITY

The Board may exercise its authority over all Committee actions with the following exceptions that are not subject to Board approval:

- i) List of nominees prepared by the Nominating Committee.
- ii) Decisions reached by the Rules Committee regarding interpretations of the BYLAWS and RULES.
- iii) Recommendations of the Awards Committee, except those dealing with memorialization (See [Rules 13.2](#) and [13.3](#)) or Life Membership (See [Rule 3.3](#)).
- iv) Decisions reached by the Standards Committee regarding the development of consensus scientific and technical standards.

IV. PROCEDURES

None.

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RULE 6.2 - MEETINGS OF THE BOARD

I. PURPOSE

To specify the requirements and protocol regarding meetings of the Board.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) NOTIFICATION

The Board meets at the call of the President or at the direction of the Executive Committee. Each member of the Board, the Advisory Panel members, and any other person who has been designated to attend meetings of the Board shall be notified at least two weeks in advance of such meetings as to the time, place, and purpose of the meeting.

b) AGENDA

The Chair of the Board shall prepare an agenda for each meeting and shall provide a copy of the agenda to each Board member and Advisory Panel member who may be present. The agenda should be distributed to the Board members at least one week before the meeting. Insofar as possible, items on the agenda should be handled in order of importance.

c) PARLIAMENTARY RULE

Robert's Rules of Order shall be the guide at all meetings for any parliamentary procedure not provided for in the BYLAWS and RULES of the Society.

d) QUORUM

A majority of the Board members, including the presiding officer holding office, shall constitute a quorum. Decisions may be reached by a majority vote of Board members present except when otherwise provided for in the BYLAWS or RULES of the Society.

e) ACTIONS AND VOTING

i) Only Board members may make motions for Board action, though members of the Advisory Panel may suggest the motion.

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- ii) Only Board members may vote on matters requiring Board action. In any poll or vote, unless otherwise specifically provided for in other parts of the BYLAWS, the presiding officer shall have no vote except when there is a tie, in which case the presiding officer shall break the tie by casting the deciding vote either yea or nay.
 - iii) The presiding officer may submit items requiring Board action between Society meetings by letter ballot or by electronic mail (email) ballot. A majority vote is required for letter and email ballots before action may be taken by the presiding officer, and the action shall be subject to review by the Board at its next meeting.
- f) MINUTES

The Secretary shall keep an accurate record of the attendees, discussions, and actions taken by the Board. Actions resulting from letter or email ballots shall be documented in the minutes of the first Board meeting following the letter or email ballot.

IV. PROCEDURES

None.

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RULE 6.3 - EXECUTIVE COMMITTEE

I. PURPOSE

To specify the function, tenure, composition, and authority of the Executive Committee and the procedures associated with its functioning.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) FUNCTION

The Executive Committee provides for the expeditious handling of routine administrative affairs of the Society between Board meetings.

b) APPOINTMENT AND TERM OF OFFICE

The Executive Committee is appointed by the Board at the “new” Board meeting of the Annual Meeting of the Society and serves until the Society’s Business Meeting at the next Annual Meeting of the Society.

c) COMPOSITION

The Executive Committee, if designated by resolution adopted each year by a majority of the Board, consists of the Officers of the Society.

d) AUTHORITY

This Committee acts for the Board; however, this delegation shall not relieve any Board member of any responsibility imposed by law. The Committee may take any actions that the Board may take except that the Committee may not:

- i) Adopt or amend Society RULES,
- ii) Fill vacancies on the Board, nor
- iii) Enter into financial obligations in excess of those covered by the annual budget.

IV. PROCEDURES

None

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RULE 6.4 - MEETINGS OF THE EXECUTIVE COMMITTEE

I. PURPOSE

To specify the requirements and protocol for meetings of the Executive Committee.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) NOTIFICATION

The Committee meets at the call of the President or by direction of the Board.

b) PROTOCOL

Society RULES applicable to Board meetings also apply to Executive Committee meetings.

c) MINUTES

Secretarial minutes shall be generated for all Executive Committee meetings at which formal actions are taken and shall be distributed to all Board members.

d) ALTERNATES

Executive Committee members may designate any member of the Board not already a member of the Committee to serve as their alternates at any meeting of the Committee.

IV. PROCEDURES

None.

SECTION 7 - COMMITTEES, TASK FORCES, AND ADVISORY BODIES

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COMMITTEES AND ADVISORY BODIES – ALPHABETICAL LISTING

	RULE
Academic Education Committee	7.1.15
Advisory Panel	7.4
Awards Committee	7.1.5
Chapter Council	7.3
Continuing Education Programs Committee	7.1.39
Finance Committee	7.1.7
Government Relations Committee	7.1.26
History Committee	7.1.9
International Collaboration Committee	7.1.29
Intersociety Relations Committee	7.1.34
Local Arrangements Committee	7.1.13
Membership Committee	7.1.16
Mentorship Committee	7.1.38
Nominating Committee	7.1.17
Professional and Ethical Conduct Committee	7.1.40
Program Committee	7.1.20
Public Information Committee	7.1.21
Rules Committee	7.1.23
Scientific and Public Issues Committee	7.1.24
Science Support Committee	7.1.30
Section Council	7.7
Society Support Committee	7.1.32
Standards Committee	7.1.25
Student Support Committee	7.1.35
Title Protection Committee	7.1.37

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RULE 7.0 - COMMITTEES, TASK FORCES, AND ADVISORY BODIES

I. PURPOSE

To establish the requirements for Committees, Task Forces, and Advisory Bodies of the Society.

II. DEFINITIONS

PERMANENT COMMITTEE. A Committee consisting of Society members with assigned responsibilities that require it to exist on a continuing basis. Permanent Committees are also referred to as Standing Committees.

SUBCOMMITTEE. A Committee formed to assist a Permanent Committee in its assigned responsibilities but focused on a specific Committee topic or area. Subcommittees are created by a Permanent Committee with the collaboration of the responsible Director.

AD HOC COMMITTEE. A temporary Committee consisting of Society members and/or nonmembers created by the Board of Directors to perform a task with a specific, limited objective not normally falling within the jurisdiction of a permanent Committee. All actions of Ad Hoc Committees are subject to the approval of the Board. Ad Hoc Committees are dissolved after the completion of the task or achievement of the objective.

TASK FORCE. A temporary Committee created for a fixed time to perform a task with a specific, limited objective falling within the jurisdiction of the Board or Committee. The task must be well defined and limited in scope and duration. All actions of a Task Force are subject to the approval of the Board or Committee responsible for its formation. A Task Force may be created by the Board of Directors or a Permanent Committee as deemed necessary by the originating organization.

ADVISORY PANEL. An advisory body to the Board.

CHAPTER COUNCIL. An advisory body to the Board composed of representatives from affiliated Chapters.

SECTION COUNCIL. An advisory body to the Board composed of representatives from Sections in the Society.

GOVERNMENT RELATIONS PROGRAM. A coordinated interface between the Society and governmental entities.

EX-OFFICIO COMMITTEE MEMBER. A person who is automatically entitled to a position on a committee or in a program by virtue of holding a certain office in the organization.

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For example: The Treasurer could be an Ex-Officio “by virtue of office” member of a Task Group whose task involved budgeted resources. An ex-officio position on a committee should be identified as such by the governing body at its formation. Ex-Officio members may or may not have voting rights. Such rights should be defined at formation.

III. SPECIFICATIONS

- a) SCOPE: Permanent Committees, Advisory Bodies and other entities have dedicated Rules. Specifications and Procedures for those are found in the appropriate Rule, as follows:
 - i) Permanent Committees, their Subcommittees and Task Forces - Rule 7.1,
 - ii) Chapter Council - Rule 7.3,
 - iii) Advisory Panel - Rule 7.4,
 - iv) Government Relations Program - Rule 7.5, and
 - v) Section Council - Rule 7.7.
- b) AD HOC COMMITTEE
 - i) **Size:** As needed to fulfill its assignment.
 - ii) Selection and appointment:
 - (1) Chair and Members are appointed by President and approved by a simple majority of the Board. Service beyond the tenure of the current President and Board requires new appointment and approval but is permitted, as necessary.
 - iii) Responsibilities:
 - (1) Assigned by the Board at the time of formation.
 - (2) Should not fall within the jurisdiction of a Permanent Committee.
 - (3) Chair:
 - (a) Submit periodic reports, as requested, and final report to the President before the Annual Meeting, or sooner, if objective is completed.

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- (b) Reports should be thorough, include relevant research and findings, and respond specifically to the objectives identified at committee formation.
 - (c) Reports should include items such as: committee activities, findings, conclusions and recommendations.
- (4) Members: Report directly to the Chair. Document findings, as needed.
- iv) Term: Until the close of the next Annual Meeting unless committee completes its work and submits a final report to the President before that time. Committee may be extended past the Annual Meeting with approval of the President and Board in office at that time. The Board may disband an Ad Hoc Committee at any time.
- v) Ex-Officio Members: Appointed by and with voting privileges assigned by the Board at time of formation.
- c) TASK FORCE (Under Board of Directors)
 - i) Application: for Task Force set up by the Board and not falling within the jurisdiction of a Permanent Committee and less limited in scope than an Ad Hoc Committee.
 - ii) Size: as needed to fulfill its assignment.
 - iii) Selection and appointment:
 - (1) Chair and Members:
 - (a) If individual is on the Board, both Chair and members are appointed by the President
 - (b) If individual is not on the Board, Chair and members are nominated by the President and approved by the Board.
 - iv) Responsibilities:
 - (1) Assigned by the Board at the time of formation.
 - (2) Task must be well defined, of fixed scope, and fixed duration.
 - (3) Task should not fall within the jurisdiction of a Permanent Committee.

HEALTH PHYSICS SOCIETY RULES

(4) Chair:

- (a) Submit periodic reports, as requested, and final report to the President before the Annual Meeting, or sooner if task is completed before that time.
- (b) Reports should be thorough, include relevant research and findings, and respond specifically to the task definition and scope.
- (c) Reports should include items such as: Task Force activities, findings, conclusions and recommendations.

(5) Members: Report directly to the Chair. Document findings, as needed.

- v) Term: Until the end of the next Annual Meeting or sooner, depending on scope of task and as specified at formation. A Task Force may be extended beyond the Annual Meeting with the approval of the President and Board in office at that time.
- vi) Ex-Officio Members: Appointed by and with voting privileges assigned by the Board at time of formation.

IV. PROCEDURES

None.

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RULE 7.1 - PERMANENT COMMITTEES

I. PURPOSE

To specify the general requirements for Permanent (standing) Committees of the Society. Requirements specific to a Permanent Committee are further detailed in their Rule. (See Rule 7.1.XX series).

II. DEFINITIONS

PERMANENT COMMITTEE. A Committee consisting of Society members with assigned responsibilities that require it to exist on a continuing basis. Permanent Committees are also referred to as Standing Committees.

SUBCOMMITTEE. A Committee formed to assist a Permanent Committee in its assigned responsibilities but focused on a specific Committee topic or area. Subcommittees are created by a Permanent Committee with the collaboration of the responsible Director.

TASK FORCE. A temporary Committee created for a fixed time to perform a task with a specific, limited objective falling within the jurisdiction of the Permanent Committee. The task must be well defined and limited in scope and duration. All actions of a Task Force are subject to the approval of the parent Committee responsible for its formation. A Task Force may be created as deemed necessary by the parent Committee.

EX-OFFICIO COMMITTEE MEMBER. A person who is automatically entitled to a position on a committee or in a program by virtue of holding a certain office in the organization. Permanent Committees do not have Ex-Officio Members unless specified in their Rule in the 7.1.XX series.

III. SPECIFICATIONS

a) COMMITTEE AUTHORIZATION

The Board authorizes Permanent Committees. Several Permanent Committees are required by the Society Bylaws (Art. VII, Section 2). Specifications for required Permanent Committees also reside in Bylaws Article VII. Authorization of a new permanent Committee requires a change in the RULES of the Society (See [Rule 1.2](#)).

b) COMMITTEE SIZE

The membership of each permanent Committee is specified in that Committee's Rule (approved by the Board). Normally, Permanent Committee size is at least 5 members and may change depending on workload under the Committee's jurisdiction.

HEALTH PHYSICS SOCIETY RULES

c) COMMITTEE AUTHORITY

A Committee's authority is delegated by the Board through the responsible Director. The Committee's actions are subject to approval by the Board unless directed to the contrary.

d) SELECTION AND APPOINTMENT

- i) Chair: Nominated by the President-Elect or by the President when the office of President-Elect is vacant. Nominations are normally made with input from the exiting Committee Chair. (See Rule 5.1)
- ii) Members: Nominated by the President- Elect or by the President when the office of President-Elect is vacant. Nominations may be made with input from the exiting Committee Chair. (See Rule 5.1)
- iii) Appointment: Nominations are approved (individual appointed) by the Board, except in the event of an unexpected Committee vacancy not caused by involuntary removal. In such cases, the President may fill a vacated position on a Permanent Committee without prior Board approval. The Board shall be notified within ten (10) calendar days of such an appointment with a description of the underlying rationale for the appointment and the appointed individual's name. See Terms and Conditions of Appointment for details on involuntary removal. (See Rule 5.1)
- iv) Timing of Selection and Appointment: Newly appointed individuals are nominated and approved by the President and Board that will be in office during the year in which the appointments will become effective. The President-elect may convene the members of the Board to be in office during his or her administration as President, in advance of taking office, for the purpose of discussing and approving selections and appointments. (See Rules 5.1 and 5.2)
- v) Eligibility: Except as otherwise provided in the Bylaws or by another Rule, any individual member of the Society in any class of membership shall be eligible to serve on a Permanent Committee. Current Board members, except as allowed specifically by another Rule, shall not be appointed to a Permanent Committee.
- vi) Terms and Conditions of Appointment:
 - (1) Committee Chairs are appointed for one-year terms and may succeed themselves.

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- (2) Committee members are appointed for three-year terms and may succeed themselves.
- (3) A member may be appointed to Chair a Committee on which they serve and later return to member status and vice versa upon the recommendation of the President and approval of the Board.
- (4) Appointments are effective at the close of the Annual Meeting in which the individual is appointed.
- (5) The Board may terminate the tenure of appointment to Committee Chair or Committee member for just cause. Such just cause will be determined by the Board and may include failure to implement Committee responsibilities, improper conduct in accordance with Society policy, or actions considered by the Board to constitute just cause for termination of appointment. Appointments made by the President and approved by the Board to fill a vacancy created by involuntary termination shall be for no more the duration of the terminated Committee member's tenure but may be for a shorter duration.
- (6) Appointments shall be arranged such that the terms of office of approximately one-third of the membership of of a Permanent Committee expire each year.
- (7) Appointments made to fill unexpired terms or when the size of the Committee is being changed may be for one- or two-year terms.
- (8) Committee members elected to the Board shall resign their Committee membership, effective the date of installation as a Director or Officer of the Society, except as otherwise provided by the Rules of the Society.

e) SUBCOMMITTEES

- i) Subcommittees may be formed by any Permanent Committee to assist in its assigned responsibilities with a focus on a specific Committee topic or area.
- ii) The size of such a subcommittee should be three or more but is a function of workload and determined by the Committee Chair.
- iii) Chairs of subcommittees must be members of the parent Committee and appointed by that Committee Chair.

HEALTH PHYSICS SOCIETY RULES

- iv) Members of subcommittees are appointed by the parent Committee Chair, are normally members of the parent Committee, but may include members of the Society in any membership class.
 - v) Subcommittees may be formed to provide experience for Society members interested in future service to the Society or for other reasons related to the profession of radiation protection and the Society's goals.
 - vi) Subcommittee members may only participate and vote in the parent Committee if appointed by the Board. They may observe parent Committee meetings with the approval of the parent Committee Chair. They may otherwise participate as members of the Subcommittee under the oversight of the Subcommittee Chair.
 - vii) Subcommittees serve until the close of the next Annual Meeting but may be reappointed by the parent Committee Chair.
- f) TASK FORCE (Under Permanent Committee)
- i) Size: as needed to fulfill its assignment.
 - ii) Selection and appointment:
 - (1) Task Force Chair: Must be member of the parent Committee.
 - (2) Task Force Members: Generally, members of the parent Committee but may include other Society members in any membership class.
 - (3) Task Force Chair and Members appointed by Chair of parent Committee.
 - iii) Responsibilities:
 - (1) Assigned by the parent Committee Chair at the time of formation.
 - (2) Task must be well defined, of fixed scope, and fixed duration.
 - iv) Term: Until the end of the next Annual Meeting or sooner, depending on scope of task and as specified at formation. A Task Force may be extended beyond the Annual Meeting with the approval of the parent Committee Chair.
- g) COMMITTEE MEETINGS

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- i) During the Annual Meeting of the Society, a time shall be designated, and place provided for meetings of each permanent Committee. The time and place of these meetings shall be included in the Annual Meeting agenda.
 - ii) Newly appointed members who are to serve on such Committees during the ensuing year may attend these meetings as observers. When a Committee has concluded its business for the current year, the Chair-elect shall hold an organizational meeting to discuss Committee activities for the ensuing year.
- h) COMMITTEE REPORTS
- i) The Committee Chair shall prepare an annual and semiannual report to the Board. Such reports shall be submitted through the responsible Director to the President and the Board least thirty (30) days prior to the Annual meeting (and Mid-Year meeting, if held),
 - ii) The responsible Director shall ensure a copy is provided to the President and the Executive Director,
 - iii) Additional reporting requirements may be specified in the Permanent Committee's individual Rule. (Rule 7.1.XX series),
 - iv) The recommended format for Committee reports is:
 - (1) Report Title Page, including:
 - (a) The title of the report,
 - (b) The date of preparation,
 - (c) The name of the Committee,
 - (d) The name of the Committee Chair,
 - (e) The committee's responsible Director's name,
 - (f) The author(s) of the report, and
 - (g) An abstract of the report,
 - (2) Body of the Report, including:
 - (a) A brief summary of the Committee's activities since the last Board meeting and how these activities supported the Committee's Action Plan,
 - (b) Proposed revisions to the Committee's Action Plan,
 - (c) Recommendations for Board action,
 - (d) Background information (if the Committee is asking the Board for a decision on an important item), and
 - (e) A draft motion statement for the responsible Director's review,

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- v) Official reports of Committees, except for the Local Arrangements Committee, shall have the approval of a majority of the Committee. Where significant disagreement exists, a minority report should be appended to the majority report.
- vi) Each Committee Chair shall consolidate the past and current annual Committee reports. Copies of these reports shall be made available to the new Chair of each respective Committee.
- i) **STANDARD OPERATING PROCEDURES**
 - i) Standard operating procedures (SOPs) provide guidance to standing Committees of the Society with regard to Committee responsibilities, procedures, and authority.
 - ii) SOPs are prepared by each Committee, reviewed by the Rules Committee, and approved by the President. SOPs are contained in Appendix B to the RULES.
 - iii) SOPs should be reviewed by each Committee at least once each year to ensure that they accurately and adequately reflect the Committee's purpose and function. Revisions should be reviewed by the Rules Committee and approved by the President.

IV. PROCEDURES

None.

HEALTH PHYSICS SOCIETY RULES

RULE 7.1.5 - AWARDS COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Awards Committee.

To promote the health physics profession, the Awards Committee will recognize and reward health physics achievements.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Awards Committee is composed of the President and four individuals nominated by the President and approved by the Board. The Chair of the Awards Committee shall be the President, or any member of that committee nominated by the President and approved by the Board.

b) RESPONSIBILITIES

The Awards Committee is responsible for:

- i) Selecting recipients of awards established by the Board in accordance with the criteria developed by the Committee and approved by the Board (See [Rule 13](#)),
- ii) Selecting the Society nominee for the IRPA Rolf M. Sievert Award (See [Rule 13.6](#)),
- iii) Soliciting nominations for, nominating, and selecting recipients of the G. William Morgan and Robert S. Landauer, Sr., awards (see [Rule 13.13](#) and [13.14](#), respectively),
- iv) Soliciting nominations for, nominating, and selecting recipients of the Dade Moeller Lectureship award. See [Rule 13.16](#).
- v) Recommending a Sigma Xi Lecturer when requested to do so by the Society of Sigma Xi,
- vi) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,

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- vii) Submitting semiannual reports as requested by the Board through the Executive Director, and
 - viii) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.
- c) **RESTRICTIONS**
Unless otherwise provided for in the RULES, members of the Awards Committee shall not:
- i) Nominate any individual for a Society award,
 - ii) Endorse any nomination for a Society award, or
 - iii) Submit supporting materials for any nomination for a Society award.

IV. PROCEDURES

Standard Operating Procedure is provided in Appendix B.

HEALTH PHYSICS SOCIETY RULES

RULE 7.1.7 - FINANCE COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Finance Committee.

To help promote the health physics profession, the Finance Committee will strengthen the financial health of the Society.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Finance Committee is composed of three members of the Board, one of whom shall be the Treasurer of the Society who shall serve as Chair. Upon installation, the Treasurer-elect shall be one of the Board members serving on the Committee. Board members serving on the Committee, other than Treasurer and Treasurer-elect, shall be selected by the President, subject to approval of the Board.

b) RESPONSIBILITIES

i) The Finance Committee is responsible for:

- (1) Advising the Board semiannually on the financial affairs of the Society and recommending appropriate action,
- (2) Making recommendations to the Board regarding sources of income, such as the amounts of membership dues and *Health Physics* subscription rates to be assessed,
- (3) Annually receiving, through the Executive Director, and reviewing proposed action plans and budget requests from the officers and committees for the coming fiscal year,
- (4) Communicate section balances and financial activity to section leadership,
- (5) Preparing annually a budget listing all expected sources of revenue and details of recommended expenditures,

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- (6) Giving authorization, before any expenditure is assessed against the Society funds, for expenditures greater than \$500, but \$1,500 or less (these are expenditures in excess of an approved budget or for any unbudgeted items),
- (7) Providing recommendations to the Board for any proposed expenditures in excess of \$1,500, not previously contained in the approved budget,
- (8) Reviewing and approving, prior to submittal to the Board, all proposed contracts between the Society and other organizations,
- (9) Reviewing and approving, prior to submittal to the Board, all proposed financial contributions to the Society,
- (10) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,
- (11) Submitting semiannual reports as requested by the Board through the Executive Director,
- (12) Submitting annual action plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director, and
- (13) Developing, reviewing, and maintaining fiscal policy for long-term financial planning, fund investments, balancing the budget, increasing reserves, and financial controls.

IV. PROCEDURES

None.

HEALTH PHYSICS SOCIETY RULES

RULE 7.1.9 - HISTORY COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the History Committee

To help promote the health physics profession, the History Committee will preserve the history of the health physics profession and the Society.

To foster the identification, preservation, and organization of materials pertinent to recording the history of the Society and the health physics profession, to record current Society activities for historical purposes, and to identify and assemble historical collections including documents, photographs, instruments, and accessories of importance to the development of health physics and radiation protection.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The History Committee is composed of the Society Historian, Archival Liaison, Instruments Collections Manager, Photographer(s), eight other members chosen for their interest and experience in the historical development of the Society and the field of radiation protection, and Historians Emeritus. One or more photographers may also be appointed to serve the Society as nonvoting ex-officio members of the History Committee. The Instruments Collections Manager will serve as a nonvoting, ex-officio member of the Committee.

b) RESPONSIBILITIES

The History Committee is responsible for:

- i) Gathering and cataloging documents and other materials pertinent to the history of the Society and the field of radiation protection and measurements,
- ii) Encouraging the donation and collection of historical documents and instruments having significant importance to the Society-sponsored collections,
- iii) Coordinating its activities with the Society's historian and photographers,
- iv) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,

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- v) Submitting semiannual reports as requested by the Board through the Executive Director, and
- vi) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

IV. PROCEDURES

a) HISTORIAN

The Society historian is nominated by the History Committee and appointed by the President with approval by the Board, with the historian abstaining from the nomination procedure. The historian serves a term of three years but may be reappointed to more than one term of service. The historian serves as a member of but does not necessarily Chair the History Committee.

b) HISTORIAN EMERITUS

After completing one or more terms, a Society Historian may be nominated by the History Committee and appointed by the President to become an Historian Emeritus. One or more persons may be named Historian Emeritus. The Historian Emeritus is an honorary position of indefinite term, with no specific duties. However, an Historian Emeritus may serve as a resource to the History Committee.

c) PHOTOGRAPHER(S)

One or more members of the Society with expertise in photography and interest in the history of the Society may be appointed by the Board as photographers for a term of three years. Photographers serve as ex-officio members of and advisors to the History Committee. Photographers may be reappointed to more than one term of service.

d) REPOSITORIES

The archive records repository for the Society is the Archive Center for Radiation Science at the main library of the University of Tennessee in Knoxville, Tennessee. The official repository for radiation measuring and related instruments of historic significance is Oak Ridge Associated Universities museum in Oak Ridge, Tennessee. The History Committee will advise and collaborate with these institutions with regard to the assembly, preservation, and management of the Society's collections.

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e) ARCHIVAL LIAISON

The Society Archival Liaison is nominated by the History Committee and appointed by the President with approval by the Board. The Archival Liaison serves a term of three years but may be reappointed to more than one term of service. The Archival Liaison serves as a member of the History Committee. The duties of the Archival Liaison are to supervise, help maintain, add new material, and contribute to the general health of the Society's Archival Collection at the University of Tennessee.

f) INSTRUMENT COLLECTIONS MANAGER

The Instrument Collections Manager is nominated by the History Committee and appointed by the President with the approval of the Board. The Instrument Collections Manager serves as a member of the History Committee. The duties of the Instrument Collections Manager are to supervise, help maintain, and add new material to the Society-sponsored historical instrumentation collection maintained by Oak Ridge Associated Universities Foundation. The Instrument Collections Manager is also responsible for tracking other collections of radiological instrumentation and related artifacts.

RULE 7.1.13 - LOCAL ARRANGEMENTS COMMITTEE

I. PURPOSE

To specify the size, composition, terms, and conditions of appointment and responsibilities for the Local Arrangements Committee.

To provide enhanced scientific and professional development, the Local Arrangements Committee will support the conduct of Society meetings.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

- i) The Local Arrangements Committee is composed of five or more members and is appointed for each Annual Meeting of the Society.
- ii) Several Local Arrangements Committees may exist at the same time, each designated by the location of the Annual Meeting for which it is responsible.

b) TERMS AND CONDITIONS OF APPOINTMENT

- i) The Board approves only the Chair for each Local Arrangements Committee after the location for an Annual Meeting is decided.
- ii) These appointments shall be made at least two years before the date of the Annual Meeting.
- iii) Additions or changes to the membership may be made at any time during the life of the Committee.
- iv) The life of the Committee and the appointment terms of its members extend from the time of appointment until the affairs of the Annual Meeting for which the Committee is responsible are concluded.

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c) RESPONSIBILITIES

- i) The Local Arrangements Committee is responsible for:
 - (1) Being aware of the needs of the Society, the Program Committee, the exhibitors, etc.,
 - (2) Being aware of its responsibilities for the conduct of the Annual Meeting,
 - (3) Representing, along with the Executive Director, the Society in the contractual arrangements necessary for the orderly functioning of the Annual Meeting (See [Rule 14](#)),
 - (4) Appointing a Committee member to the Annual and Midyear Meeting Task Forces,
 - (5) Serving as the official host to the attendees of the Annual Meeting, and
 - (6) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan.

IV. PROCEDURES

None.

RULE 7.1.14 - STRATEGIC PLANNING COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Strategic Planning Committee.

To help the Health Physics Society deliver on its Mission and grow toward its Vision, the Strategic Planning Committee will support the HPS Board, committees, and members throughout the strategic planning and execution process.

II. DEFINITIONS

None

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Strategic Planning Committee is composed of three (3) to nine (9) members nominated by the President-elect, or President if the office of President-elect is vacant, and approved by the Board. Board members are eligible to serve on the committee.

The chair of the Strategic Planning Committee is nominated by the President-elect, or President if the office of President-elect is vacant, and approved by the Board and serves as the Strategic Planning Advisor to the Board.

b) RESPONSIBILITIES

i) The Strategic Planning Committee is responsible for:

- (1) Facilitating the development, review, and approval of the Strategic Plan by the Board,
- (2) Facilitating the development of Annual Priority tasks used to implement the Strategic Plan,
- (3) Tracking Annual Priority task and Core Service progress,
- (4) Developing and maintaining tools for strategic planning,

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- (5) Developing, maintaining, and providing training on the Strategic Plan and use of the implementing tools, and
- (6) Communicating the Strategic Plan and proposed changes to the Strategic Plan to Society members.

IV. PROCEDURES

See Standard Operating Procedure in Appendix B.

Note from Rules Committee:

The original Strategic Planning Committee was approved in February 1986. It was eliminated and the original rule deleted in June 2006. The committee was reactivated in March 2025 with complete revision of the Strategic Planning Committee rule.

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RULE 7.1.15 - ACADEMIC EDUCATION COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Academic Education Committee.

To promote the health physics profession, the Academic Education Committee will encourage students to pursue health physics careers.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Academic Education Committee is composed of nine members representing a diverse cross section of the membership of the Society, no less than two of whom shall be directors or faculty members in health physics academic programs.

b) RESPONSIBILITIES

- i) The Academic Education Committee works to assure that the quality and numbers of people entering the health physics profession meet projected demand. This includes:
 - (1) Convening the academic program directors and helping them identify and solve problems which adversely affect health physics workforce supply,
 - (2) Acting as a source of information for prospective students,
 - (3) Administering the Society's fellowship program and student travel grant programs,
 - (4) Soliciting nominations for and selecting recipient of the Dade Moeller Scholarship award. See [Rule 13.15](#).
 - (5) Administering the Society's student branch program, which involves requesting and receiving their annual reports, awarding the Society's Student Branch Award, and convening an annual student branch council meeting,

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- (6) Examining projections of supply and demand for entering health physics professionals,
- (7) Establishing and revising as necessary degree program guidelines for use by existing or proposed academic programs,
- (8) Developing and maintaining contacts with education and accreditation groups of related societies,
- (9) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,
- (10) Submitting semiannual reports as requested by the Board through the Executive Director, and
- (11) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

IV. PROCEDURES

See Standard Operating Procedure in Appendix B.

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RULE 7.1.16 - MEMBERSHIP COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Membership Committee.

To promote the health physics profession, the Membership Committee will recruit and retain Society members.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Membership Committee is composed of nine voting members of the Society. The President in appointing Committee Members and the Board in approving such appointments shall keep in mind the desirability of geographical diversity among Committee Members.

b) RESPONSIBILITIES

i) The Membership Committee is responsible for:

- (1) Carrying out its duties in admitting new members as specified in [Rule 3.0](#),
- (2) Collecting, summarizing, and reporting information on the composition of the Society's membership and on the population of radiation protection professionals who are not members of the Society, and on related matters,
- (3) Identifying and implementing membership-recruitment opportunities consistent with the RULES of the Society and the objectives of the Board,
- (4) Assisting the Mentorship Committee in making mentoring services available to the membership to facilitate new member growth and retention,
- (5) Attempting to identify trends in the above information and recommending to the Board actions to increase the Society's membership,
- (6) In carrying out the above, paying special attention to women, ethnic minorities, and disadvantaged persons in order to strengthen the Society's diversity of membership,

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- (7) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,
- (8) Submitting semiannual reports as requested by the Board through the Executive Director, and
- (9) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

IV. PROCEDURES

See Standard Operating Procedure in Appendix B.

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RULE 7.1.17 - NOMINATING COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Nominating Committee.

To promote the health physics profession, the Nominating Committee will identify future Society leaders.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Nominating Committee is composed of nine members who represent the geographical areas and technical interests of the Society. No officer or director shall be a member of the Nominating Committee.

b) RESPONSIBILITIES

- i) The Nominating Committee acts according to the provisions of the BYLAWS Articles VI and VII governing the nominating procedure.
 - (1) When selecting nominees for officers and directors, consider the geographic balance on the Board of Directors and representation from various industrial, governmental, professional, and scientific interests.
 - (2) Committee decisions regarding nominations are reached by a majority of the total membership of the Committee.
 - (3) Two nominees will be selected for each position to be filled.
 - (4) The Committee will confirm that each selected nominee is eligible to serve the position for which he or she is selected.
 - (5) The Committee will confirm that each selected nominee is willing to serve if elected.
 - (6) The Committee will submit a report to the Board of Directors listing the names of selected nominees at least eight months before the elected nominees take office.
 - (7) Upon request of the President or President-elect, the Committee will assist in the selection of individuals to appointed positions.

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- ii) In addition, the Nominating Committee is responsible for:
 - (1) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,
 - (2) Submitting semiannual reports as requested by the Board through the Executive Director, and
 - (3) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

c) RESTRICTIONS

No current member of the Nominating Committee may be a nominee for an elective office of the Society.

IV. PROCEDURES

See Standard Operating Procedure in Appendix B.

RULE 7.1.20 - PROGRAM COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Program Committee.

To provide enhanced scientific and professional development, the Program Committee will conduct high-quality technical programs at Society meetings

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

- i) The Program Committee is composed of up to sixteen (16) members who represent various professional and technical interests of the members of the Society.
- ii) Task Forces
 - (1) A Task Force shall be established for each Midyear Meeting and Annual Meeting of the Society. See [Rule 7.0](#).
 - (2) If a Local Arrangements Committee (LAC) is formed, a member of that LAC shall be a member of the meeting Task Force in accordance with [Rule 7.1.13](#).

b) RESPONSIBILITIES

- i) The Program Committee is responsible for:
 - (1) Recommending the topic of the Midyear Meeting to the Board for approval,
 - (2) Developing and managing the technical program of the Midyear and Annual Meetings,
 - (3) Assisting the President in the development of the Annual Meeting's introductory plenary session,
 - (4) Accepting or rejecting submitted abstracts,
 - (5) Establishing acceptable presentation media and format,

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- (6) Reviewing and accepting or rejecting presentation visuals based on prescribed time and quality requirements,
 - (7) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,
 - (8) Submitting semiannual reports as requested by the Board through the Executive Director,
 - (9) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director, and
 - (10) Obtaining the Midyear plenary session speakers, subject to the approval of the President.
- ii) If there is no Local Arrangements Committee (LAC), the Program Committee will perform all the responsibilities of the LAC as described in [Rule 7.1.13](#), including promotion of the meetings.

IV. PROCEDURES

See Standard Operating Procedure in Appendix B.

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RULE 7.1.21 - PUBLIC INFORMATION COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Public Information Committee.

To ensure the Society's role as the source of expertise in radiation safety, the Public Information Committee will provide reliable and useful information about radiation safety to the media and the general public.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

- i) The Public Information Committee is composed of nine members. In addition to the nine members, the Outreach Editor is an Ex Officio member of the Committee.
- ii) The Committee may designate Subcommittees as needed.

b) RESPONSIBILITIES

- i) The Public Information Committee does not speak officially for the Society.
- ii) The Public Information Committee is responsible for:
 - (1) Informing the public on radiation safety issues,
 - (2) Communicating with news media personnel on radiation safety issues,
 - (3) Gathering, organizing, and presenting information within the Society's objectives as stated in the BYLAWS Article II, Section 1,
 - (4) Responding to requests of the President, and others, for presentation of this information to laypersons and to other scientific and technical organizations,
 - (5) Facilitating dissemination of accurate and unbiased information with regard to ionizing radiation by preparing educational materials and other activities as suggested and/or approved by the Board of Directors,

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- (6) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,
- (7) Submitting semiannual reports as requested by the Board through the Executive Director, and
- (8) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

IV. PROCEDURES

See Standard Operating Procedure in Appendix B.

HEALTH PHYSICS SOCIETY RULES

RULE 7.1.23 - RULES COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Rules Committee.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Rules Committee is composed of three members; each must be a voting member of the Society. The Chair serves as Parliamentarian of the Society and is a member of the Advisory Panel to the Board. No officer or member of the Board may serve on the Rules Committee.

b) RESPONSIBILITIES

- i) The Rules Committee functions according to the BYLAWS Article VII, Section 5. This Committee submits to the Executive Director all approved revisions to the RULES within 30 days of their revision.
- ii) The Rules Committee is responsible for:
 - (1) Interpreting the provisions of the ARTICLES OF INCORPORATION, the BYLAWS, and the RULES of the Society when requested, in writing, by a member of the Board or by a petition bearing the signatures and/or digital equivalent of signatures of at least 10 percent of the voting members of the Society,
 - (2) Assisting the Board in reviewing and drafting changes to the BYLAWS and RULES,
 - (3) Reviewing to assess conformance to the BYLAWS and RULES of the Society, the charters of Chapters, and subsequent amendments to Chapter Bylaws,
 - (4) Reviewing standing operating procedures (SOPs) of Society Committees to assess conformance with the BYLAWS and RULES,
 - (5) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,

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- (6) Submitting semiannual reports as requested by the Board through the Executive Director, and
- (7) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

iii) The Committee Chair shall:

- (1) Attend all open meetings of the Board, as Parliamentarian,
- (2) Maintain expertise in the provisions of Robert's Rules of Order, the BYLAWS, and RULES of the Society, and
- (3) Provide advisory interpretations of the BYLAWS and RULES when requested by the presiding officer during Board meetings.

iv) Further, the Rules Committee Chair shall recommend changes to the RULES derived from Board policy.

c) QUORUM

At least two members of the Rules Committee shall establish a quorum for Committee meetings.

IV. PROCEDURES

a) INTERPRETATIONS

- i) Upon receipt of a written request for an interpretation, the Committee shall render a decision within sixty (60) days. The Chair shall maintain a written record or all interpretations rendered by the Committee.
- ii) See Standard Operating Procedure in Appendix B.

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RULE 7.1.24 - SCIENTIFIC AND PUBLIC ISSUES COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Scientific and Public Issues Committee.

To ensure the Society's role as the source of expertise in radiation safety, the Scientific and Public Issues Committee will provide credible, unbiased position statements and policy guidance.

To promote collegial relationships between the Society and other professional organizations, the Scientific and Public Issues Committee will communicate the positions of the Society on radiation safety issues with other organizations and the scientific community.

II. DEFINITIONS

OFFICIAL PUBLIC DOCUMENTS. These are documents on subjects germane to radiation safety that represent the consensus of the Membership. Typically, these documents are intended for broad circulation outside of the Society. Examples include Position Statements and Fact Sheets.

OFFICIAL POSITIONS. See [Rule 6.1](#).

POSITION STATEMENTS. Position statements are available to the public, but are primarily intended as tools for communication on topics of interest to Congress and the media. Position statements are written to explain the official positions of the Society. Position statements are created or reviewed and edited by the Scientific and Public Issues Committee as specified in this rule.

FACT SHEETS. Fact sheets are generated by the Public Information Committee based on membership input and are used to provide an overview of radiation safety-related information to members of the general public. Fact sheets are reviewed by the Scientific and Public Issues Committee but do not require Board approval.

The definition of OFFICIAL PUBLIC DOCUMENTS is applicable only to this rule.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Scientific and Public Issues Committee is composed of five members: The President, the President-elect when in office, and three or four additional members

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approved by the Board. Past-Presidents are preferentially appointed as members of the Scientific and Public Issues Committee. The immediate Past-President shall serve as Chair, unless otherwise designated by the Board.

b) RESPONSIBILITIES

- i) The Scientific and Public Issues Committee and the President shall carry out the duty of spokesperson for the Society (under the BYLAWS Article VII, Section 9) as follows:
 - (1) Reviewing and approving official public documents as defined in this Rule,
 - (2) Supporting the Government Relations Committee and Public Information Committee in establishing the Society as the source of expertise in radiation safety,
 - (3) Preparing impartial scientific and technical statements as it deems necessary,
 - (4) Communicating such statements by means, in addition to publication in *Health Physics News*, as directed by the President,
 - (5) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,
 - (6) Submitting semiannual reports as requested by the Board through the Executive Director, and
 - (7) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

IV. PROCEDURES

- a) A quorum shall be at least four (4) members, and at least four (4) affirmative votes are necessary to approve any document or paper released as an official public document of the Society.
- b) Members of subcommittees or task forces for development of position statements or supporting documents by or for the Scientific and Public Issues Committee who are not members of the Society must be approved by the Board.
- c) Position statements shall only exist if there is an official position currently approved by the Board in accordance with [Rule 6.1](#).

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- d) Drafts of position statements and supporting documents under development by or for the Scientific and Public Issues Committee, its subcommittees, or its task forces will require a written notification to all individuals involved in the development of the document that the information in the draft will be treated as confidential and not shared with others who are not on the Scientific and Public Issues Committee, its subcommittees, or its task forces.
- e) All draft position statements and supporting documents under development by or for the Scientific and Public Issues Committee shall be marked "DRAFT – NOT FOR DISTRIBUTION."
- f) Drafts of position statements and supporting documents under development by or for the Scientific and Public Issues Committee, its subcommittees, or its task forces and for which input or peer review is being solicited from nonmembers of the Society who also are not members of a Scientific and Public Issues Committee subcommittee or task force shall be transmitted to the Board for information purposes and with a request for comments a minimum of forty-eight (48) hours prior to transmittal to the non-HPS member.
- g) Drafts of position statements and supporting documents under development by or for the Scientific and Public Issues Committee, its subcommittees, or its task forces should be transmitted to the appropriate HPS Section(s) with a request for comments a minimum of thirty (30) days prior to approval by the Scientific and Public Issues Committee. The Scientific and Public Issues Committee shall indicate to the Board and the reviewing HPS Section(s) how each Section comment was addressed. The Chair of the Scientific and Public Issues Committee shall decide which HPS Section(s) are appropriate to send draft position statements and supporting documents.
- h) Drafts of position statements and supporting documents under development by or for the Scientific and Public Issues Committee, its subcommittees, or its task forces shall be transmitted to the Board for information purposes and with a request for comments a minimum of forty-eight (48) hours prior to approval by the Scientific and Public Issues Committee. The Scientific and Public Issues Committee shall indicate to the Board how each Board comment was addressed.
- i) Final versions of position statements shall be transmitted to the Board a minimum of forty-eight (48) hours prior to release and then communicated in full or in summary form to Society members by publication in *Health Physics News* and on the Society website.

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- j) Minor, nonsubstantive changes (e.g., correction of typographical or grammatical errors) to existing position statements can be made by the Scientific and Public Issues Committee without transmission to the Board for comment.
- k) An existing position statement is automatically deleted when all pertinent positions have been retracted by the Board.
- l) Existing positions statements will be reviewed every three to five years or earlier if additional information warrants as determined by the Scientific and Public Issues Committee. The membership will be solicited for comments as part of the review process.
- m) See Standard Operating Procedure in Appendix B.

RULE 7.1.25 - STANDARDS COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Standards Committee.

To promote the science and sound practice of radiation safety, the Standards Committee will support national and international initiatives to develop radiation protection standards and radiation safety practices.

II. DEFINITIONS

ASC. Accredited Standards Committee

ASD. Accredited Standards Developer

ANSI. American National Standards Institute

ASTM. ASTM International (originally known as the American Society for Testing and Materials)

ICRP. International Commission on Radiological Protection

ISO. International Organization for Standardization

NCRP. National Council on Radiation Protection and Measurements

NTAG. Nuclear Technical Advisory Group, ISO Technical Committee 85

TC85. ISO Technical Committee 85, Nuclear energy, nuclear technologies, and radiological protection

TC85/SC2. ISO TC 85, Subcommittee 2, Radiological protection

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

- i) The Standards Committee is composed of nine (9) members, including the Chair. Members of the Committee other than the Chair and the Vice-Chair serve three-year terms. An individual appointed as Chair of the Committee shall have served at least one prior three-year term on the Committee.

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- ii) The Chair will customarily receive consecutive appointments for a three-year period, providing the individual has demonstrated effectiveness in the position and is willing to serve. When a new Chair is appointed, the outgoing Chair assumes the position of Past-Chair.
- iii) The members of the Standards Committee annually elect a member as Vice-Chair who will administer the Committee whenever the Chair is unavailable. The Vice-Chair may serve successive terms.

b) RESPONSIBILITIES

- i) The Standards Committee is responsible for:
 - (1) Representing the technical interests of Society members in the development of national and international scientific and technical standards, particularly those for radiation protection standards and standardization of practices, procedures, and equipment used in radiation protection,
 - (2) Advising the officers and members of the Society of new developments in standardization, newly issued national and international standards, as well as the need for new standards,
 - (3) Obtaining, from ICRP and NCRP, the proper interpretation and application of their recommendations as necessary,
 - (4) Maintaining a roster of appointments and recommending individuals to the Society President-elect for appointment/re-appointment and approval by the Society Board of Directors to standards-related positions and Standards Committee membership.
 - (5) Maintaining the status of the Society as an Accredited Standards Developer (ASD),
 - (6) Representing the Society, through the Chair or designate, on the Accredited Standard Committees (ASC) of which the Society is an organizational member, subject to the applicable rules for membership on the ASC,
 - (7) Maintaining the agreement with the American National Standards Institute (ANSI) designating the Society as HPS Headquarters for ANSI ASCs N13 and N43,
 - (8) Reviewing and balloting, as the Society organizational member, proposed ASCs N13 and N43 standards, and transmitting the result of such balloting through the Chair or designate to the officers and members of the Society,

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- (9) Providing oversight of the performance of ASCs N13 and N43 to ensure timely and effective development of American National Standards,
- (10) Providing oversight of the Standards Coordinator interactions with the ASCs N13 and N43 and ANSI to ensure ANSI requirements for due process are met and ASCs' activities are conducted in accordance with their internal procedures,
- (11) Serving as a technical resource for the ASCs N13 and N43 in identifying and/or recommending, as requested, members or technical expertise required by the ASC various working groups, including:
 - (a) Qualified individuals to serve as Section Managers,
 - (b) Members of working groups,
 - (c) Technical consultants, and
 - (d) Reviewers of draft standards.
- (12) Representing the Society in administering United States (US) participation in International Standards Organization (ISO) Technical Committee 85, "Nuclear energy, nuclear technologies, and radiological protection," Subcommittee 2, "Radiation protection" (TC85/SC2) activities in collaboration with the ASTM,
- (13) Representing the Society in the nomination of US members of the ISO TC85/SC2 Technical Advisory Group (TAG) who, through HPS organizational membership, become members of the ISO TC85 Nuclear Technical Advisory Group (NTAG),
- (14) Providing oversight of and assistance in coordinating (through the US TAG to ISO TC85/SC2) the United States participation in ISO TC85/SC2 international consensus standards, including the development, review, and balloting of ISO standards, to ensure that the US continues to be a participating member of ISO TC85/SC2,
- (15) Managing the publication of ANSI/HPS standards in coordination with the Director of Special Publications and the ASCs N13 and N43,
- (16) Providing oversight of the copyright and sales functions of Society-owned American National Standards,
- (17) Implementing the Committee's assigned goals and objectives within the Society's Strategic Plan,

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- (18) Submitting semiannual reports and annual Action Plans as requested by the Board through the Executive Director,
- (19) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director to include funding for ASCs N13 and N43 and US ISO TC85/SC2 activities, and
- (20) Ensuring appropriate recognition for ASCs N13 and N43 and US ISO TC85/SC2 members and activities.

IV. PROCEDURES

See Standard Operating Procedure in Appendix B.

RULE 7.1.26 - GOVERNMENT RELATIONS COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities of the Government Relations Committee.

The Government Relations Committee will guide the Society's Government Relations Program and help to ensure the Society's role as the nation's source of expertise in radiation safety.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Government Relations Committee comprises six members. In addition to the six members, the Congressional and Agency Liaisons serve as ex-officio members of the Committee.

b) RESPONSIBILITIES

i) The Government Relations Committee is responsible for:

- (1) Monitoring, in cooperation with the Government Relations Program and the President, governmental actions and regulatory activities, political and legislative trends, issues, and concerns that may affect the Health Physics Society and its members,
- (2) Recommending specific legislative agenda action items and priorities to be pursued by the Congressional and Agency Liaisons,
- (3) Reviewing the plans, progress, and accomplishments of the Society's Government Relations Program,
- (4) Recommending to the Board of Directors, as needed, the selection of persons to serve as the Agency and Congressional liaisons,
- (5) Supporting the efforts of local Chapters and members in monitoring and commenting on legislative and regulatory changes that may affect the science and practice of radiation safety,

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- (6) Implementing the Committee's assigned goals and objectives as outlined in the Society's Strategic Plan,
- (7) Submitting semiannual reports as requested by the Board through the Executive Director, and
- (8) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

IV. PROCEDURES

See Standard Operating Procedure in Appendix B.

RULE 7.1.29 - INTERNATIONAL COLLABORATION COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the International Collaboration Committee.

To promote the science and sound practice of radiation safety, the International Collaboration Committee will support international initiatives to develop radiation protection standards and radiation safety practices,

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The International Collaboration Committee is composed of nine members who represent professional and technical interests and who have expressed a specific interest in international affairs.

b) RESPONSIBILITIES

i) The International Collaboration Committee is responsible for:

- (1) Supporting the international development of the science and sound practice of radiation safety,
- (2) Promoting international activities in the health physics profession,
- (3) Maintaining ongoing communications and interactions with radiation protection communities abroad,
- (4) Assisting other nations in planning and organizing radiation safety/protection organizations where appropriate,
- (5) Acting as a conduit for other international opportunities and options that may be of interest and benefit to the Society,
- (6) Helping arrange outside sponsored visits of Society members to radiological sites abroad where Society special interests may be served,

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- (7) Providing information to the Society of potential international visitors who may be potential speakers at Society Chapter meetings,
- (8) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,
- (9) Submitting semi-annual reports as requested by the Board through the Executive Director, and
- (10) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

IV. PROCEDURES

The International Collaboration Committee shall develop its Standard Operating Procedures in accordance with [Rule 1.3](#).

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RULE 7.1.30 - SCIENCE SUPPORT COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Science Support Committee.

To promote the science, education and sound practice of radiation safety. The Science Support Committee will support and improve educational curricula of health physics and radiological sciences.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Science Support Committee consists of nine appointed members, the Chair of the Public Information Committee, and the current Outstanding Science Teacher awardee.

b) RESPONSIBILITIES

- i) The Science Support Committee is responsible for:
 - (1) Maintaining and improving science and mathematics teaching,
 - (2) Providing instructional materials to educators that pertain to radiological science,
 - (3) Encouraging all HPS members to recognize local outstanding teachers by soliciting nominations for the Outstanding Science Teacher Award (nominations will be submitted to the Awards Committee Chair),
 - (4) Participating in other national or state conferences on science education,
 - (5) Seeking sources of funding for radiological science workshops (acquired funds will be distributed in cooperation with the Finance Committee),
 - (6) Sponsoring special sessions at national meetings of the Society to provide Chapters with materials and support for individual Chapter workshops,

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- (7) Providing materials to the Public Information Committee for the Science Teacher section of the Public Information Committee's website,
- (8) Maintaining a database of information and materials for use by the Chapters that conduct radiological science workshops,
- (9) Maintaining a network of communications among Chapters that conduct such workshops,
- (10) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,
- (11) Submitting semiannual reports as requested by the Board through the Executive Director, and
- (12) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

IV. PROCEDURES

See Standard Operating Procedure in Appendix B.

RULE 7.1.32 - SOCIETY SUPPORT COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities of the Society Support Committee.

To enhance the support for Society Membership, the Society Support Committee will optimize and communicate the value and benefits of Society membership; solicit and address member concerns; ensure effective internal communications with the membership; ensure effective support to Sections, Chapters, and student branches; mentor future leaders of the Society; and optimize the use of HPS Headquarters capabilities in Society operations.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Society Support Committee is composed of nine members.

b) RESPONSIBILITIES

i) The Society Support Committee is responsible for:

- (1) Maintaining and improving support to Chapters,
- (2) Establishing and implementing methods to address member concerns,
- (3) Maintaining and improving internal communications between the Board and the membership,
- (4) Maintaining and improving support to Sections,
- (5) Involving a greater number of members in the administration and activities of the Society,
- (6) Annually reporting to the Society membership in *Health Physics News* the value of membership in the Society,
- (7) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,

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- (8) Submitting semiannual reports as requested by the Board through the Executive Director, and
- (9) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

IV. PROCEDURES

See Standard Operating Procedure in Appendix B.

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RULE 7.1.34 - INTERSOCIETY RELATIONS COMMITTEE

I. PURPOSE

To promote and strengthen collegial relationships between the Society and other professional organizations, including international organizations, that share similar interests and to assist in appointing liaisons to those professional organizations.

To specify the size, composition, and responsibilities for the Intersociety Relations Committee.

II. DEFINITIONS

OTHER PROFESSIONAL ORGANIZATIONS. Any national or international scientific or professional society, industrial or trade association, or governmental agency with an interest in, or impact on, radiation protection.

LIASIONS. A member in good standing who has been, at the request of the President-Elect, or President in years when there is not a President-Elect, in conjunction with the Intersociety Relations Committee, asked to officially act as communicator between the Society and the other professional organization.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Intersociety Relations Committee is composed of up to eight members, including the Chair and up to seven other members.

b) RESPONSIBILITIES

i) The Intersociety Relations Committee is responsible for:

- (1) Promoting and strengthening relationships with other professional organizations for ongoing, effective communications and exchange of ideas,
- (2) Sharing of knowledge and experience related to the health of the Society and other professional organizations with similar interests,
- (3) Assist the HPS President-elect, or President in years when there is not a President-Elect, in appointing liaisons to other professional organizations including international societies through nominations,

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- (4) Generating “Liaison Appointment” letters that Liaisons can share with their perspective professional organization to show legitimacy,
- (5) Polling Liasons to gather information on how other professional organizations are addressing items in the HPS Annual Strategic Goals;
- (6) Considering all potential aspects of cooperation with other professional organizations, including but not limited to, joint meetings, joint public statements, cooperative publications, and other areas of mutual interest,
- (7) Interfacing with new professional organizations for which a liaison is not yet identified or appointed,
- (8) Addressing specific information requests from the Director,
- (9) Implementing the assigned goals and objectives of the Society’s Strategic Plan,
- (10) Prepare an annual report to the Board through the Director, of committee related business by May 15th of each year, and,
- (11) Submitting annual Action Plans with associated budgets, as requested by the HPS Board through the Director.

IV. PROCEDURES

None.

RULE 7.1.35 - STUDENT SUPPORT COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Student Support Committee.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Student Support Committee is composed of up to twelve members who are currently or have recently been (within the past three years) students in a health physics-related academic program.

b) RESPONSIBILITIES

i) The Student Support Committee is responsible for:

- (1) Maintaining and improving support to student members,
- (2) Establishing and implementing methods to enhance the student membership experience,
- (3) Maintaining and improving internal communications between the Board and the student members, maintaining a student voice at the HPS leadership table,
- (4) Working closely with the Membership Committee to retain former students as HPS members when they become eligible for full membership,
- (5) Assisting the Mentorship Committee in administering a mentoring program for students,
- (6) Coordinating with the Academic Education Committee to encourage students to apply for fellowships, grants, and scholarships,
- (7) Assisting the Academic Education Committee, as requested, in administering the Society's student branch program,
- (8) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,

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- (9) Assisting on the Advisory Panel,
- (10) Submitting annual reports as requested by the Board through the Executive Director, and
- (11) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

IV. PROCEDURES

See Standard Operating Procedure in Appendix B.

RULE 7.1.37 - TITLE PROTECTION COMMITTEE

I. PURPOSE

Health physics is the profession devoted to protecting people and their environment from potential radiation hazards, while making it possible to enjoy the beneficial uses of radiation. The purpose of this committee is to promote and protect the professional recognition of Health Physicists and Health Physics jobs so that employers hire bona fide Health Physicists.

II. DEFINITIONS

Health Physicist: individual whose qualifications meet the education and experience requirements outlined in Health Physics Society Position Statement PSO29-0 *What is an HP?*

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Title Protection Committee is composed of five (5) to ten (10) members representing various professional and technical interests of the members of the Society.

b) RESPONSIBILITIES

- i) Coordinating with the Public Information Committee to
 - a. Inform the public on the role health physicists play in protecting workers, the public and the environment,
 - b. Facilitating dissemination of accurate and unbiased information about ionizing radiation.
- ii) Monitoring and evaluating, on an ongoing basis, the status of various State and Federal laws and regulations regarding use of the term health physics/physicist.
- iii) Engaging, as appropriate, other national and international agencies (e.g., National Council on Radiation Protection and Measurements, International Atomic Energy Agency, etc.) to discuss this title protection;

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- iv) Coordinating with the American Academy of Health Physics and other allied professional organizations, including American Association of Physicists in Medicine (AAPM) and American Industrial Hygiene Association (AIHA);
- v) More rigorously define health physics position requirements, including necessary course curriculum and credit hours and training and experience requirements, as outlined in Position Statement PS029-0;
- vi) Documenting and communicating the value of Health Physics title protection;
- vii) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan;
- viii) Submitting semiannual reports as requested by the Board through the assigned Director, and
- ix) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the assigned Director.

IV. PROCEDURES

Standard Operating Procedure is Provided in Appendix B.

RULE 7.1.38 - MENTORSHIP COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities of the Mentorship Committee.

The Mentorship Committee will manage an HPS mentoring program to foster growth in the profession by providing opportunities for HPS members to share experiences and resources with one another.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

- i) The Mentorship Committee is composed of at least five (5) members of the Society.
- ii) The President, in appointing Committee Members, and the Board, in approving such appointments, shall keep in mind the desirability of diversity (especially diversity of professional and demographic background) among Committee Members.

b) RESPONSIBILITIES

- i) The Mentorship Committee is responsible for managing an HPS mentoring program, including:
 - (1) Providing opportunities for HPS members to share experience and resources with one another,
 - (2) Matching mentors and mentees including initial review of provided information,
 - (3) Planning, organizing, scheduling, and overseeing mentorship events as necessary/appropriate,
 - (4) Coordinating interaction of other HPS Sections, Committees, and/or Chapters with respect to HPS mentoring initiatives.

IV. PROCEDURES

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See Standard Operating Procedure in Appendix B.

RULE 7.1.39 - CONTINUING EDUCATION PROGRAMS COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Continuing Education Programs Committee (CEP).

The Continuing Education Programs Committee will provide enhanced scientific and professional development through expanded access to and quality of member education opportunities.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

- i) The Continuing Education Programs Committee is composed of up to twelve (12) members representing various professional and technical interests of the members of the Society.

b) RESPONSIBILITIES

- i) The Continuing Education Programs Committee is responsible for:
 - (1) Conducting or facilitating continuing education activities for Society members, which include traditional in-person courses, virtual courses, webinars, on-demand video, and traditional professional development schools,
 - (2) Working with the Executive Director to make continuing education materials available to the membership,
 - (3) Working with the Executive Director to build and maintain a video library of courses to be available on-demand,
 - (4) Soliciting organizations and individuals for proposals for a Professional Development School,

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- (5) Administering the Professional Development School program and related matters in accordance with Rule 8.4 [budgeting of Professional Development School performed by HPS Finance Committee],
- (6) Working with the Publications Committee to expedite publication of the proceedings as warranted,
- (7) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,
- (8) Submitting semiannual reports to the Board through the Executive Director, and
- (9) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

V. PROCEDURES

See Standard Operating Procedure in Appendix B.

RULE 7.1.40 – PROFESSIONAL AND ETHICAL CONDUCT COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Professional and Ethical Conduct (PEC) Committee.

The purpose of the Professional and Ethical Conduct Committee is to maintain and recommend changes to the Code of Professional and Ethical Conduct for members of the Health Physics Society and to review all concerns about violations of the Code that have been elevated to complaints and referred to the PEC Committee by the Executive Committee and to serve as a resource for all members regarding the Code of Professional and Ethical Conduct.

II. DEFINITIONS

Concerns, after having been appropriately reviewed by the Executive Committee, may be deemed as nonconsequential and dismissed or elevated to a complaint and forwarded to the Professional and Ethical Conduct Committee.

Complaints may be consequential and may be resolved through mediation if agreed to by all parties involved (plaintiff and defendant). Complaints can also be elevated to grievances depending on the resolution discussions. The complaint level (complaint or grievance) is determined by the Chair of the Committee in accordance with the Standard Operating Procedures.

Grievances cannot be resolved through mediation and require the full committee to evaluate and recommend resolution to the Executive Committee.

Alternate Chair may be necessary due to Conflict of Interest and shall be voted upon by the nonconflicted members of the Committee.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

The Professional and Ethical Conduct Committee is composed of eight (8) members who represent varied professions, backgrounds, and technical interests of the members of the Society meant to represent a diversity of opinion. Committee members and the Chair are nominated by the President or by the President-elect and approved by the Board in accordance with Rule 7.1. The management of the Committee is vested in the Chair, who will appoint an alternate Chair when

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necessary to maintain the activities of the Committee.

b) RESPONSIBILITIES

i) The Professional and Ethical Conduct Committee is responsible for:

- (1) Annually reviewing the Code of Professional and Ethical Conduct for Members of the Health Physics Society and associated tools (i.e., reporting system) and recommending changes to the Board if necessary.
- (2) Reviewing complaints of violations of the Code of Professional and Ethical Conduct for Members of the Health Physics Society and recommending action to the Executive Committee if necessary.
 - a. The Chair or alternate Chair evaluates the complaint in consultation with the parties involved to determine the best course of action (i.e., mediation between parties or elevation to a grievance).
 - i. The Chair or alternate Chair serves as a mediator when the complaint is not elevated.
 - ii. The Chair or alternate Chair oversees the full committee proceedings during grievance evaluations in accordance with the Standard Operating Procedure (SOP).
 - b. The Chair or alternate Chair is responsible for documenting all complaint and grievance evaluations and forwarding the PEC Committee recommendation to the Executive Committee.
- (3) Annually reviewing and recommending changes to the Rules and Standard Operating Procedures to ensure efficient operations.

IV. PROCEDURES

See Standard Operating Procedure in Appendix B

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RULE 7.3 - CHAPTER COUNCIL

I. PURPOSE

To specify the function, composition, duties, and operation of the Chapter Council and specify eligibility, selection, and term of office of the members of the Chapter Council.

II. DEFINITIONS

CHAPTER. A chartered, affiliate organization of the Society.

III. SPECIFICATIONS

a) FUNCTION

The Chapter Council is an advisory body to the Board.

b) COMPOSITION

The Chapter Council is composed of two members from each active Chapter of the Society. The Society Support Committee Chair is the coordinator of the Chapter Council.

c) RESPONSIBILITIES

The Chapter Council may submit comments and recommendations regarding Society policy, operations, and business, in writing, to the Society Support Committee Chair.

d) MEETINGS

The Chapter Council is convened at least once each year during the Annual Meeting of the Society. The Chapter Council may be convened at other times at the request of the Board or President-elect. The Society Support Committee arranges and convenes and the President-elect presides over the Chapter Council. A Secretary appointed by the Society Support Committee Chair shall prepare minutes of the meeting. The Society Support Committee shall distribute copies of the minutes to all members of the Council and the Board, as well as follow-up on all requests and action items received at the Chapter Council Meetings.

e) MEMBERSHIP AND ELIGIBILITY

Chapter Council members must be members of a Chapter of the Society.

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f) MEMBER SELECTION AND TERM OF OFFICE

Each Chapter shall assign two of its members to the Council. It is preferred, but not required, that the members be officers of the Chapter.

IV. PROCEDURES

None.

RULE 7.4 - ADVISORY PANEL

I. PURPOSE

To specify the function, composition, and responsibilities of the Advisory Panel.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) FUNCTION

The Advisory Panel is an advisory body to the Board.

b) COMPOSITION

i) The Advisory Panel consists of:

- (1)The Parliamentarian (who is the Chair of the Rules Committee),
- (2)The Executive Director,
- (3)The Program Committee Chair,
- (4)The Congressional and Agency Liaisons,
- (5)The Editor in Chief of *Health Physics*,
- (6)The Editor in Chief of the Society website,
- (7)The Editor in Chief of *Health Physics News*,
- (8)The Student Support Committee Chair,
- (9)The Strategic Planning Committee Chair,
- (10) A member of the Society who is also a member of the National Registry of Radiation Protection Technologists (NRRPT),
- (11) A member of the Society who shall represent the Affiliate Members of the Society, and
- (12) Other persons as the President may designate.

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c) RESPONSIBILITIES

- i) Each member of the Panel is responsible for:
 - (1) Attending all open meetings of the Board,
 - (2) Participating in policy discussions, and
 - (3) Suggesting the making of a motion (See BYLAWS Article V, Section 4 and [Rule 6.2](#)).

IV. PROCEDURES

None.

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RULE 7.5 - GOVERNMENT RELATIONS PROGRAM

I. PURPOSE

To specify the positions and Committees that form the Government Relations Program and their relationships.

II. DEFINITIONS

GOVERNMENT RELATIONS PROGRAM. The coordinated effort to:

- a) Make the Society and its members available to government entities as an educational resource for issues related to radiation and radiation safety,
- b) Provide comments on proposed legislative and regulatory actions that have an effect on the mission of the Society,
- c) Be involved in the legislative and regulatory process for issues that affect the profession of health physics and the practice of radiation safety, and
- d) Carry out the duties of the President and the Scientific and Public Issues Committee in the role of serving as Society spokespersons for legislative and regulatory issues.

GOVERNMENT RELATIONS FIRM. A contracted firm or individual that specializes in representing client organizations, such as the Society, in dealing with governmental entities.

GOVERNMENTAL ENTITY. Any governmental organization or body including, but not limited to:

- a) The Congress,
- b) The White House,
- c) The Judicial Branch, and
- d) Governmental agencies at the federal, state, or local level.

AGENCY LIAISON. A member of the Society that fulfills the duties and responsibilities of the Agency Liaison as specified in this rule.

CONGRESSIONAL LIAISON. A member of the Society that fulfills the duties and responsibilities of the Congressional Liaison as specified in this rule.

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III. SPECIFICATIONS

a) GOVERNMENT RELATIONS PROGRAM

- i) Conduct of the Government Relations Program is under the overall direction of the President with approval by the Board.
- ii) The Government Relations Firm, Agency Liaison, and Congressional Liaison all serve as assistants to the President in conducting the Program.
- iii) The President may authorize any of the assistants to take specific actions on his behalf within their area of responsibility and it will carry the weight of having been done by the President.
- iv) The Executive Director shall be informed of all actions related to the Government Relations Program and shall oversee all financial aspects of the Program.

b) GOVERNMENT RELATIONS FIRM

i) RESPONSIBILITIES:

- (1) The Government Relations Firm, however called, shall be responsible for assisting the Society as it carries out its Government Relations Program.
- (2) This assistance should be proactive based on an understanding of the mission and objectives of the Society for the Government Relations Program and should include assisting the President, Agency Liaison, and Congressional Liaison whenever requested.
- (3) All requests for assistance by the Government Relations Firm shall come from the President, Agency Liaison, or Congressional Liaison with the concurrence of the Executive Director. Requests from other Society Officers, Directors, Committee members, or Society members shall be referred to the appropriate Liaison, who will work to assist the President in evaluating and responding to the request.
- (4) Specific duties and responsibilities include, but are not limited to:
 - (a) Identifying and tracking congressional legislation of interest to the Society and its members,

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- (b) Making appointments for Society Officers and representatives to meet with appropriate congressmen and congressional staff on a periodic basis, or as needed to respond to congressional requests for assistance,
- (c) Assisting Society representatives in providing testimony, written or oral, when requested,
- (d) Advising the Society on actions to take to further the goals and objectives of the Government Relations Program,
- (e) Accompanying Society representatives on visits and testimony in Congress and providing a report summarizing the meetings with required follow-up actions identified,
- (f) Providing reports to the Board of Directors at least twice per year for the Annual and Midyear meetings of the Society, and
- (g) Assisting the Society in any other manner appropriate for this position.

ii) FINANCIAL ARRANGEMENTS

- (1) Upon approval of the Board, HPS Headquarters shall contract with the Government Relations Firm for the services requested in accordance with the Society's normal contractual procedures.
- (2) The Government Relations Firm shall provide HPS Headquarters with the budgeting information required each year to be included in the Society's normal budgeting process.

c) AGENCY LIAISON

i) RESPONSIBILITIES

- (1) The primary responsibility of the Agency Liaison, however called, shall be to provide continuity and assistance in the technical aspects of the Government Relations Program as it applies to the Society's interaction with governmental agencies at the federal, state, or local level.
- (2) This assistance should be proactive based on an understanding of the mission and objectives of the Society for the Government Relations Program and should include assisting the President, Government Relations Firm, and Congressional Liaison whenever requested.

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- (3) Specific duties and responsibilities shall include, but are not limited to:
- (a) Keeping the Executive Director informed of all proposed actions and commitments to ensure they are consistent with the available financial resources,
 - (b) Identifying and tracking proposed regulations, or other regulatory actions, of interest to the Society and its members,
 - (c) Coordinating the preparation of Society input to the regulatory process for regulatory actions of interest (this includes working with the Scientific and Public Issues Committee, the Public Information Committee, or other Committees as appropriate in developing Society position statements, comments on proposed rulemaking, informational material for use in providing Society input, or suggesting official positions of the Society to the Board),
 - (d) Making appointments for Society Officers and representatives to meet with appropriate agency staff on a periodic basis, or as needed to respond to agency requests for assistance,
 - (e) Assisting Society representatives in providing testimony, written or oral, at agency hearings when requested,
 - (f) Advising the Society on actions to take to further the goals and objectives of the Government Relations Program,
 - (g) Accompanying Society representatives on visits and testimony with agency staff and providing a report summarizing the meetings with required follow-up actions identified,
 - (h) Providing a report monthly to the President and HPS Headquarters on the activities of the previous month,
 - (i) Providing reports to the Board of Directors at least twice per year for the Annual and Midyear meetings of the Society, and
 - (j) Assisting the Society in any other manner appropriate for this position.

ii) FINANCIAL ARRANGEMENTS

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- (1) The individual performing the duties of the Agency Liaison may be compensated for his or her time and expenses.
- (2) HPS Headquarters shall develop the details of the compensation in accordance with normal Society financial administration practices.
- (3) The Agency Liaison shall provide HPS Headquarters with the budgeting information required each year to be included in the Society's normal budgeting process.

iii) APPOINTMENT

The President shall designate annually the individual selected to perform the Agency Liaison duties for Board approval. Designation of the Agency Liaison should be made with recognition that a primary responsibility of the position is to provide continuity in the Government Relations Program as it applies to government agencies at the federal, state, and local level.

c) CONGRESSIONAL LIAISON

i) RESPONSIBILITIES

- (1) The primary responsibility of the Congressional Liaison, however called, shall be to provide continuity and assistance in the technical aspects of the Government Relations Program as it applies to the Society's interaction with the Congress, the White House, and the Judicial Branch.
- (2) This assistance should be proactive based on an understanding of the mission and objectives of the Society for the Government Relations Program and should include assisting the President, Government Relations Firm, and Agency Liaison whenever requested.
- (3) Specific duties and responsibilities shall include, but are not limited to:
 - (a) Keeping the Executive Director informed of all proposed actions and commitments to ensure they are consistent with the available financial resources,
 - (b) Assisting the Government Relations Firm in identifying and tracking proposed legislation of interest to the Society and its members,
 - (c) Coordinating the preparation of Society input to the legislative process (this includes working with the Scientific and Public Issues Committee, the Public Information Committee, or other Committees as appropriate in

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developing Society position statements, comments on proposed legislation, informational material for use in providing Society input, or suggesting official positions of the Society to the Board),

- (d) Assisting the Government Relations Firm in making appointments for Society Officers and representatives to meet with appropriate congressmen or congressional staff on a periodic basis or as needed to respond to congressional requests for assistance,
- (e) Assisting Society representatives in providing testimony, written or oral, at congressional hearings when requested,
- (f) Advising the Society on actions to take to further the goals and objectives of the Government Relations Program,
- (g) Accompanying Society representatives on visits and testimony with congressional staff and assisting with required follow-up actions,
- (h) Providing a report monthly to the President and HPS Headquarters on the activities of the previous month,
- (i) Providing reports to the Board of Directors at least twice per year for the Annual and Midyear meetings of the Society, and
- (j) Assisting the Society in any other manner appropriate for this position.

ii) FINANCIAL ARRANGEMENTS

- (1) The individual performing the duties of the Congressional Liaison may be compensated for his or her time and expenses.
- (2) HPS Headquarters shall develop the details of the compensation in accordance with normal Society financial administration practices.
- (3) The Congressional Liaison shall provide HPS Headquarters with the budgeting information required each year to be included in the Society's normal budgeting process.

iii) APPOINTMENT

The President shall designate annually the individual selected to perform the Congressional Liaison duties for Board approval. Designation of the Congressional Liaison should be made with recognition that a primary

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responsibility of the position is to provide continuity in the Government Relations Program as it applies to the Congress, White House, and Judicial Branch.

IV. PROCEDURES

None.

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RULE 7.7 - SECTION COUNCIL

I. PURPOSE

To specify the function, composition, duties, and operation of the Section Council and specify eligibility, selection, and term of office of the members of the Section Council.

II. DEFINITIONS

SECTION. A chartered, affiliate organization of the Society.

III. SPECIFICATIONS

a) FUNCTION

The Section Council is an advisory body to the Board.

b) COMPOSITION

The Section Council is composed of two members from each active Section of the Society. The Society Support Committee Chair is the coordinator of the Section Council.

c) RESPONSIBILITIES

The Section Council may submit comments and recommendations regarding Society policy, operations, and business, in writing, to the Society Support Committee Chair.

d) MEETINGS

The Section Council is convened at least once each year during the Annual Meeting of the Society. The Section Council may be convened at other times at the request of the Board or President-elect. The Society Support Committee arranges and convenes and the President-elect presides over the Section Council Meetings. A Secretary appointed by the Society Support Committee Chair shall prepare minutes of the meeting. The Society Support Committee shall distribute copies of the minutes to all members of the Council and the Board, as well as follow-up on all requests and action items received at the Section Council Meetings.

e) MEMBERSHIP AND ELIGIBILITY

Section Council members must be members of an active Section of the Society.

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f) MEMBER SELECTION AND TERM OF OFFICE

Each Section shall provide two of its members to the Council. It is preferred, but not required, that the members be officers of the Section.

IV. PROCEDURES

None.

SECTION 8 - MEETINGS

HEALTH PHYSICS SOCIETY RULES

RULE 8.0 - MEETINGS

I. PURPOSE

To specify requirements and procedures regarding meetings of the membership of the Society.

II. DEFINITIONS

None.

III. SPECIFICATIONS

All Rules regarding meetings of Society membership shall be contained in Rule 8.

IV. PROCEDURES

None.

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RULE 8.1 – ANNUAL MEETINGS

I. PURPOSE

To specify the requirements and procedures regarding the Annual Meetings of the Society.

II. DEFINITIONS

ANNUAL MEETING. The Annual Meeting of the Society is scheduled to take place each year, usually during the month of May, June, or July. Annual Meetings may be scheduled up to six years in advance of the date set for the Meeting.

III. SPECIFICATIONS

a) HOST

A Chapter, consortium of Chapters, or Section may propose to host an Annual Meeting of the Society. The Board selects the meeting place and time for the meeting considering the recommendation of the Executive Director.

b) REVENUES

Funds awarded to Chapters or Sections that assist with the conduct of Society-sponsored meetings shall be as specified in Rule 14.6.

IV. PROCEDURES

a) PROPOSAL

To host an Annual Meeting, a Chapter, consortium of Chapters, or Section must submit a proposal to the Executive Director or through the Board.

b) MEETING PLACE SELECTION

The Executive Director will evaluate all proposals received and will recommend the meeting location to the Board. The Board makes the final decision on the meeting location.

c) AUTHOR ELIGIBILITY

- i) Any member of the Society, other science professionals, and students may submit an abstract for presentation at the Annual Meeting.

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- ii) The priority of abstract acceptance will be as follows:
 - (1) Society members.
 - (2) Nonmembers sponsored by Society members.
 - (3) Unsponsored nonmembers.

RULE 8.3 - TOPICAL OR REGIONAL MEETINGS

I. PURPOSE

To specify the requirements and procedures regarding Topical or Regional Meetings.

II. DEFINITIONS

TOPICAL MEETING. A technical meeting of the Society sponsored by one or more Chapters, one or more Sections, or a combination of Chapters and Sections. The content of the technical meeting is typically confined to one or two closely associated topics. The meeting duration is usually one to three days.

REGIONAL MEETING. A technical meeting of the Society sponsored by one or more neighboring Chapters, one or more Sections, a combination of Chapters and Sections, or one or more regional radiation protection organizations. "Regional" refers to a geographical region of the United States, Western Hemisphere, or as otherwise authorized by the Board. The meeting duration is usually one to three days. A North American Regional IRPA meeting is an example of a Regional Meeting.

III. SPECIFICATIONS

a) HOST

One or more Chapters, one or more Sections, or a combination of Chapters and Sections may apply to host a Topical or Regional Meeting of the Society. The Meeting may be conducted at any time during the year providing it does not conflict with the Annual Meeting. The purpose of a Regional Meeting is to offer members a technical program on timely subjects for continuing education credit, to meet a regional need, or to offer health physicists an additional opportunity to attend a technical meeting.

The host Chapter, consortium of Chapters, or Section(s) should work with appropriate committees (e.g., Continuing Education Programs Committee, Program Committee, etc.). The topic and location are approved by the Board.

b) CONTRACTUAL AGREEMENTS

All contractual agreements enacted for hosting a Topical or Regional Meeting are the responsibility of Society Headquarters.

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c) REVENUES

No funds are awarded to Chapters or Sections that host a Topical or Regional Meeting. Refer to Rule 14.6.

IV. PROCEDURES

a) PROPOSAL

To sponsor a Topical or Regional Meeting, the host must submit a detailed proposal to the Executive Director at least 12 months in advance of the proposed meeting date. A proposal for a Regional Symposium, such as a North American Regional IRPA Meeting, should be submitted at least 18 months in advance of the proposed meeting date.

RULE 8.4 - PROFESSIONAL DEVELOPMENT SCHOOL

I. PURPOSE

To specify the requirements and procedures regarding the Professional Development School.

II. DEFINITIONS

PROFESSIONAL DEVELOPMENT SCHOOL. A school, typically one week in length, sponsored by a host Chapter, consortium of Chapters, or Section. The purpose of the school is to provide a professional-development opportunity to members of the Society.

ACADEMIC DEAN. The Dean responsible for technical content of the Professional Development School.

ADMINISTRATIVE DEAN. The Dean responsible for logistical details necessary to administer the Professional Development School.

III. SPECIFICATIONS

a) HOST

A Chapter, consortium of Chapters, or Section may host a Professional Development School. The host Chapter, consortium of Chapters, or Section works with the Continuing Education Programs Committee to establish and carry out the school.

b) LOCATION AND SCHEDULE

The Board approves the meeting location and time for the meeting. The Board considers the recommendations of the Continuing Education Programs Committee in making its decision.

IV. PROCEDURES

a) PROPOSAL

i) To sponsor a Professional Development School the host must submit a detailed proposal to the Continuing Education Programs Committee at least 12 months in advance of the proposed school dates.

ii) The proposal shall include the proposed topic of the school, the proposed location and dates of the school, and the proposed Academic and Administrative Deans of the school.

SECTION 9 - PUBLICATIONS

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RULE 9.0 - PUBLICATIONS

I. PURPOSE

To specify requirements and procedures regarding publications of the Society.

II. DEFINITIONS

None.

III. SPECIFICATIONS

All Rules regarding publications of the Society shall be contained in Rule 9.

IV. PROCEDURES

None.

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RULE 9.1 - *HEALTH PHYSICS JOURNAL*

I. PURPOSE

To specify the requirements and procedures regarding the publication of *Health Physics*, the journal of the Health Physics Society.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) EDITOR IN CHIEF

i) TERM OF OFFICE

The Editor in Chief of the *Health Physics* Journal serves as contracted by the Society's Executive Director

ii) RESPONSIBILITIES

(1) The Editor in Chief is responsible for:

- (a) Determining the content of *Health Physics*,
- (b) Establishing the procedures for review and publication of all manuscripts submitted to *Health Physics*,
- (c) Assuring consistency with any policies established by the Board regarding *Health Physics*,
- (d) Submitting annual budget requests to the Finance Committee in preparation for review and approval by the Board,
- (e) Making semiannual reports to the Board on the activities of the editorial staff,
- (f) Appointing associate editors as necessary to assure the timely publication of *Health Physics*, and
- (g) Overseeing operations for all journal supplements, including *Operational Radiation Safety*.

iii) SELECTION AND APPOINTMENT

- (1) When a vacancy of an Editor in Chief position is impending, the Board shall conduct or direct a search for candidates.
- (2) The Board selects and appoints the Editor in Chief following the completion of the candidate search.
- (3) Should a sitting member of the Board be a candidate for Editor in Chief, that member of the Board shall not participate in the discussions or approval of the Editor in Chief by the Board.
- (4) Any sitting member of the Board appointed by the President with the approval of the Board shall resign as a member of the Board prior to assuming the position of Editor in Chief. Vacancies in the Board shall be filled in accordance with [Rule 6.1](#).

IV. PROCEDURES

None.

RULE 9.2 - HEALTH PHYSICS SOCIETY WEB OPERATIONS

I. PURPOSE

To specify the requirements and procedures governing the Health Physics Society websites and newsletter operations.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) EDITOR IN CHIEF

i) TERM OF OFFICE

The Web Operations Editor in Chief serves as contracted by the Society's Executive Director.

ii) RESPONSIBILITIES

(1) The Editor in Chief is responsible for:

- (a) Determining the content of the Society websites and newsletters,
- (b) Establishing the procedures for review and publication of all material submitted for posting to the websites and/or for publication in the newsletters.
- (c) Assuring consistency with any policies established by the Board regarding the websites and newsletters,
- (d) Submitting annual budget requests to the Finance Committee in preparation for review and approval by the Board,
- (e) Making an annual report to the Board on the activities of the editorial staff,
- (f) Appointing associate editors as necessary to assure the timely publication of newsletters and essential review of material placed on the websites,

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- (g) Providing an electronic directory of the membership available on the HPS website,
- (h) Conducting an Outreach Program to ensure effective communication with Society members, the general public, and the media, and
- (i) Overseeing and coordinating the activities of all personnel involved with Web Operations.

iii) SELECTION AND APPOINTMENT

- (1) When a vacancy of an Editor in Chief position is impending, the Board shall conduct or direct a search for candidates.
- (2) The Board selects and appoints the Editor in Chief following completion of the candidate search.
- (3) Should a sitting member of the Board be a candidate for Editor in Chief, that member of the Board shall not participate in the discussions or approval of the Editor in Chief by the Board.
- (4) Any sitting member of the Board appointed by the President with the approval of the Board shall resign as a member of the Board prior to assuming the position of Editor in Chief. Vacancies in the Board shall be filled in accordance with [Rule 6.1](#).

iv) REPORTS AND RECORDS

The Web Operations Editor in Chief reports to the Executive Director.

IV. PROCEDURES

None.

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RULE 9.3 - MEMBERSHIP HANDBOOK

I. PURPOSE

To specify the requirements and procedures regarding the Membership Handbook.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) EXECUTIVE DIRECTOR

- i) The Executive Director is responsible for all matters pertaining to preparation and distribution of the Membership Handbook, including:

- (1) Establishing the procedures for review and publication of the Membership Handbook,
- (2) Accurately preparing the contents for publication,
- (3) Distributing annually the Membership Handbook by mail and/or electronic availability to all Society members, and
- (4) Assuring consistency with Rules and policies established by the Board with regard to the Membership Handbook.

b) CONTENTS

- i) The Membership Handbook should include, but not be limited to, the following information or lists:
 - (1) Policy statements and table of contents,
 - (2) The President's message,
 - (3) General information about the Society,
 - (4) The ARTICLES OF INCORPORATION and BYLAWS,
 - (5) Society organization for the current year,
 - (6) Past and present Boards of Directors,

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- (7) Previous award recipients,
- (8) Chapters and their officers,
- (9) Affiliate members,
- (10) Liaison representatives to other professional organizations,
- (11) Alphabetical listing of members,
- (12) Geographical listing of members by U.S.A. state or other country,
- (13) Membership of Sections,
- (14) Membership of the American Board of Health Physics,
- (15) Membership of the American Academy of Health Physics,
- (16) Membership of the National Registry of Radiation Protection Technologists,
- (17) Code of ethics for Society members, and
- (18) Dates, locations, and topics of future Society Annual Meetings, Midyear Meetings, Professional Development Schools, and IRPA congresses.

IV. PROCEDURES

None.

RULE 9.4 - SPECIAL PUBLICATIONS

I. PURPOSE

To specify the requirements and procedures for producing special publications of the Society.

II. DEFINITIONS

SPECIAL PUBLICATIONS. All professional publications of the Society other than *Health Physics*, *Health Physics News*, and the Society website. Special publications may include, but are not limited to, the Midyear Meeting and Professional Development School Proceedings, ANSI/HPS standards, position papers, brochures, the Society Membership Handbook, the Annual Meeting abstracts issue, Professional Education Program (PEP) course materials, and other materials.

ANSI. American National Standards Institute.

III. SPECIFICATIONS

a) TERM OF OFFICE

The Director of Special Publications serves as contracted by the Society's Executive Director.

b) RESPONSIBILITIES

i) The Director of Special Publications, as directed by the Executive Director, is responsible for:

- (1)Producing special publications of the Society,
- (2)Establishing and ensuring consistent criteria for high-quality publications in terms of style, content, and appearance,
- (3)Establishing procedures for review and publication of special publications,
- (4)Working closely with authors and contributors to maximize quality of submissions and efficient processing,
- (5)Working with printers and publishers to ensure cost effective and high-quality final publications,

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- (6) Contacting Society Committee Chairs at least annually to ensure that each Committee's publication needs are met,
- (7) Ensuring consistency with any policies established by the Board regarding Society special publications,
- (8) Communicating routinely with the Executive Director and the Board,
- (9) Submitting timely annual budget requests to the Finance Committee, and
- (10) Making semiannual reports to the Board regarding special publications.

c) SELECTION AND APPOINTMENT

- i) When a vacancy of the Director of Special Publications is impending, the Board shall conduct or direct a search for candidates. The Board selects and appoints the Director of Special Publications following completion of the candidate search.
- i) Should a sitting member of the Board be a candidate for Director of Special Publications, that member of the Board shall not participate in the discussions or approval of the Director of Special Publications by the Board.
- ii) Any sitting member of the Board appointed by the President with the approval of the Board shall resign as a member of the Board prior to assuming the position of Director of Special Publications. Vacancies in the Board shall be filled in accordance with [Rule 6.1](#).
- iii) The retiring Director of Special Publications should relinquish responsibilities and all Society property to the new Director of Special Publications and be available for a smooth transition process.

d) REPORTS AND RECORDS

- i) The Director of Special Publications reports to the Executive Director and the Board.
- ii) All budgetary information should be kept on file with each project.
- iii) Copies of budgetary information will be given to the Executive Director as each project is completed. A report containing a summary of this information will be given to the Board.

IV. PROCEDURES

The Director of Special Publications shall develop and maintain procedures and flowcharts to ensure consistent publication quality. The Director of Special Publications shall submit these documents to the Board for review and approval.

SECTION 10 - AFFILIATED ORGANIZATIONS

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RULE 10.0 - AFFILIATED ORGANIZATIONS

I. PURPOSE

To specify the requirements and procedures regarding organizations affiliated with the Society, including Chapters and Sections.

II. DEFINITIONS

None.

III. SPECIFICATIONS

All Rules regarding organizations affiliated with the Society shall be contained in Rule 10.

IV. PROCEDURES

None.

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RULE 10.1 - CHAPTERS

I. PURPOSE

To specify the requirements and procedures regarding the Chapters of the Society.

II. DEFINITIONS

CHAPTER. A group of people with interests in radiation protection who represent a specific geographical area and who wish to coordinate local efforts towards greater technical understanding of the health physics profession.

III. SPECIFICATIONS

a) AUTHORIZATION

The Board authorizes a Chapter as an affiliated organization of the Society. The Executive Director shall authorize an Organizing Committee to proceed with the formation of a proposed Chapter upon receipt of a petition from five or more persons who reside in an area where no Chapter of the Society exists.

b) CHARTER

Each Chapter shall operate under the provisions of a Charter issued by the Society.

c) MEMBERSHIP QUALIFICATIONS

- i) Any person who is a member of the Society becomes a member of the Chapter upon presenting proof of membership in the Society and the payment of dues appropriate to the membership class sought in the Chapter (See BYLAWS Article VIII, Section 1).
- ii) Nonmembers of the Society may be admitted to the Chapter as provided in the Chapter Bylaws.

d) GOVERNING BODY

- i) The Chapter shall have officers consisting of a President and President-elect and others as may be provided for in the Chapter Bylaws.
- ii) The Chapter President and President-elect shall be members of the Society.
- iii) The Chapter Bylaws may vest control over the affairs of the Chapter in a board of directors, executive council, or other type of governing body.

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e) RESPONSIBILITIES AND PRIVILEGES

- i) Each Chapter shall hold an annual meeting no later than 31 May of each year.
- ii) Each Chapter shall submit to the Executive Director annual reports concerning the activities of the Chapter.
- iii) Each Chapter shall select representatives to the Chapter Council (See [Rule 7.3](#)).
- iv) Each Chapter is strongly encouraged to present candidates to:
 - (1) The Society President-elect for Committee appointments,
 - (2) The Society Nominating Committee for officer and Board elections, and
 - (3) The Awards Committee for Society awards (See [Rule 13.0](#)).

IV. PROCEDURES

a) CHAPTER FORMATION

- i) A petition shall be submitted to the Executive Director containing the names of five or more persons residing in an area where no Chapter has been previously authorized. The Society may consider formation of Chapters in countries, or regions of countries, outside the United States, on a case-by-case basis.
- ii) The Executive Director, in consultation with the President, will appoint a presiding Chair and an Organizing Committee from the initial petitioners.
- iii) The Organizing Committee shall prepare a set of Chapter Bylaws, consistent with the BYLAWS of the Society, under which the proposed Chapter will function. The Bylaws shall be developed prior to authorization by the Board as a Chapter. (Model Bylaws and guidance are available from the Executive Director.)
- iv) The interim Chapter shall submit its Bylaws to the Rules Committee for review.
- v) Following review of the bylaws by the Rules Committee and when the membership of the interim Chapter has grown to at least twenty (20) members, the Chapter may be established by a majority vote of the Board.
- vi) The Board shall issue a charter to the Chapter establishing its relationship as an affiliated organization of the Society.

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b) INACTIVE CHAPTERS

- i) A Chapter may be placed in inactive status by the Board for:
 - (1) Failure to hold an annual meeting for two consecutive years,
 - (2) Failure to hold elections for two consecutive years,
 - (3) Failure to submit annual reports to the Executive Director for two consecutive years, or
 - (4) Conducting activities that are inconsistent with the purposes and objectives of the Society, because the purposes and objectives of Chapters are the same as those of the Society.
- ii) A Chapter that has been in inactive status for two consecutive years will be encouraged to dissolve or combine with another Chapter by mutual agreement with the Society or upon its own initiative. In conjunction with any Chapter dissolution, disbursement of finances shall be performed with oversight and involvement of HPS Headquarters and in accordance with the Chapter's Articles of Incorporation or applicable bylaws and rules.
- iii) A Chapter on inactive status may be removed from inactive status by the Board following completion of the following:
 - (1) Holding an annual meeting for two consecutive years,
 - (2) Holding elections for two consecutive years, and
 - (3) Submitting annual reports to the Board through the Executive Director for two consecutive years.

c) CHAPTER DISAFFILIATION

An inactive Chapter may be disaffiliated from the Society by a majority vote of the Board.

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d) CHANGES IN GOVERNANCE

Any proposed changes to a Chapter's Charter or Bylaws will be submitted to the Rules Committee for review and submitted to the Board for approval.

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RULE 10.2 - SECTIONS

I. PURPOSE

To specify the requirements regarding formation and operation of Sections.

II. DEFINITIONS

SECTION. A group representing interests or subspecialties in the field of radiation protection that is created to improve coordination of effort and technical understanding (See BYLAWS Article VII, Section 11).

III. SPECIFICATIONS

a) AUTHORIZATION

The Board authorizes a Section at the request of at least one percent of the voting members of the Society.

b) CHARTER

Each Section shall function under the provisions of a Charter approved by the Board that defines the general structure and purposes of the Section.

c) BYLAWS

i) Each Section shall establish Bylaws that define the general modes of operation of the Section. Section Bylaws shall be in concert with the Charter as determined by the Chair of the Rules Committee and shall be submitted to the Board for approval.

ii) Changes in Section Bylaws shall be reviewed by the Chair of the Rules Committee and submitted to the Board for approval prior to polling Section members on the changes.

d) MEMBERSHIP QUALIFICATIONS

Section membership is open to any Society or IRPA-affiliated society member in good standing and to any individual who has substantial interest in the subspecialty of the Section and meets the requirements of the Section Charter.

e) GOVERNING BODY SELECTION

i) The Section shall have officers consisting of a President and President-elect and others as may be provided for in the Section BYLAWS.

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- ii) The Section President and President-elect shall be members of the Society.
- iii) The Section BYLAWS may vest control over the affairs of the Section in a board of directors, executive council, or other type of governing body.

f) RIGHTS AND PRIVILEGES

- i) A Section may plan and manage one or more technical sessions during the Annual and/or Midyear Meeting of the Society in cooperation with the Program Committee.
- ii) A Section may recommend to the Society President the appointment of qualified members of the Section to serve on the Committees of the Society. Membership on the Program and Standards Committees is especially encouraged.

g) RESPONSIBILITIES

- i) Each Section shall submit an annual report to the Society Board summarizing the activities of the Section.
- ii) The dues fee structure and budget report for each Section shall be approved by the Finance Committee and submitted to the Board for approval (See [Rule 14.2](#)).
- iii) Each Section shall send two Section members to the Section Council Meeting held at the Society Annual Meeting. See [Rule 7.7](#).
- iv) Each Section shall appoint a webmaster for maintaining the Section web pages with assistance from Society Web Operations, as needed.

IV. PROCEDURES

a) ESTABLISHING A SECTION

- i) Prepare a petition containing a concise statement defining the interests or specializations to be represented by the proposed Section.
- ii) Obtain, on the petition, the signatures and/or digital equivalent of signatures of at least one percent of the voting members of the Society.
- iii) Present the petition to the Board for its authorization.
- iv) After a Section has been authorized, the Board shall select a nine-member Ad Hoc Committee from among the original petitioners.

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- v) This Ad Hoc Committee shall then elect from among its members an acting President to serve until the first elected President-elect succeeds to the office of President.
 - vi) The Ad Hoc Committee shall develop a Section charter based on a standard charter provided by the Executive Director.
 - vii) The Section charter shall be submitted to the Board for approval.
 - viii) The Ad Hoc Committee shall submit Section bylaws for approval as provided in Section III.c. of this Rule. Bylaws may be submitted for approval simultaneously with or after submission of the Charter.
 - ix) Following Board approval of the charter and bylaws, the Section will then hold elections to select its executive board and to vote on its bylaws. The initial election will specifically indicate which candidates for executive board membership are running for one-, two-, and/or three-year terms. The number of executive board members, their title (e.g., Treasurer, Secretary) and their term will be stipulated in the Section bylaws. The Ad Hoc Committee does not necessarily form the initial executive board, although any or all Ad Hoc Committee members would be eligible for election to the executive board.
- b) INACTIVE SECTIONS
- i) A Section may be placed in inactive status by the Board for:
 - (1) Failure to hold a meeting for two consecutive years,
 - (2) Failure to submit an annual report to the Board for two consecutive years,
 - (3) Failure to hold elections and have a governing body for two consecutive years, or
 - (4) Failure to attend the Section Council Meeting for two consecutive years.
 - ii) A Section that has been in inactive status for two consecutive years will be encouraged to dissolve by mutual agreement with the Society or upon its own initiative. In conjunction with any Section dissolution, disbursement of finances shall be performed with oversight and involvement of HPS Headquarters and in accordance with any applicable bylaws and rules of the Section.
- c) SECTION DISSOLUTION
- An inactive Section may be dissolved by a majority vote of the Board.

SECTION 11 - AFFILIATIONS

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RULE 11.0 - AFFILIATIONS

I. PURPOSE

To specify the requirements and procedure regarding Society affiliations with other organizations.

II. DEFINITIONS

None.

III. SPECIFICATIONS

All Rules regarding the affiliation of the Society with other organizations shall be contained in Rule 11.

The Society may affiliate with other organizations under conditions prescribed in the BYLAWS (See Article VIII, Section 2).

IV. PROCEDURES

None.

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RULE 11.1 - INTERNATIONAL RADIATION PROTECTION ASSOCIATION

I. PURPOSE

- a) To establish:
 - i) The relationship of the Society to the International Radiation Protection Association (IRPA),
 - ii) The mechanism by which members of the Society comply with their obligation to the IRPA regarding selection of delegates to meetings of the IRPA General Assembly, and
 - iii) The mechanism of financial assistance to meeting participants and other matters as may be appropriate to provide for effective participation by Society members.

II. DEFINITIONS

DELEGATE. Delegates to the IRPA General Assembly meetings are members of IRPA associate societies and are elected by their membership to represent their Society at the meeting.

PARTICIPANTS. Participants at meetings of the IRPA General Assembly include members of the IRPA Executive, members of IRPA Committees and other appointees who assist with the meetings, and delegates elected by and from the membership of associate societies (the Health Physics Society is an associate society) in which the individual is a member.

III. SPECIFICATIONS

a) RELATIONSHIP OF THE SOCIETY WITH IRPA

The Society is an affiliate of IRPA under the provisions of IRPA Bylaws, Article VIII, Section 2. As such, the provisions of Society Rule 11.1 cannot be altered without the approval of two-thirds of the Board and a majority of the votes cast in a poll of the Society.

b) DELEGATES TO IRPA GENERAL ASSEMBLY MEETINGS

i) ELIGIBILITY

Any voting member of the Society, except members of the IRPA Executive Council, is eligible to serve as a delegate to IRPA General Assembly meetings. Consideration may be given toward utilizing the Committee person and others as

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delegates who are planning to attend technical sessions at an international meeting where the General Assembly will be convened. There is no limitation as to the number of terms that a Society member may serve as a delegate.

ii) SELECTION

Delegates are nominated and elected in accordance with the procedures described in Section IV PROCEDURES.

iii) TENURE

The delegates serve until a new delegation is elected for the next meeting of the General Assembly.

iv) ALTERNATES

(1) Any voting members of the Society who are not delegates and who are present at a meeting of the General Assembly, such as is the case when the General Assembly is in session at an international meeting of the IRPA, are designated automatically as alternate delegates from the Society membership and may:

- (a) Act as proxy for a delegate unable to attend a meeting of the General Assembly provided they have written authorization from the delegate, or
- (b) Accept the post of delegate to serve on behalf of an absentee delegate when invited to do so by a majority of the Society delegation duly convened for this purpose.

v) PROXIES

A delegate not able to attend a meeting of the General Assembly may be represented by proxy (See IRPA CONSTITUTION Article VIII, Section 2).

c) DELEGATE FINANCIAL ASSISTANCE

i) POLICY

(1) The need for providing financial support to participants means that the Society should establish funds for this purpose. However, the Society may not be able to provide for all of the financial support required. A participant's employer would be expected to make some travel support available.

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- (2) Money in the form of special grants shall be solicited by the Society from outside agencies to help provide financial assistance.

ii) DEVELOPMENT/AUTHORIZATION

- (1) The Board shall develop funds for the support of all Society members who are designated as participants in a meeting of the General Assembly as a result of the Society delegate selection process.
- (2) Each member who has been designated as a participant at a meeting of the General Assembly may be provided with financial assistance.
- (3) If funds are insufficient to cover the authorized expenses set out above, the Board shall administer available money pro rata except that no money shall be made available to other participants until Society delegates to the General Assembly and members of the Executive Council whose election stemmed from Society delegate status have been provided for.

iii) CONTINGENCIES

- (1) In the event of war, financial instability, or some other happening of grave import, the Board may:
 - (a) Curtail in part, or withhold completely, financial assistance to participants who are eligible to attend a meeting of the General Assembly, and/or
 - (b) Reduce proportionately the number of participants who may receive financial assistance for attendance at such meetings.

d) DELEGATION TO IRPA GENERAL ASSEMBLY MEETINGS

i) SIZE

The number of delegates who may represent the members of the Society at a meeting of the IRPA General Assembly in a particular calendar year is based on the number of full members included on the annual subscription list presented to the Executive Officer of the IRPA on or before 31 December of the previous calendar year. The formula applicable to the membership for the Society is

$$Delegates = 4 + \left(\frac{N - 300}{200} \right)$$

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where N = the total number of full members shown on the annual subscription list. In the above calculation, fractions are treated as whole numbers.

ii) COMPOSITION

- (1) The IRPA CONSTITUTION provides that delegates be elected by and from the members of an associate society in which the individual member is enrolled. However, this clause has been interpreted as permitting the election of delegates by the Board if a majority of the members of the associate society so indicate in the statutes that govern the society.
- (2) The procedure set out below is predicated on the proposition that:
 - (a) Up to one-third of a delegation be elected by and from the Board and
 - (b) Two-thirds of a delegation be elected by the Board from amongst other eligible participants and/or from a list of nominees proposed by the members of the Society.
- (3) In determining how many delegates represent one-third of the delegation, only whole numbers are used and fractions shall be ignored.

iii) VOTING

- (1) When the delegation is being polled at a meeting of the General Assembly, delegates exercise their own discretion in the casting of votes and the unit rule is rejected (See IRPA Rule 22(a)).
- (2) When a mail ballot is used by the Executive Council:
 - (a) The then active delegates shall vote by the unit rule so that the Society membership casts all of its available votes either yea or nay on the issues,
 - (b) Proxy votes are not permitted, and
 - (c) The Board shall not appoint additional delegates even though the most recent annual subscription list formula indicates that the number of delegates should be increased or decreased.
- (3) This clause is intended to expedite a decision by the simplest procedure available under the IRPA statutes and should eliminate problems associated with maintaining a balanced delegation in the interval between meetings of the General Assembly (See IRPA Rule 22(a)).

IV. PROCEDURES

a) DELEGATE SELECTION

- i) Each year immediately following the submission of the annual subscription list to the IRPA, the President shall determine the number of delegates (See [SIZE](#) on Page 3) that the Society may send to a meeting of the General Assembly during the ensuing calendar year and publish that information in a publication of the Society, such as *Health Physics News*, so that the members will be informed in the event that a meeting of the General Assembly should occur.
- ii) The actual delegate selection process enumerated below should be completed at least four months in advance of the General Assembly at which they will participate in order to allow sufficient time for travel arrangements and to establish lines of communication with colleagues.

iii) SELECTING BOARD MEMBERS AS DELEGATES

- (1) Board member delegates to a General Assembly meeting shall be selected by and from the Board that will be in office at the time of the General Assembly meeting.
- (2) The President of that Board will automatically be designated as a delegate, unless the President states that the President cannot fulfill this appointment. All other members of the Board that express a desire to be considered as a candidate shall automatically be nominated as a delegate.
- (3) In no case shall a person's name be placed in nomination unless that person shall be, or shall have been designated to be, a duly constituted member of the Board as of the time that the General Assembly convenes.
- (4) Voting shall be conducted by a secret ballot. Each Board member shall cast a ballot voting for the number of available delegate positions from the list of nominees; a plurality elects. Where a tie vote prevents a decision, balloting continues until a decision is reached for those nominees involved in the tie vote. In the event a tie cannot be broken by repeated balloting, the decision shall be made by the flip of a coin.
- (5) Immediately following the election of these delegates, the Society membership shall be informed of:
 - (a) The action taken by the Board,

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- (b) The names of the Board members elected as delegates,
- (c) The names of Society members who are also IRPA Executive Council members and therefore ex-officio members of the IRPA General Assembly,
- (d) The meeting date of the IRPA General Assembly, and
- (e) The procedure whereby they may be nominated as a delegate.

iv) SELECTION OF THE BALANCE OF THE DELEGATION

- (1) The balance of the delegation shall be elected by the Board to be in office at the time of the General Assembly meeting, in accordance with the following procedure:
 - (a) A Section or Chapter of the Society designates the member as a Section/Chapter nominee. The designation shall be by letter from the President of the Section/Chapter that is in office at the time of the nomination and the nominee shall be a member of the Section/Chapter. Selection of a Section/Chapter nominee shall be in accordance with practices approved by the Section/Chapter. Each Section/Chapter shall only be able to nominate one person as a Section/Chapter nominee.
 - (b) The member is nominated by the Society membership when twenty (20) or more voting members of the Society subscribe their names in writing to the candidacy, a member shall not be eligible to participate in the nomination of more than one candidate, and all voting members of the Society are eligible for nomination by the membership except those persons named in Section IV PROCEDURES (See subsection DELEGATE SELECTION, [SELECTING BOARD MEMBERS AS DELEGATES](#), Item iii).
 - (c) Society members who have been appointed by the IRPA to serve on committees and/or in some capacity which requires them to attend a General Assembly meeting are nominated automatically as delegates provided they are eligible to serve in the role of delegate. It is the responsibility of the Board to ascertain the names of such persons through correspondence with the President of IRPA.
- (3) The nominees shall:

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- (a) Indicate agreement to accept the post of delegate if appointed,
 - (b) Provide a biographical sketch, and
 - (c) Indicate, if known, the degree of financial support that will be required should the candidacy be successful.
- (4) At least four (4) months prior to the date set for the convening of the General Assembly, the Board shall determine the eligibility and qualifications of delegate nominees.
- (5) Election of delegates shall be by secret ballot taken among the Board members. The ballot shall clearly identify whether the nominee is a Section nominee, a Chapter nominee, a general membership nominee, or a member of an IRPA committee.
- (6) A plurality elects. However, when a tie vote prevents a decision, balloting continues until a decision is reached for those nominees involved in the tie vote. In the event a tie cannot be broken by repeated balloting, the decision shall be made by the flip of a coin.
- (7) If the nomination procedure failed to produce sufficient eligible nominees, the Board shall name enough delegates to fill out the balance of the delegation.

b) DELEGATION ASSIGNMENTS

- i) The Board shall name the Chair of the Delegation along with a first and second Vice-Chair to function in the absence of the Chair and in the order indicated (See IRPA Rule 18(a)).
- ii) The Board shall designate one member of the delegation to serve on the Rules Committee of the IRPA (See IRPA CONSTITUTION Article XIV, Section 2).
- iii) At least three months prior to the date set for the convening of the General Assembly, the Secretary of the Society shall provide the President of the IRPA with the name, address, and delegation assignment of each of the members of the delegation.
- iv) The Chair of the Delegation shall:

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- (1) See that the members of the delegation are properly registered and qualified under the rules of the IRPA to participate, and
 - (2) Act as liaison between those responsible for the conduct of the meeting of the General Assembly and the members of the delegation (See IRPA Rule 18 (a)).
- v) Each member of the delegation is endorsed by the members of the Society for election by the General Assembly to an office on the IRPA Executive Council pursuant to the statutes of the IRPA. Thus, the naming of a member as a delegate implies that the Society will give the delegate its complete support and backing should the member be a successful candidate for an IRPA office (See IRPA CONSTITUTION Article VII, Section 2).

RULE 11.2 - NATIONAL RESEARCH COUNCIL

I. PURPOSE

To describe the affiliation of the Society with the National Research Council (NRC).

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) RELATIONSHIPS

The Society has a formal affiliation with the NRC that was approved by a two-thirds vote of the Board in office and by a majority of the voting members of the Society polled in a written ballot. Any changes to this affiliation must have similar approval.

b) REPRESENTATIVE TO THE NRC

The representative of the Society to the NRC shall be the President.

IV. PROCEDURES

None.

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RULE 11.3 - COUNCIL OF SCIENTIFIC SOCIETY PRESIDENTS

I. PURPOSE

To specify the requirements and procedures regarding the relationship of the Society with the Council of Scientific Society Presidents (CSSP).

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) FUNCTIONS

The CSSP is an independent body consisting of the Presidents of scientific societies. Membership to the Council is by invitation from the Council.

b) RELATIONSHIP OF THE SOCIETY TO THE CSSP

The Society has an affiliation with the CSSP. Authorization to make this affiliation was granted by a two-thirds vote of the Board in office and by the majority of the voting members who cast a written ballot in a special referendum. Any alteration requires similar approval.

c) REPRESENTATIVE OF THE SOCIETY TO THE CSSP

The President of the Society in office on 1 January serves as the representative of the Society to the CSSP for that year.

d) FINANCIAL CONSIDERATIONS

The Society may contribute to the CSSP to maintain this affiliation.

IV. PROCEDURES

None.

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RULE 11.4 - ABET, INC.

I. PURPOSE

To specify the relationship, functions, requirements, representation, and procedures associated with the relationship of the Society to ABET, Inc.

II. DEFINITIONS

ABET. Formerly, the Accreditation Board for Engineering and Technology. The organization now uses the title ABET, Inc.

AIHA. The American Industrial Hygiene Association.

III. SPECIFICATIONS

a) FUNCTIONS

ABET, Inc., a federation of professional and technical societies, is the recognized accrediting body for college and university programs in applied science, computing, engineering, and technology. ABET, Inc., accreditation is assurance that a college or university program meets the quality standards established by the profession for which it prepares its students.

b) RELATIONSHIP OF THE SOCIETY TO ABET

A Memorandum of Understanding between the AIHA and the SOCIETY, dated 4 February 2010, established the AIHA as the lead society for health physics academic education program accreditation under ABET, Inc. The SOCIETY functions only as a source of program evaluators for health physics academic education programs.

c) REPRESENTATIVE(S) OF THE SOCIETY TO THE AIHA

- i) AIHA is the Lead Society under ABET, Inc., for health physics academic education program accreditation within the Applied Science Accreditation Commission (ASAC).
- ii) AIHA maintains a subcommittee within the AIH Academic Accreditation Committee (AAC) for the purpose of conducting the needed activities related to accreditation of health physics academic education programs.
- iii) Members of the subcommittee are to be appointed by the SOCIETY. These individuals are to be Certified Health Physicists and members of the SOCIETY in good standing. The Academic Education Committee will recommend to the SOCIETY President-elect, when appropriate, SOCIETY members to serve on the

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AIH AAC. These recommendations will then be approved by the SOCIETY Board of Directors.

- iv) Members of the subcommittee are not required to be members of AIHA.
- v) This subcommittee will have responsibility for the following functions relative to ABET, Inc., accreditation of health physics academic education programs:
 - (1) Maintenance and, as necessary, modification of Health Physics Accreditation Criteria already established under the ASAC.
 - (2) Recruitment of Program Evaluators (PEVs) to perform accreditation functions under the ASAC.

d) FINANCIAL CONSIDERATIONS

The SOCIETY will compensate AIHA annually for the lead society fee for each ABET, Inc.-accredited health physics academic education program for which AIHA becomes the lead society. In addition, HPS will compensate AIHA annually in the amount of 20 percent of the society member fee charged by ABET, Inc., as well as for any direct expenses incurred by AIHA in the performance of its obligations as the lead society for health physics academic education program accreditation, which includes training of program evaluators for health physics academic education programs.

IV. PROCEDURES

None.

RULE 11.5 - ALLIANCE FOR RADIATION SAFETY IN PEDIATRIC IMAGING

I. PURPOSE

To specify the requirements and procedures regarding the relationship of the Society with the Alliance for Radiation Safety in Pediatric Imaging (known as the "Alliance").

II. DEFINITIONS

The Alliance for Radiation Safety in Pediatric Imaging is sometimes referred to as the Image Gently Campaign.

The founding members of the Alliance include the Society for Pediatric Radiology, the American Association of Physicists in Medicine, the American College of Radiology, and the American Society of Radiologic Technologists.

III. SPECIFICATIONS

a) FUNCTION

The Alliance is a coalition of organizations dedicated to providing safe, high-quality pediatric imaging nationwide. The primary objective of the Alliance is to raise awareness in the imaging community of the need to adjust radiation dose when imaging children. As a member of the Alliance, the Society shall:

- i) Endorse the primary objective of raising awareness in the imaging community of the need to adjust radiation dose when imaging children and the ultimate goal of changing practice.
- ii) Communicate Alliance messages through the Society's electronic or print media on specified release dates.
- iii) Communicate the Alliance's goals to their members and constituents through mail, email, conferences, and meetings
- iv) Offer contributions to the body of knowledge for possible inclusion on the Alliance website.
- v) Refer questions and media queries to the designated public spokespersons from the founding member organizations.

b) RELATIONSHIP OF THE SOCIETY TO THE ALLIANCE

The Society has an affiliation with the Alliance for Radiation Safety in Pediatric Imaging. Authorization to make this affiliation was granted by a two-thirds vote of the Board in office and by the majority of the voting members who cast a ballot. Any alteration requires similar approval.

c) FINANCIAL CONSIDERATIONS

The Society shall be under no obligation to contribute either financially or in volunteer efforts to the Alliance.

IV. PROCEDURES

None.

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RULE 11.6 - AMERICAN INSTITUTE OF PHYSICS

I. PURPOSE

To specify the requirements and procedures regarding the relationship of the Society with the American Institute of Physics (AIP).

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) FUNCTION

AIP is a 501(c)(3) not-for-profit membership corporation created for the purpose of promoting the advancement and diffusion of the knowledge of physics and its application to human welfare. AIP is composed of 10 member societies and a number of affiliated societies. An AIP-affiliated society is any local, regional, or national organization interested in physics and allied sciences. HPS is an AIP-affiliated society.

b) RELATIONSHIP OF THE SOCIETY TO AIP

The Society has an affiliation with AIP. Authorization to make this affiliation was granted by a two-thirds vote of the Board in office and by the majority of the voting members who cast a ballot. Any alteration requires similar approval.

c) FINANCIAL CONSIDERATIONS

The Society shall be under no obligation to contribute either financially or in volunteer efforts to AIP.

IV. PROCEDURES

None.

SECTION 12 - WORKING RELATIONSHIPS WITH OTHER ORGANIZATIONS

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RULE 12.0 - WORKING RELATIONSHIPS WITH OTHER ORGANIZATIONS

I. PURPOSE

To specify the requirements and procedures regarding working relationships of the Society with other organizations.

II. DEFINITIONS

WORKING RELATIONSHIPS. Relationships established by the Board with organizations whose objectives and activities closely relate to radiation protection matters.

III. SPECIFICATIONS

- a) All Rules regarding working relationships of the Society with other organizations shall be contained in Rule 12.
- b) The Society may establish reciprocal working relationships with other organizations whose objectives and activities closely relate to radiation protection matters (See BYLAWS Article VIII, Section 3).

IV. PROCEDURES

None.

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RULE 12.1 - NATIONAL COUNCIL ON RADIATION PROTECTION AND MEASUREMENTS

I. PURPOSE

To specify the requirements and procedures regarding the relationship of the Society with the National Council on Radiation Protection and Measurements (NCRP).

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) RELATIONSHIP OF THE SOCIETY TO THE NCRP

- i) The Society has an informal working relationship with the NCRP. In exchange for an annual contribution to the NCRP, the Society has the following privileges:

- (1) Making nominations annually to the NCRP for vacancies on the NCRP Council,
- (2) Sending a representative to the annual meeting of the NCRP, and
- (3) Receiving the Annual Report of the NCRP.

b) NOMINATIONS TO THE NCRP

The Society makes several nominations each year to vacancies on the NCRP. These nominations are made by the President and approved by the Board.

c) REPRESENTATIVES TO THE ANNUAL MEETING

The immediate Past President is the representative of the Society at the annual meeting of the NCRP.

IV. PROCEDURES

None.

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RULE 12.2 - AMERICAN ACADEMY OF HEALTH PHYSICS/AMERICAN BOARD OF HEALTH PHYSICS

I. PURPOSE

To describe the relationship of the Society with the American Academy of Health Physics (AAHP) and the American Board of Health Physics (ABHP).

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) RELATIONSHIP TO THE SOCIETY

Although the programs and policies of the ABHP are independent of the Board, close ties have been maintained between the two groups through the nominations that the Board makes for vacancies on the ABHP. This nomination process is established through the Bylaws of the AAHP, which contain a recommendation to the AAHP Nominating Committee to solicit recommendations from the Society.

IV. PROCEDURES

a) NOMINEE SELECTION

- i) Appointment to the ABHP is a function of the AAHP. The Bylaws of the AAHP provide for solicitation of recommendations from the HPS. However, this is not a formal requirement and will not necessarily be followed each year.
- ii) When nominees for appointment to the ABHP are requested of the Board by the AAHP, a three-person ad hoc Committee will be appointed by the President and approved by the Board. Preference should be given to appointing Board members who are certified to this ad hoc Committee.
 - (1) The ad hoc Committee will make its recommendations for Board approval at the Midyear Meeting of the Society.
 - (2) There is no limit on the number of nominees that may be recommended by the Board. Normally, nominees for specific areas of expertise will be solicited.
 - (3) The President sends approved nominations directly to the Chair of the AAHP Nominating Committee.

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- iii) Should time not permit review and approval of nominees by the Board at the Midyear Meeting, such review and approval will be performed by the Society Executive Committee and the nominations will be sent to the Chair of the AAHP Nominating Committee by the President.

RULE 12.3 - AMERICAN NATIONAL STANDARDS INSTITUTE

I. PURPOSE

To specify the requirements and procedures regarding the participation of the Society with the American National Standards Institute (ANSI) as an Accredited Standards Developer (ASD), and with the International Organization for Standardization (ISO) to promote and facilitate the development and publication of “American National Standards” and consensus international standards.

II. DEFINITIONS

ASC. Accredited Standards Committee

ASD. Accredited Standards Developer

ASTM. ASTM International (originally known as the American Society for Testing and Materials)

HPSSC. Health Physics Society Standards Committee

ISO. International Organization for Standardization

NTAG. Nuclear Technical Advisory Group, ISO Technical Committee 85

SOP. Standard Operating Procedure

TC85. ISO Technical Committee 85, Nuclear energy, nuclear technologies, and radiological protection

TC85/SC2. ISO TC 85, Subcommittee 2, Radiological protection

III. SPECIFICATIONS

a) APPOINTMENTS

i) ELIGIBILITY

- (1) Any member of the Society shall be eligible for appointment as a Society representative to an Accredited Standards Committee (ASC).
- (2) Any member of the Society shall be eligible for recommendation to the ANSI Nuclear Technical Advisory Group (NTAG) Chair as the United States (US) TAG Chair for ISO Technical Committee 85, Subcommittee 2, Radiological protection (TC85/SC2).

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ii) APPROVAL

- (1) All Society representatives and liaisons to ANSI standards-setting bodies are appointed by the President-elect and approved by the Board in office during the year in which the appointment becomes effective.
- (2) The Health Physics Society Standards Committee (HPSSC) Chair or designated alternate is the Society organizational representative to radiation safety related ASCs (e.g., N13, N42, N43) where the Society has an organizational membership for consensus balloting.
- (3) The President-elect shall, in consultation with the existing Chair, recommend to the ISO/TC85 US NTAG Chair, the appointment of US TAG Chair (and Vice-Chair) for ISO TC85/SC2. The appointment will be confirmed by the ANSI ISO Team (ISOT).

iii) TERM OF OFFICE

Appointments are for three years. It is customary to appoint an individual for two consecutive terms. It is also customary that no individual may serve in the same office for more than two consecutive terms. When more than one representative is serving on a particular Committee, the terms of office shall be arranged such that not all memberships expire in a single year.

iv) ALTERNATES

Where only one official Society representative is appointed to a particular Committee, an alternate shall be appointed to serve in the absence of the Society representative. The term of the alternate shall coincide with the principal representative.

v) VACANCIES

For the assistance of the President-elect, the HPSSC Chair shall maintain a list of appointments coming due and recommend potential candidates for the vacancies.

vi) ANSI N13 AND N43 APPOINTMENTS

- (1) The Society serves as HPS Headquarters of ASCs N13 and N43. As such, the Society Board approves the Chairs of both the N13 and N43 Committees on an annual basis.
- (2) The Chairs shall be full members of the Society and annually nominated by the ASCs according to their internal procedures. The Chairs will customarily

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receive consecutive appointments for a three-year period. The President-elect shall consult with the HPSSC Chair regarding the effectiveness of each ASC Chair prior to any re-appointment. A second three-year period is also customarily offered and administered in the same manner, providing the individual has demonstrated effectiveness in the position and is willing to serve.

- (3) During each ASC Chair's term, but no later than the final year of the final term of the Chair, a Vice-Chair is also appointed in accordance with the ASC's internal procedures. As this person normally succeeds to the Chair when it is vacated, appointment to the Vice-Chair must be approved by the Society Board.
- (4) The Board shall appoint the Standards Coordinator who acts as the liaison between ANSI and the ASCs. The Standards Coordinator is typically a staff member of HPS Headquarters. The Standard Coordinator may serve an unlimited term at the discretion of the Board.

vii) ORGANIZATION MEMBER ASC APPOINTMENTS

The Society organizational representative(s) to the ASCs N13 and N43, or any other radiation safety-related ASCs (e.g., N42), shall be provided by the HPSSC Chair or designated alternate, subject to approval by the applicable ASC.

viii) OTHER ANSI N AND Z COMMITTEES

The HPSSC Chair or designated alternative is the Society representative to other ANSI N and Z Committees.

b) REPORTS

The semiannual report by the HPSSC shall include information pertaining to all ANSI, ISO, and other committees and boards related to standards for which the Society has official representation and involvement. The ANSI ASCs for which the Society is HPS Headquarters (i.e., N13 and N43) will submit semiannual reports to the HPSSC Chair. The TC85/SC2 Technical Advisor shall submit an annual report to the HPSSC Chair.

IV. PROCEDURES

The HPSSC maintains the Society's Standard Operating Procedure (SOP) for conduct of activities supporting ANSI designation of the Society as an ASD for N13 and N43, ISO TC85/SC2, and any other committees or boards related to standards for which the Society has official participation or involvement. The HPSSC SOP may be found in Appendix B.

RULE 12.6 – PRESIDENT AND INTERSOCIETY RELATIONS COMMITTEE APPOINTED LIAISON PROGRAM

I. PURPOSE

To describe the relationship between the Society and other professional organizations through the use of President-Elect/President-appointed liaisons.

II. DEFINITIONS

OTHER PROFESSIONAL ORGANIZATIONS. Any national or international scientific or professional society, industrial or trade association, or governmental agency with an interest in, or an impact on, radiation protection.

LIAISONS. A member in good standing who has been, at the request of the President-Elect, or President in years when there is not a President-Elect, asked to officially act as communicator between the Society and the other professional organization.

III. SPECIFICATIONS

a) APPOINTMENTS

i) ELIGIBILITY

Except as otherwise provided for in the BYLAWS or by a particular Rule, any member of the Society shall be eligible for appointment as a liaison.

ii) APPROVAL

The President-Elect, or President in years when there is not a President-Elect, in coordination with the IRC has the discretion to appoint liaisons to another professional organization to officially act as communicator between the Society and the other professional organization.

iii) APPOINTMENT TERM

A liaison is appointed for a term of two years coinciding with the Presidential term of the President-Elect, or President in years when there is not a President-Elect, making the appointment. The same liaison may be reappointed to successive terms by successive President-Elects. There is no limit to the number of two-year terms that can be served by the same liaison.

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b) RESPONSIBILITIES

- i) Liaisons interact with their respective assigned professional organizations as directed by the Intersociety Relations Committee.
- ii) Unless otherwise designated, liaisons report to the Intersociety Relations Committee.
- iii) If a liaison is replaced before their term is completed, and the liaison is a member of the Intersociety Relations Committee, they may continue to serve the committee until their committee term expires to ensure continuity of the committee.
- iv) Liaisons shall not issue official Society policy statements or make Society commitments on behalf of HPS to other professional organizations.

c) REPORTS

Each liaison shall file an annual report with Intersociety Relations Committee by April 1st for review by the Intersociety Relations Committee.

IV. PROCEDURES

None.

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RULE 12.7 - APPOINTMENTS, NOMINATIONS, AND ENDORSEMENTS OF MEMBERS TO OUTSIDE ORGANIZATIONS

I. PURPOSE

To establish a process for the Society to identify appropriate candidates from among Society Members to be appointed or nominated to a position within an outside organization or an award given by an outside organization or to have their appointment or nomination endorsed by the Society.

II. DEFINITIONS

OUTSIDE ORGANIZATIONS. Any scientific or professional society, industrial or trade association, or governmental agency with an interest in, or an impact on, radiation protection.

REFER/REFERRAL. An appointment or nomination or an endorsement of an appointment or nomination to a position within an outside organization or for an award given by an outside organization not otherwise provided for in the RULES or BYLAWS.

CANDIDATE. Any member of the Society for whom a request for referral has been made.

These definitions are specific to this Rule only.

III. SPECIFICATIONS

Except as otherwise provided in the RULES or BYLAWS of the Society, the President, with approval of the Executive Committee, may make a referral as defined in this rule.

a) RECOMMENDATION OF CANDIDATES

- i) Any member of the Society may recommend a member to the President as a candidate.
- ii) Recommendations shall be submitted to the President no later than 30 days prior to the outside organization's deadline for accepting referrals. The closing date shall be clearly indicated on the recommendation.
- iii) Each recommendation shall include:
 - (1) A short biographical résumé of the candidate's qualifications and a descriptive explanation of why the candidate is being referred,
 - (2) The criteria of the outside organization for the position being sought, and

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(3) If appropriate, a description of the outside organization's mission.

b) ELIGIBILITY

Except as otherwise provided for in the BYLAWS or RULES, any member of the Society shall be eligible for referral.

c) REPORTS

The President will report all referrals to the Board at the next convened Board meeting.

d) OBLIGATIONS

i) There is no obligation to refer any candidate to any position.

ii) More than one candidate may be referred to any position.

IV. PROCEDURES

a) The President may request that a Committee review (or form a task force to review) a candidate's qualifications for a position or award.

b) In the case of multiple candidates, the President may request a Committee rank (or form a task force to rank) the candidates.

c) The President shall inform the Executive Committee of all recommendations received and the actions taken on the recommendation (e.g., request Committee review, denial of recommendation, request for approval to make a referral).

d) The Executive Committee must approve any referral prior to submitting the referral to the outside organization.

SECTION 13 - SOCIETY AWARDS

RULE 13.0 - SOCIETY AWARDS

I. PURPOSE

To identify the Society awards established by the Board and to specify general requirements regarding Society awards.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) AWARDS CRITERIA

The Awards Committee shall develop criteria whereby excellence in health physics may be recognized and make recommendations to the Board relative to awards to be made by the Society.

b) AWARDS BOOKLET

The Awards Committee shall prepare an awards booklet, for distribution at the Annual Meeting.

c) OTHER RESPONSIBILITIES

The Awards Committee shall perform other responsibilities as enumerated in the other sections of this Rule.

d) NOMINEE CONFIDENTIALITY

Nominators are requested to keep confidential the names of their nominees to the Awards Committee.

IV. PROCEDURES

None.

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RULE 13.1 - ELDA E. ANDERSON AWARD

I. PURPOSE

To specify the objective, eligibility, nominations, selection criteria, and content regarding the Elda E. Anderson Award and to provide procedures associated with the award.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) OBJECTIVE

- i) This award is presented to a young member of the Health Physics Society to recognize excellence in:
 - (1) Research or development,
 - (2) Discovery or invention,
 - (3) Devotion to health physics, and/or
 - (4) Significant contributions to the profession of health physics.

b) ELIGIBILITY

- i) Nominees shall have not reached their 40th birthday prior to 1January of the calendar year during which the award is given.
- ii) Nominees shall be living at the time of the submission deadline in the year the award is to be given.

c) NOMINATIONS

- i) Nominations for this award shall be made by Chapter Presidents, Section Presidents, or a petition of any six members.
- ii) Nominations shall be submitted to the Chair of the Awards Committee by 1 March in order to be considered for that year.

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- iii) Each nomination shall include a short biographical résumé of the candidate's career, date of birth, and the reasons for nominating the candidate. Reports, references, etc., may be submitted as supporting material for the candidate's nomination.

- d) SELECTION CRITERIA

Nominees shall have met the objectives of this award. The Committee will consider nominations received for up to three years prior to the award year.

- e) CONTENT

The award shall consist of a Board-approved cash presentation, tickets to the Annual Meeting Awards Ceremony, and a suitably mounted certificate given at the Annual Meeting Awards Ceremony of the Society.

IV. PROCEDURES

- a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

- i) The Awards Committee shall:

- (1) Select one award recipient from the nominees annually. (At its discretion, the Committee may opt to select no candidate.)
 - (2) Arrange for the award to be presented at the Annual Meeting Awards Ceremony.
 - (3) Provide information to *Health Physics News* concerning each recipient for publication after award presentation.
 - (4) Arrange for publication of a citation and a photograph of the recipient in *Health Physics* after award presentation.

RULE 13.2 - DISTINGUISHED SCIENTIFIC ACHIEVEMENT AWARD

I. PURPOSE

To specify the objective, eligibility, nominations, selection criteria, content, and procedures of the Distinguished Scientific Achievement Award and those memorialized under the award.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) OBJECTIVE

The award and the associated memorializations are intended to acknowledge outstanding contributions to the science and technology of radiation protection. The recipient of the award is recognized for accomplishments of fundamental importance to the practice, acceptance, and advancement of the profession of health physics. The award is given in memory of those scientists who contributed in an outstanding way to the development of scientific knowledge for the protection of people and their environment.

b) ELIGIBILITY

- i) Any individual, except present members of the Board and the Awards Committee, shall be eligible for this award.
- ii) Nominees for the award (but not the memorialization) shall be living at the time of the submission deadline in the year the award is to be given.
- iii) The following criteria apply only to candidates for memorialization:
 - (1) Recipient need not have been a member of the Society.
 - (2) Eligibility is generally restricted to a person who died at least five years earlier.

c) NOMINATIONS

- i) Nominations for this award and for those to be memorialized shall be made by Chapter Presidents, Section Presidents, or a petition of any six members of the Society.

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- ii) Nominations shall be submitted to the Chair of the Awards Committee by 1 March in order to be considered for that year.

- d) SELECTION CRITERIA

The Awards Committee selects the award recipients and/or persons to be memorialized. The Committee has the discretionary power to not select an awardee or a person to be memorialized in any given year. The Committee will consider nominations received for up to three years prior to the award year.

- e) CONTENT

The award shall consist of a citation and certificate, life membership in the Society, and tickets to the Annual Meeting Awards Ceremony and travel assistance for the award recipient to attend the Awards Ceremony, if requested. The name(s) of the recipients shall be announced in *Health Physics News* immediately following approval by the Board. A citation and photograph of the individual(s) shall be published in *Health Physics*. The name(s) of the individual(s) being memorialized shall be read each year during the presentation of the award.

IV. PROCEDURES

- a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

- i) The Awards Committee shall:

- (1) Select an award recipient and/or persons to be memorialized as merited, not necessarily each year.
 - (2) Arrange for the award to be presented and/or made at the Annual Meeting Awards Ceremony.
 - (3) Provide information to *Health Physics News* concerning each recipient and those memorialized for publication after the award presentation.
 - (4) Arrange for preparation and publication of a résumé of the recipient's career and achievements in *Health Physics* after award presentation.

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RULE 13.3 - FOUNDERS AWARD

I. PURPOSE

To specify the objective, eligibility, nominations, selection criteria, content, and procedures for the Founders Award and those memorialized under the award.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) OBJECTIVE

This award and the associated memorializations are intended to recognize exceptional service to the Health Physics Society or the health physics profession. The recipient of the award is recognized for the sum of contributions to the profession over his or her lifetime. The award is made in the memory of those individuals who were instrumental in the formation or development of the Health Physics Society.

b) ELIGIBILITY

- i) Any individual except members of the Board and the Awards Committee shall be eligible for the Founders Award.
- ii) Nominees for the award (but not the memorialization) shall be living at the time of the submission deadline in the year the award is to be given.
- iii) The following criteria apply to memorializations:
 - (1) The recipient need not have been a member of the Society.
 - (2) Eligibility is generally restricted to a person who died at least five years earlier.

c) NOMINATIONS

- i) Nominations for this award shall be made by Chapter Presidents, Section Presidents, or a petition of any six members of the Society.
- ii) Nominations shall be submitted to the Chair of the Awards Committee by 1 March in order to be considered for that year.

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- iii) Each nomination shall include a short biographical résumé of the candidate's career and a descriptive explanation of why the candidate is being nominated. Reports, references, etc., should be submitted as supporting material for the candidate's nomination.

d) SELECTION CRITERIA

The Awards Committee selects the award recipients. The Committee has the discretionary power to not select an awardee in any given year. The Committee will consider nominations received for up to three years prior to the award year.

e) CONTENT

The award consists of a certificate, a citation, life membership in the Society, and tickets to the Annual Meeting Awards Ceremony and travel assistance for the award recipient to attend the Awards Ceremony, if requested. The name of the individual to be memorialized shall be announced in *Health Physics News* immediately following approval by the Board. A citation and photograph of the individual shall be published in *Health Physics*. The name of the individual shall be read each year during the presentation of the award.

IV. PROCEDURES

a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

i) The Awards Committee shall:

- (1) Select award recipients as merited, not necessarily each year.
- (2) Arrange for the award to be presented and/or made at the Annual Meeting Awards Ceremony.
- (3) Provide information to *Health Physics News* concerning each recipient and those memorialized for publication after award presentation.
- (4) Arrange for preparation and publication of a résumé of the recipient's career and achievements in *Health Physics* after award presentation.

RULE 13.5 - FELLOW AWARD

I. PURPOSE

To specify the objective, eligibility, nomination, selection, and award content for the Fellow Award and to provide procedures associated with the award.

II. DEFINITION

None.

III. SPECIFICATIONS

a) OBJECTIVE

To honor senior members of the Society who have made significant administrative, educational, and/or scientific contributions to the profession of health physics and/or the Society.

b) ELIGIBILITY

- i) Society members who will be 50 years or older by 1 March of the year the person is to be selected are eligible for the fellow class of membership. Except under unusual circumstances, the individual must also have been a member of the Society during the preceding five years. Past Presidents of the Society will automatically qualify and be upgraded to fellow class of membership at the time they leave the office of President. This shall be recognized at the Annual Meeting Awards Ceremony at the Annual Meeting that concludes the presidency.
- ii) Nominees shall be living at the time of the submission deadline in the year the award is to be given.

c) NOMINATIONS

- iv) Nominations for this award shall be made by voting members of the Society.
- v) Nominations shall be submitted to the Chair of the Awards Committee by 1 March in order to be considered for that year.
- vi) Each nomination shall include a short biographical résumé of the candidate's career and a descriptive explanation of why the candidate is being nominated. Reports, references, etc., should be submitted as supporting material for the candidate's nomination. In addition, three letters from existing fellows supporting the nomination must also be submitted.

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d) SELECTION CRITERIA

Selection is made by the Awards Committee. The Awards Committee shall name no more than one-half of one-percent of the Society's full members to fellow classification in any Society year. The Committee will consider nominations received for up to three years prior to the award year.

e) CONTENT

The award shall consist of the names of new fellows being read at the Annual Meeting Awards Ceremony and recognition of fellow class of membership made in the Membership Handbook.

f) ANNOUNCEMENT

The list of new fellows shall be published in *Health Physics News*.

IV. PROCEDURES

a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

i) The Awards Committee shall:

- (1) Select the award recipients per the specifications above.
- (2) Arrange for award presentation at the Annual Meeting Awards Ceremony.
- (3) Arrange for publication of the list of new fellows in *Health Physics News* after the award presentation.

RULE 13.6 - ROLF M. SIEVERT AWARD (IRPA) NOMINEE

I. PURPOSE

To note the objective, eligibility, nomination, selection criteria, and award content for the Rolf M. Sievert Award given by IRPA and to provide procedures associated with selecting the Society's nominee for the award.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) OBJECTIVE AND AWARD CONTENTS

The Rolf M. Sievert Award is given to recognize outstanding contributions in the field of radiation protection on an international basis. The award consists of the honor of preparing and delivering the Sievert Lecture at a meeting of the International Congress of IRPA.

b) ELIGIBILITY

Members of the IRPA Executive Council and IRPA Selection Committee are ineligible.

c) NOMINATIONS

One nomination for this award shall be made by the Society at the request of the President of IRPA

d) SELECTION CRITERIA

Nominees shall have made an outstanding contribution in the field of radiation protection.

IV. PROCEDURES

a) NOMINEE SELECTION

- i) The President of the Society shall notify the Chair of the Awards Committee of the need for a nominee.
- ii) The Awards Committee shall select a nominee.

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- iii) The Awards Committee shall prepare a letter of recommendation, a curriculum vitae, and a list of publications of the individual so named. The paperwork for the nominee shall then be forwarded to the Society President for submittal to the President of IRPA.

RULE 13.7 - ROBLEY D. EVANS COMMEMORATIVE MEDAL

I. PURPOSE

To specify the objective, eligibility, nominations, selection criteria, content, and procedures for the award of the Robley D. Evans Commemorative Medal.

II. DEFINITIONS

EVANS MEDAL. The Robley D. Evans Commemorative Medal Award.

III. SPECIFICATIONS

a) OBJECTIVE

- i) The Evans Medal is intended to acknowledge specific outstanding scientific achievement that emulates the scientific characteristics, principles, integrity, and stature associated with and characterized by Professor Robley D. Evans, a Past President of the Health Physics Society. The award is given in memory and honor of Professor Evans in recognition of his outstanding and extraordinary dedication and contributions to radiation safety as an educator, scientist, author, and humanitarian for more than 50 years. Considerations for award of the Evans Medal include (a) excellence in scientific achievement, (b) interdisciplinary capabilities, (c) the applicability of scientific advances to the real-world needs of radiation safety, (d) demonstrated insight into simple solutions of difficult problems, (e) either theoretical or applied work, (f) achievement resulting from a long career or resulting from an isolated short-term effort which is based on a fruitful career, and (g) advancements associated with radiobiological effects and risk assessment (important, but not essential).
- ii) The considerations summarized above imply that the person receiving the Evans Medal would be an exceptional scientist and that portions of a career involving administration, service to government, or service to any organization or the Health Physics Society are not relevant

b) ELIGIBILITY

- i) Any individual, except current members of the Board or the Awards Committee, shall be eligible for this award.
- ii) The individual must be living at the time of the submission deadline in the year the award is to be given.

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c) NOMINATIONS

Nominations for this award shall be made by Chapter Presidents, Section Presidents, or a petition of any six members of the Society. Nominations must be submitted to the Chair of the Awards Committee by 1 March in order to be considered for that year.

d) SELECTION CRITERIA

The Awards Committee selects the award recipients from among those who have been nominated. The Committee will consider nominations received for up to three years prior to the award year. The Committee may also consider persons who have been nominated for the Distinguished Scientific Achievement Award. The Evans Medal is not intended to be awarded annually or even frequently. The Committee has the discretionary power to not select an awardee in any given year.

e) CONTENT

The award shall consist of the Evans Medal inscribed with the name of the awardee and date awarded, life membership in the Society, tickets to the Annual Meeting Awards Ceremony, and travel assistance for the award recipient to attend the Annual Meeting Awards Ceremony, if requested. The name of each recipient shall be provided to *Health Physics News*. A citation and photograph shall be published in *Health Physics*.

IV. PROCEDURES

a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

i) The Awards Committee shall:

- (1) Select Evans Medal recipients as merited, not necessarily each year.
- (2) Arrange for the Evans Medal to be presented at the Annual Meeting Awards Ceremony.
- (3) Provide information to *Health Physics News* concerning each recipient for publication after Medal presentation.
- (4) Arrange for preparation and publication in *Health Physics* after Medal presentation of a résumé of each recipient's career and achievements.

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RULE 13.8 - GEOFFREY G. EICHHOLZ OUTSTANDING SCIENCE TEACHER AWARD

I. PURPOSE

To specify the objective, eligibility, nomination process, selection criteria, and content regarding the Geoffrey G. Eichholz Outstanding Science Teacher Award and to provide procedures associated with the award.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) OBJECTIVE

To honor teachers who have made significant contributions to educating students in topics related to the field of radiation safety.

b) ELIGIBILITY

- i) Nominees shall be a teacher of grades K–12 at the time of nomination for the award.
- ii) Nominees shall be living at the time of the submission deadline.

c) NOMINATIONS

- i) Nominations for this award shall be made by Chapter Presidents, Section Presidents, Chair of the Science Support Committee, or any full member of the Society.
- ii) Nominations shall be submitted to the Chair of the Awards Committee by 1 March of the year in which the award is made.
- iii) Each nomination shall include a biographical résumé of the candidate's career and the reasons for nominating the candidate. Reports, references, lesson plans, and descriptions of special projects may be submitted as supporting material for the candidate's nomination.

d) SELECTION CRITERIA

Nominees shall have met the objectives of this award.

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e) CONTENT

The award shall consist of a Board-approved cash presentation to the school of the award recipient, a suitably mounted certificate given at the Annual Meeting of the Society or at a meeting of a Chapter of the Society, tickets to the Awards Ceremony, travel assistance for the award recipient to attend the Award Ceremony whether at the Annual Meeting or a Chapter meeting, and an honorary membership in the Society with the privileges of an Associate Member.

IV. PROCEDURES

a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

i) The Awards Committee shall:

- (1) Select one or more award recipients from the nominees annually (at its discretion, the Committee may opt to select no candidate).
- (2) Arrange for the announcement of the name of the recipient in an issue of *Health Physics News*.
- (3) Arrange for the award to be presented at the Annual Meeting of the Society or at a meeting of a Chapter of the Society.

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RULE 13.10 - PRESIDENT'S SERVICE AWARD

I. PURPOSE

To specify the objective, eligibility, nomination, selection, and award content for the President's Service Award and to provide procedures associated with the award.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) OBJECTIVE

To honor individuals for exceptional service to the President or the Society during the current President's term.

b) ELIGIBILITY

Individuals who have provided service to the President or the Society during the current term of office. The individuals need not be members of the Society. The awards shall be presented at the President's Reception during the Annual Meeting that concludes the presidency.

c) SELECTION

Individuals will be selected for this award by the President.

d) CONTENT

A gift associated with this award will be selected by the President and the Executive Director and the Society's cost included in the appropriate budget.

e) ANNOUNCEMENT

Individuals selected for this award will be recognized in *Health Physics News*.

IV. PROCEDURES

None.

RULE 13.11 - STUDENT SCIENCE AWARD

I. PURPOSE

To specify the objective, eligibility, nomination, selection, and award content for the Student Science Award and to provide procedures associated with the award.

II. DEFINITION

None.

III. SPECIFICATIONS

a) OBJECTIVE

To recognize outstanding contributions by students in grades 6–12 to the understanding of the applications of radiation and its impact on the environment and health.

b) ELIGIBILITY

- i) Individuals currently in school grades 6–12 who have contributed reports or presentations of projects on radiation benefits, applications, and impacts. The projects shall have been presented at local science fairs or at a similar extracurricular scientific event where multiple projects are presented. The awards shall be presented at a meeting of the nominating Chapter or a Chapter near the awardee's residence following the announcement of the award.
- ii) Nominees shall be living at the time of the submission deadline.

c) NOMINATIONS

- i) Nominations for this award shall be made by any full member of the Society or by a Chapter or Section of the Society.
- ii) Nominations shall be submitted to the Chair of the Awards Committee by 30 May in order to be considered for that year.
- iii) Each nomination shall include either a report of the project written by the nominated student or a set of pictures illustrating the display of the project. The nomination shall also include a discussion of the criteria used by the nominator for selecting the nominee's project. Additional supporting letters may also be included.

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d) SELECTION

Selection is made by the Awards Committee. The Committee may grant up to four awards in any year. Nominations shall not be carried over from year to year.

e) CONTENT

The award shall consist of a mounted certificate naming the awardee and the title of the project and a cash award that shall not exceed \$1,000.00 total for all awards given.

f) ANNOUNCEMENT

Individuals selected for this award will be recognized at the Annual Meeting Awards Ceremony and in *Health Physics News*. A news release describing the award and naming the awardee and project shall be sent to a local newspaper designated by the awardee.

IV. PROCEDURES

a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

i) The Awards Committee shall:

- (1) Select the award recipients per the specifications above.
- (2) Arrange for award announcement at the Annual Meeting Awards Ceremony and presentation by a local Chapter.
- (3) Arrange for publication of the awardee(s) and the projects in *Health Physics News* after the award presentation.
- (4) Arrange for a news release describing the award and naming the awardee and project to be sent to a local newspaper designated by the awardee.

RULE 13.12 - DISTINGUISHED PUBLIC SERVICE AWARD

I. PURPOSE

To specify the objective, eligibility, nominations, selection criteria, content, and procedures of the Distinguished Public Service Award and those memorialized under the award.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) OBJECTIVE

- i) The award and associated memorialization(s) are intended to acknowledge outstanding:
 - (1) Contributions to the profession of health physics while in public service, or
 - (2) Service to the general public that significantly contributes to the relationship between the public and the health physics profession.
- ii) The recipient of the award is recognized for accomplishments of fundamental importance to the practice, acceptance, and advancement of health physics or for public education in radiation science that is above and beyond the normal, accepted performance for the position held. The recognized service may be that resulting from a long career or from a short-term effort that is part of a fruitful career.
- iii) The award is given in memory of those who contributed in a similarly outstanding way.

b) ELIGIBILITY

- i) Any individual, except present members of the Board and the Awards Committee, shall be eligible for this award. The recipient need not have been a member of the Society. Memorializations are generally restricted to a person who died at least five years earlier.
- ii) Nominees for the award (but not the memorialization) shall be living at the time of the submission deadline in the year the award is to be given.

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c) NOMINATIONS

- i) Nominations for this award and for those to be memorialized shall be made by Chapter Presidents, Section Presidents, or a petition of any six members of the Society.
- ii) Nominations shall be submitted to the Chair of the Awards Committee by 1 March in order to be considered for that year.

d) SELECTION CRITERIA

The Awards Committee selects the award recipients and/or persons to be memorialized. This award is not intended to be awarded annually or even frequently. The Committee has the discretionary power to not select an awardee or a person to be memorialized in any given year. The Committee will consider nominations received for up to three years prior to the award year.

e) CONTENT

The award shall consist of a citation and certificate, life membership in the Society, tickets to the Annual Meeting Awards Ceremony, and travel assistance for the award recipient to attend the Awards Ceremony, if requested. A citation and photograph of the individual(s) shall be published in *Health Physics*. The name(s) of the individual(s) being memorialized shall be read during the presentation of the award.

IV. PROCEDURES

a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

The Awards Committee shall:

- i) Select an award recipient and/or persons to be memorialized as merited, not necessarily each year.
- ii) Arrange for the award to be presented and/or made at the Annual Meeting.
- iii) Provide information to *Health Physics News* concerning each recipient and those memorialized for publication after the award presentation.
- iv) Arrange for preparation and publication of a résumé of the recipient's career and achievements in *Health Physics* after award presentation.

RULE 13.13 - G. WILLIAM MORGAN LECTURESHIP AWARD

I. PURPOSE

To specify the objective, eligibility, nominations, selection criteria, and content regarding the G. William Morgan Lectureship Award and to provide procedures associated with the award.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) OBJECTIVE

- i) This award is given to internationally known authorities on topics pertinent to the Society to present lectures at national meetings of the Society. The lecturers may be selected as keynote speakers at plenary sessions at the Annual or Midyear Meeting or as speakers at other sessions of the Society's national meetings.
- ii) The award is supported by the G. William Morgan Fund which is covered by [Rule 14.5](#).

b) ELIGIBILITY

Nominees shall be internationally known experts who are desired to be included in any national meeting of the Society.

c) NOMINATIONS

- i) Nominations for this award shall be made by persons responsible for selecting speakers for one or more technical sessions of a national meeting of the Society. These include, but are not limited to:
 - (1) Chair of the Program Committee,
 - (2) Chair of an Annual or Midyear Meeting Task Force,
 - (3) President of a Section,
 - (4) President of the AAHP, or
 - (5) President of the Society.

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- ii) Nominations shall be submitted to the Chair of the Awards Committee by:
 - (1) 1 October for the subsequent Midyear Meeting and
 - (2) 1 February for the subsequent Annual Meeting.
 - iii) Each nomination shall include a short biographical résumé of the candidate's career and the reasons for nominating the candidate, stating how it will enhance the program and with clear evidence of significant international reputation. Reports, papers, and letters of reference may be submitted as supporting material for the candidate's nomination.
- d) SELECTION CRITERIA
- i) Awardees shall have met the objectives of this award, clearly demonstrating international renown in a subject that is relevant to the meeting or session topic for which they are nominated.
 - ii) Awardees must be able to make their presentation in person at the meeting.
- e) CONTENT
- i) The award shall consist of:
 - (1) Complimentary registration at the meeting,
 - (2) Cost of travel, lodging, meals, and incidentals,
 - (3) Tickets to the Society's Awards Ceremony, and
 - (4) Certificate of recognition.

IV. PROCEDURES

- a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION
- i) The Awards Committee shall:
 - (1) Make a timely announcement to those responsible for selecting speakers for technical sessions of the availability of the award.
 - (2) Select awards recipients from the nominees for each of the Midyear and Annual Meetings. The number of awardees shall be few, so as to retain the appropriate degree of prestige associated with the award. [Rule 14.5](#) regarding disbursements from the G. William Morgan Fund may also limit the number of awardees. The award should not be used as a convenient funding

HEALTH PHYSICS SOCIETY RULES

source for members of other organizations (e.g., IAEA, ICRP, IRPA) unless they are invited primarily to enhance the program.

- (3) Notify those responsible for the particular session in which the lecture is to be given as soon as the awardees have been selected.
- (4) Ensure that the awardees are notified and that HPS Headquarters communicates with them regarding accommodation and travel arrangements.
- (5) Arrange for the awardees to be appropriately acknowledged in the program of the meeting and introduced with appropriate ceremony in the session at which they speak.
- (6) Arrange for the award to be presented at the conclusion of the lecture.
- (7) Provide information to *Health Physics News* concerning each recipient for publication after award presentation.

RULE 13.14 - ROBERT S. LANDAUER, SR., LECTURESHIP AWARD

I. PURPOSE

To specify the objective, eligibility, nominations, selection criteria, and content regarding the Robert S. Landauer, Sr., Lectureship Award and to provide procedures associated with the award.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) OBJECTIVE

This award is given in remembrance of Robert S. Landauer to an individual clearly demonstrating expertise in a subject that is relevant to the opening plenary session of the Annual Meeting.

b) CONDITIONS

- i) This award is given in accordance with a letter agreement with Landauer, Inc., dated 10 July 1998, that was effective for five years and is renewable annually thereafter unless cancelled by either Landauer, Inc., or the Health Physics Society by providing the other party one-year written notice.
- ii) Specific conditions of the agreement are:
 - (1) The "Robert S. Landauer, Sr., Lecture" is one of the keynote speakers at the plenary session at each annual meeting.
 - (2) The Health Physics Society identifies the lecture as being "The Robert S. Landauer, Sr. Lecture" in all announcements and materials.
 - (3) The speaker is selected by the Health Physics Society and a representative from Landauer, Inc.
 - (4) Landauer, Inc., will provide (or provide for) a plaque acknowledging the speaker and pay an honorarium of \$600, meeting registration fees, and all reasonable travel expenses incurred.
 - (5) Landauer, Inc., at its discretion may increase the honorarium at any time in the future.

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c) ELIGIBILITY

Nominees may be any experts who are desired to be included in the opening plenary session of the Annual Meeting of the Society.

d) NOMINATIONS

- i) Nominations for this award shall be made by persons responsible for selecting the opening plenary session keynote speakers for the Annual Meeting of the Society. These include, but are not limited to:
 - (1) Chair of the Program Committee,
 - (2) Chair of an Annual Meeting Task Force,
 - (3) President of a Section,
 - (4) President of the Society.
- ii) Nominations shall be submitted to the Chair of the Awards Committee by 1 February for the subsequent Annual meeting.
- iii) Each nomination shall include a short biographical résumé of the candidate's career and the reasons for nominating the candidate, stating how it will enhance the program. Reports, papers, and letters of reference may be submitted as supporting material for the candidate's nomination.

e) SELECTION CRITERIA

- i) The awardee shall have met the objectives of this award.
- ii) The awardee must be able to make his or her presentation in person at the meeting.

f) CONTENT

- i) The award shall consist of:
 - (1) Honorarium of \$600, or more, as modified by Landauer, Inc.,
 - (2) Complimentary registration at the meeting,
 - (3) Cost of travel, lodging, meals, and incidentals,

HEALTH PHYSICS SOCIETY RULES

- (4) Tickets to the Society's Awards Ceremony, and
- (5) Plaque of recognition to recipient.

IV. PROCEDURES

a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

- i) The Awards Committee shall:
 - (1) Make a timely announcement of the availability of the award to those responsible for selecting speakers for the opening plenary session of the Annual Meeting.
 - (2) Along with the designated Landauer representative, select an award recipient from the nominees.
 - (3) Notify the Program Committee Chair and the Annual Meeting Task Force Chair as soon as the awardee has been selected.
 - (4) Ensure that the awardee is notified and that HPS Headquarters communicates with the awardee regarding accommodation and travel arrangements.
 - (5) Arrange for the awardee to be appropriately acknowledged in the program of the meeting.
 - (6) In conjunction with the Landauer representative and the President of the Society, arrange for the awardee to be introduced with appropriate ceremony at the opening plenary session.
 - (7) Similarly, arrange for the award to be presented at the conclusion of the lecture.
 - (8) Provide information to *Health Physics News* concerning the recipient for publication after award presentation.

RULE 13.15 - DADE MOELLER SCHOLARSHIP AWARDS

I. PURPOSE

To specify the objective, eligibility, nominations, selection criteria, and content regarding the Dade Moeller Scholarship Awards, including one memorializing Kelly Austin, and to provide procedures associated with the awards.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) OBJECTIVE

Each award is given to honor Dade W. Moeller and recognize his lifelong devotion to supporting educational initiatives. One designation of the award may memorialize Kelly Austin. Each award is to be given to an individual who is enrolled as a student in a bachelor's, master's, or doctoral program in health physics or related nuclear or environmental sciences at an accredited college or university in the United States. The award will provide monetary support for the student's education and for the student to attend the Annual Meeting of the Health Physics Society, where the student is expected to present a paper or poster in the technical program. The award is to be supported by the Dade Moeller Fund, which is covered by [Rule 14.7](#).

b) REPRESENTATION

The Chief Executive Officer of Dade Moeller & Associates or designee shall represent Dade Moeller & Associates in matters with the Health Physics Society concerning the Dade Moeller Fund and its awards.

c) CONDITIONS

- i) Each award is to be given in accordance with a letter agreement with Dade Moeller & Associates, Inc., dated 13 May 2009 and, as indicated below, is to be effective for five years and is to be renewable annually thereafter unless cancelled by either Dade Moeller & Associates or the Health Physics Society by providing the other party one-year written notice.
- ii) Specific conditions of the agreement shall be:
 - (1) Each student selected for a "Dade Moeller Scholarship Award" is to be recognized during the Awards Banquet at the Annual Meeting of the Society.

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- (2) The name of each student selected for a “Dade Moeller Scholarship Award” will be listed in the program for the Awards Banquet at the Annual Meeting of the Society.
- (3) Optimally two awards are to be given each year conditional upon qualified nominations or applicants. When two awards are given, one shall be designated the “Dade Moeller Scholarship Award Memorializing Kelly Austin”; it is noted that Kelly Austin graduated from undergraduate and graduate programs at Dickinson College and Georgetown University, respectively. Recipients are to be named each academic year unless limited by [Rule 14.7](#) regarding disbursements from the Dade Moeller Fund.

d) ELIGIBILITY

Nominees may be any individual who has been accepted for enrollment and will be a student during the upcoming academic year or is enrolled currently and will be a student during the upcoming academic year in a bachelor’s, master’s, or doctoral program in health physics or related nuclear or environmental sciences at an accredited college or university located in the United States.

e) NOMINATIONS

- i) Nominations or applications may be submitted by:
 - (1) A Student Member of the Society,
 - (2) A Voting Member of the Society on behalf of a student,
 - (3) An academic program director who is not a member of the Society provided the nomination is sponsored by a Voting Member, or
 - (4) A student faculty advisor who is not a member of the Society provided the nomination is sponsored by a Voting Member.
- ii) Nominations or applications shall be submitted to the Chair of the Academic Education Committee nominally by 1 June for award prior to the subsequent Annual Meeting.
- iii) Each nomination or application shall include a short biographical résumé of the student, description of the academic program for the upcoming year, and information supporting the nomination of the individual. Reports, papers, and letters of reference may be submitted as supporting material for the individual’s nomination.

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f) SELECTION CRITERIA

The awardee shall have met the eligibility requirements for the award and remains in good academic standing in the program described in the recipient's nomination package. Preference shall be given to Student Members of the Society. Awardees shall be willing and able to attend the subsequent Annual Meeting following announcement of the award and shall make suitable efforts to participate in the technical program.

g) CONTENT

The award consists of each of the following:

- i) Monetary support of \$3,500.00 to the recipient for educational expenses with disbursement timed to support expenses during the upcoming (one) academic year—provided by the Dade Moeller Fund,
- ii) Nominal monetary support limited to \$1500.00 to the recipient to support attendance at the subsequent Annual Meeting of the Society following announcement of the award to cover travel, lodging, meals, incidentals, and other reasonable, normal, and routine expenses—provided by the Dade Moeller Fund,
- iii) Complimentary registration at the meeting—provided by the Health Physics Society, and
- iv) Complimentary tickets to the Society's Awards Ceremony—provided by the Health Physics Society.

IV. PROCEDURES

a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

- i) The Academic Education Committee shall:
 - (1) Make a timely announcement of the availability of the award to solicit nominations.
 - (2) Along with the designated Dade Moeller & Associates representative, select two "Dade Moeller Scholarship Award" recipients with one designated to be the "Dade Moeller Scholarship Award Memorializing Kelly Austin" from the nominees for each academic year. [Rule 14.7](#) regarding disbursements from the Dade Moeller Fund may limit the number of awardees.

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- (3) Notify the Awards Committee Chair as soon as the awardee(s) has been selected.
- (4) Ensure that each awardee is notified.
- (5) Notify the Program Committee Chair as soon as the awardee(s) have been selected to accommodate the awardee's(s') presentation(s) in the technical program.
- (6) Ensure that HPS Headquarters communicates with each awardee regarding support for education and attendance at the Annual Meeting of the Society.
- (7) Arrange for each awardee to be listed in the awards program and appropriately recognized at the Awards Banquet during the Annual Meeting.
- (8) Provide information to *Health Physics News* concerning each award recipient for publication announcing the scholarship(s).

RULE 13.16 - DADE MOELLER LECTURESHIP AWARD

I. PURPOSE

To specify the objective, eligibility, nominations, selection criteria, and content regarding the Dade Moeller Lectureship Awards and to provide procedures associated with the awards.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) OBJECTIVE

This award is given in honor of Dade W. Moeller to an individual clearly demonstrating expertise in a subject of interest to members of the Society who will present a lecture at a national meeting of the Society. It is preferred that a lecturer be selected as a keynote speaker at the plenary session of an Annual or Midyear Meeting; however, the lecturer may be selected as a keynote speaker at any session of the Society's national meetings at the discretion of the Awards or Program Committees. The award is to be supported by the Dade Moeller Fund, which is covered by [Rule 14.7](#).

b) REPRESENTATION

The Chief Executive Officer of Dade Moeller & Associates or designee shall represent Dade Moeller & Associates in matters with the Health Physics Society concerning the Dade Moeller Fund and its awards.

c) CONDITIONS

i) The award is to be given in accordance with a letter of agreement with Dade Moeller & Associates, Inc., dated 13 May 2009, that is to be effective for five years and is to be renewable annually thereafter unless cancelled by either Dade Moeller & Associates or the Health Physics Society by providing the other party one-year written notice.

ii) Specific conditions of the agreement are:

(1) The "Dade Moeller Lecture" is to be one of the keynote speakers at a plenary session or an invited speaker at a session at the Annual or Midyear Meeting.

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- (2) At least one “Dade Moeller Lecture” is to be presented each calendar year unless limited by [Rule 14.7](#) regarding disbursements from the Dade Moeller Fund.
- (3) The Health Physics Society identifies the lecture as being “The Dade Moeller Lecture” in all announcements and materials.
- (4) The speaker is selected from those nominated by the Health Physics Society and a representative from Dade Moeller & Associates.
- (5) The Dade Moeller Fund will provide (or provide for) a plaque acknowledging the speaker and pay an honorarium of \$600 including all reasonable, normal, and routine travel expenses incurred.

d) ELIGIBILITY

Nominees may be any experts who are desired to be included in the opening plenary session or other session at a national meeting of the Society.

e) NOMINATIONS

- i) Nominations for this award shall be made by persons responsible for selecting the opening plenary session or a special session keynote speakers, as appropriate, for the Annual or Midyear Meeting of the Society. These include, but are not limited to:
 - (1) Chair of the Program Committee,
 - (2) Chair of an Annual Meeting Task Force,
 - (3) President of a Section,
 - (4) President of the Society.
- ii) Nominations shall be submitted to the Chair of the Awards Committee nominally by 1 February for the subsequent Annual Meeting or by 1 August for the subsequent Midyear Meeting.
- iii) Each nomination shall include a short biographical résumé of the individual’s career and the reasons for nominating the individual, stating how it will enhance the program. Reports, papers, and letters of reference may be submitted as supporting material for the individual’s nomination.

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f) SELECTION CRITERIA

- i) The awardee shall have met the requirements of the award and is a recognized expert in a technical (or professional) area that supports the technical program. The awardee has committed to making a keynote presentation in person at the meeting.

g) CONTENT

The award consists of each of the following:

- i) An honorarium to the recipient of \$600—provided by the Dade Moeller Fund,
- ii) Nominal monetary support to the recipient to support attendance at the Annual Meeting of the Society to cover travel, lodging, meals, incidentals, and other reasonable, normal and routine expenses—provided by the Dade Moeller Fund,
- iii) A plaque (or similar item) of recognition to recipient—provided (or cost provided for) by the Dade Moeller Fund,
- iv) Complimentary registration at the meeting—provided by the Health Physics Society, and
- v) Complimentary tickets to the Society's Awards Ceremony—provided by the Health Physics Society.

IV. PROCEDURES

a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

- i) The Awards Committee shall:
 - (1) Make a timely announcement of the availability of the award to those responsible for selecting speakers for the opening plenary session or other sessions of the Annual or Midyear Meeting.
 - (2) Along with the designated Dade Moeller & Associates representative, select an award recipient from the nominees for each of the Midyear and Annual Meetings. [Rule 14.7](#) regarding disbursements from the Dade Moeller Fund may also limit the number of awardees. The award should not be used as a convenient funding source for members of other organizations (e.g., IAEA, ICRP, IRPA) unless they are invited primarily to enhance the meeting program and present a keynote paper.

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- (3) Notify the Program Committee Chair and the Meeting Task Force Chair as soon as the awardee has been selected.
- (4) Ensure that the awardee is notified and that HPS Headquarters communicates with the awardee regarding accommodation and travel arrangements.
- (5) Arrange for the awardee to be appropriately acknowledged in the program of the meeting.
- (6) In conjunction with the Dade Moeller & Associates representative and the President of the Society, arrange for the awardee to be introduced with appropriate ceremony at the opening plenary session or a technical session.
- (7) Similarly, arrange for the award to be presented at the conclusion of the lecture.
- (8) Provide information to *Health Physics News* concerning the recipient for publication after award presentation.

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RULE 13.17 - HEALTH PHYSICS HONOR ROLL

I. PURPOSE

To specify the objective, eligibility, nominations, selection criteria, and content regarding the Health Physics Honor Roll and to provide procedures associated with the award.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) OBJECTIVE

This award is given posthumously to honor Society members who significantly contributed to the profession of health physics during their careers, but were not otherwise honored by the Society during their lifetimes. Such contributions may include but are not limited to education, research, and administration.

b) ELIGIBILITY

Individuals who are deceased, who were members of the Health Physics Society for at least 10 years, and who made significant contributions to the science and practice of health physics during their lifetime are eligible for this award. Individuals who have already been honored by the Society with the receipt of (or, as applicable, were memorialized with) one of the following awards are not eligible:

- i) Elda E. Anderson Award
- ii) Robley D. Evans Award
- iii) Distinguished Scientific Achievement Award
- iv) Founders Award
- v) Distinguished Public Service Award

c) NOMINATIONS

- i) Nominations for this award shall be made by Chapter Presidents, Section Presidents, or a petition of any six members of the Society.
- ii) Nominations shall be submitted to the Chair of the Awards Committee by 1 March in order to be considered for that year.

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iii) Each nomination shall include a short biographical résumé of the candidate's career and the reasons for nominating the candidate.

iv) The Awards Committee may solicit nominations from any individual or group within the Society such as the History Committee.

d) SELECTION CRITERIA

The Awards Committee selects the award recipients. In general, the criteria used for selecting awardees for the Society's other awards should be applied to the candidates for this award. The Committee has the discretionary power not to select any awardee(s) in any given year and to make multiple awards, up to three in any given year. The Committee will consider nominations received for up to three years prior to the award year.

e) CONTENT

The award shall consist of:

i) Listing on the Health Physics Honor Roll.

ii) Letter of acknowledgement to a family member.

iii) Tickets to the Awards Banquet for family members wishing to attend.

iv) Acknowledgment on the HPS website and publication in *Health Physics News*.

IV. PROCEDURES

a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

The Awards Committee shall:

i) Review the nomination and biographical information for each candidate.

ii) Select award recipients as merited, not necessarily each year.

iii) Arrange for the awardee(s) to be announced at the Awards Banquet held during the HPS Annual Meeting.

iv) Arrange for information to be provided to *Health Physics News* concerning each recipient for publication after award presentation.

v) Arrange for maintaining a complete listing of the Honor Roll members on the Society's web page.

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HEALTH PHYSICS SOCIETY RULES

SECTION 14 - FINANCIAL AND CONTRACTUAL

RULE 14.0 - FINANCIAL AND CONTRACTUAL

I. PURPOSE

To specify the requirements and procedures regarding financial matters and contractual arrangements into which the Society may enter.

II. DEFINITIONS

None.

III. SPECIFICATIONS

All rules regarding financial and contractual matters shall be contained in Rule 14.

IV. PROCEDURES

None.

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RULE 14.1 - BUDGET

I. PURPOSE

To specify the budget process and financial procedure of the Society.

II. DEFINITIONS

FISCAL YEAR. The Society operates on a fiscal year of 12 months from 1 September through 31 August.

III. SPECIFICATIONS

a) BUDGET PREPARATION

Preparation of the annual budget is the responsibility of the Finance Committee. The Treasurer solicits budget requests through the Executive Director from all Society organizations and officers requiring financial support for the conduct of their responsibilities. The Executive Director provides these requests to the Finance Committee, and the Treasurer makes recommendations to the Finance Committee on each of these budgetary proposals.

b) BUDGET APPROVAL

The proposed budget is submitted by the Chair of the Finance Committee to the Board for approval. The review and approval are performed at the annual meeting of the Society by the Board to be in authority during the fiscal year for which the proposed budget is to apply.

c) AMENDMENTS TO AN APPROVED BUDGET

The Board must authorize an unanticipated budget item or an increase in an existing budget item in excess of \$1,500. The Finance Committee may authorize payment of excess expenses up to and including \$1,500 for each item budgeted or for any item the Board has not previously authorized. The Executive Director or Treasurer may authorize individual unbudgeted expenditures of up to \$500. The Treasurer may authorize an additional or increase of a line item with the concomitant decrease in another line item or items for a budgetary unit (e.g., a Committee or officer) such that the overall budget for the budgetary unit is not affected.

d) EXPENDITURE AUTHORIZATION

The Executive Director or Treasurer grants authorization for payment of expenses toward any budget item previously approved by the Board. If the expenses exceed

HEALTH PHYSICS SOCIETY RULES

the approved budget line, the approval of the Finance Committee is required, unless the amount is \$500 or less, as noted above.

e) OFFICIAL SOCIETY TRAVEL

- i) Society members are expected to obtain support for Society travel from their respective employers or other external sources. When this is not possible, Society reimbursement for official Society travel must be approved in advance through the regular budget-approval process. The Society may reimburse reasonable economy travel and lodging expenses only.
- ii) Official Society Travel shall not be undertaken without prior approval of the Executive Director. Society members may not be reimbursed for travel and lodging expenses to attend the annual or midyear meetings of the Society with the following exceptions:
 - (1) The Officers of the Society, if they are unable to obtain travel funds elsewhere,
 - (2) Student members awarded travel grants to attend the annual meeting,
 - (3) Society awardees where provided for in the award content, or
 - (4) Other special requests approved by the Board.
 - (5) Note: Provisions for funding in this section may have monetary limits imposed by the Board in conjunction with the Treasurer and are subject to the normal budgetary processes.
- iii) For visits to the chapters by the President-elect, the Society will reimburse costs associated with travel if the host chapter does not cover the cost of local transportation, lodging, and meals. Limited to one visit per chapter per President-elect.

f) LABOR COMPENSATION

In general, Society members, including officers, members of the Board, and committee members, serve voluntarily and are not compensated by the Society for services performed. Requests for approval of labor compensation must be submitted in advance through the regular budget-approval process. The officers, Board, and committees may not compensate additional staff (whether or not they are Society members) for support services without prior budgeting approval.

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g) HONORARIA

Invited speakers or lecturers and Society members, including officers, members of the Board, committees, and publications Editors in Chief, may accept honoraria for awards and for teaching Professional Development Schools, continuing education, professional enrichment, and similar programs, as budgeted in those programs.

h) PRESIDENTS EMERITUS RECOGNITION

In recognition of the contribution of the Presidents Emeriti of the Society, a waiver of the annual and midyear meeting registration fee is offered to each Past President and a guest.

i) REGISTRATION FEE WAIVERS

- i) Invited speakers who make presentations at a Society meeting and wish to attend the full meeting should pay the standard registration fee that is dependent on whether they are HPS members.
- ii) Invited speakers who make presentations and wish to attend the one day of their presentation should pay the one-day registration fee but at a 50% discount.
- iii) Invited speakers who wish to make their presentation and then leave the venue may be granted a registration fee waiver.
- iv) Invited speakers for a plenary session at a Society meeting may have their registration fee waived if approved by the Program Committee Chair.
- v) An invited speaker, defined for (a) through (d) above is anyone formally invited by the Program Chair or the President, or invited by a section or committee to speak to a special session.
- vi) Program Committee Chair (PCC) or Meeting Task Force Chair (MTFC) and Program Committee Task Force members that have been assigned to work the meeting may have registration fees waived. Working the meeting entails running the speaker ready room, pushing technical content out, or other duties as assigned by the PCC or MTFC.
- vii) No other individuals, including those who voluntarily support meeting arrangements, may have registration fees waived without specific concurrence of the Executive Director and Treasurer.

IV. PROCEDURES

None.

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RULE 14.2 - DUES

I. PURPOSE

To specify the determination, notification, and payment and schedule for annual membership dues.

II. DEFINITIONS

See [Rule 3.1](#) for Membership Classes.

III. SPECIFICATIONS

a) DETERMINATION OF ANNUAL DUES

The Finance Committee will recommend any changes in dues for Board approval.

b) NOTIFICATION AND PAYMENT OF DUES

- i) The Executive Director shall send out dues notices to all active members no later than the first day of November each year.
- ii) Dues become payable on the first day of January and delinquent on 1 March (except for affiliate members whose dues become delinquent on 1 June) in the calendar year in which they are payable. (See [Rule 3.5](#) for procedures associated with delinquent dues.)

IV. PROCEDURES

None.

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RULE 14.3 - EXTERNAL FUNDING AND CONTRACTUAL OBLIGATIONS

I. PURPOSE

To specify procedures whereby a committee, section, or other official representative of the Society, which has been given authority to make contractual arrangements or to raise funds from external sources in order to carry out special projects, may appropriately initiate such activities.

II. DEFINITIONS

AUTHORIZED COMMITTEE OR GROUP. A committee or group authorized by the RULES or by the Board.

III. SPECIFICATIONS

a) INITIATION

An authorized committee or group of the Society may initiate proposals soliciting external funding or involving contractual obligations. However, specific approval must be obtained from the Board prior to formal submission of any proposal to an outside agency or prior to any consummation of a contractual obligation.

b) REVIEW AND APPROVAL

i) The Executive Director shall review and comment on all such proposals and contractual obligations prior to or concurrent with submission to the Board. For non-budgeted items, the Finance Committee shall be included in the review process before the proposals are submitted to the Board for approval.

ii) All final documents must bear the signature of the Executive Director.

IV. PROCEDURES

None.

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RULE 14.4 - FINANCIAL CONTRIBUTIONS

I. PURPOSE

To specify the requirements associated with the receipt and distribution of financial contributions to the Society.

II. DEFINITIONS

RESTRICTED FUNDS. Donations in excess of \$50,000 where the donor specifies the fund name, the purpose, and how the fund is to be utilized and recognized (e.g., lectureships, scholarships).

TEMPORARY BOARD-RESTRICTED FUNDS (TBRFs). Funds restricted by the Board for a specific purpose. TBRFs are a subset of the Society's Unrestricted Funds. (TBRF is a term used by auditors to identify funds that a Board restricts for a specific purpose. However, since one Board cannot control the actions of future Boards, the funds are considered "temporarily Board restricted" and future Boards can eliminate the fund.)

TBRF-SUBSET. Monies within a TBRF that the Executive Director individually accounts for.

III. SPECIFICATIONS

- a) Direct all inquiries from potential donors to the Executive Director.
- b) The Board may choose to not accept a donation.
- c) As shown in Figure 1, donors may contribute to any combination of restricted or unrestricted funds. If no fund is specified, the Treasurer and Executive Director will jointly determine where to put the donation, with differences of opinion brought to the Finance Committee for resolution.
 - i) Only the Board may establish or eliminate a Restricted Fund or a TBRF.
 - (1) Either the Executive Director or the Treasurer may establish a subset to an existing fund.
 - (2) The Board must approve the establishment of new awards, grants, and fellowships.
 - ii) Potential donors may request the establishment of a new Restricted Fund or TBRF-subset.
 - (1) Restricted Funds.

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- (a) The minimum donation to establish a restricted fund is \$50,000.
 - (b) Each restricted fund must have an associated Rule.
 - (c) The restricted fund donor may specify the fund's name, goals and objectives, and any restrictions on use of the principle.
- (2) TBRF Subsets.
- (a) The minimum donation to establish a donor-requested TBRF-subset is \$25,000.
 - (b) The subset must be consistent with the goals of the TBRF.
 - (c) The purpose of the TBRF-subset should be described in the HPS Treasurer and Finance Committee SOP.
- iii) Executive Director shall separately account for and report TBRF subsets to the Finance Committee. The life of a fund will be a function of total annual distribution, initial donation, annual contributions, and return on principal.

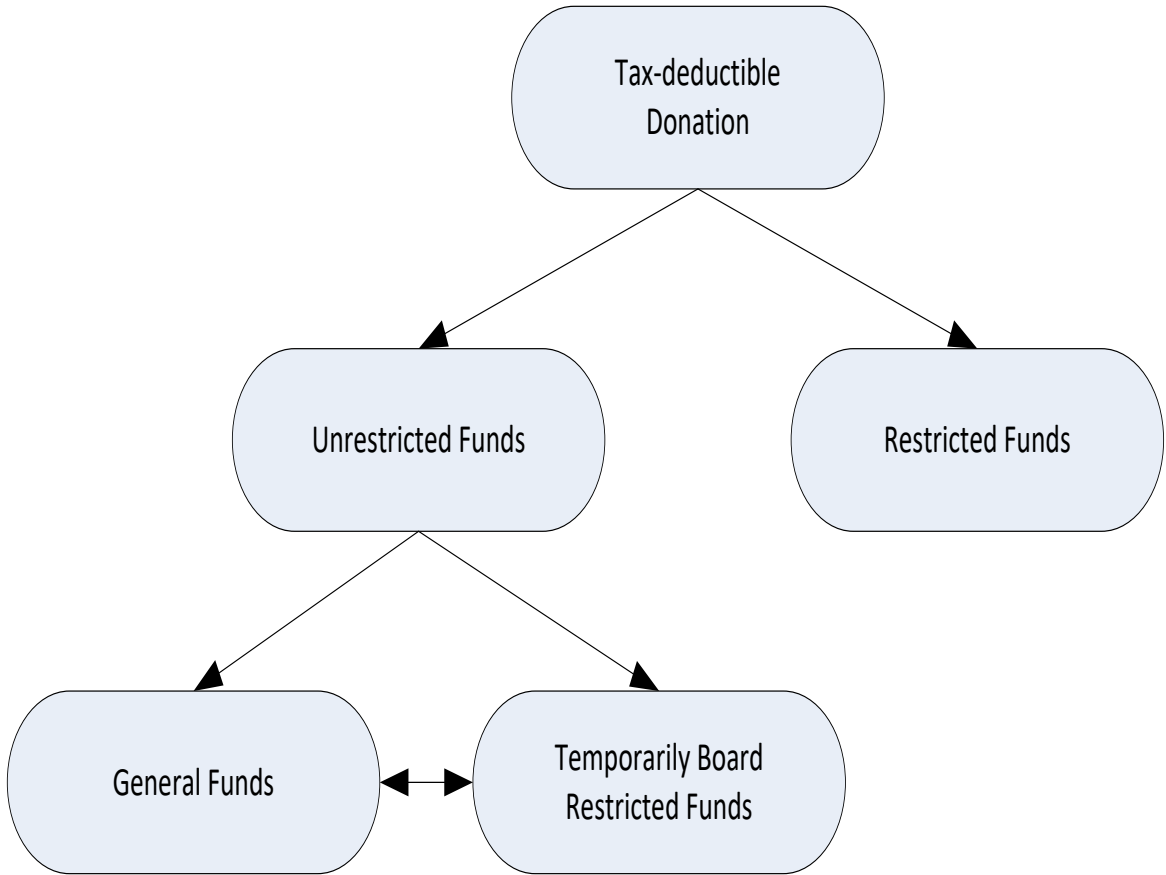


Figure 1. Donation Pathways

IV. PROCEDURES

- a) Solicitation of Donations.
 - i) Executive Director should provide a section on the annual dues statement for donations.
 - ii) The HPS Treasurer and Finance Committee SOP contains a suggested protocol.
 - iii) The President may establish a task force to directly solicit donations.
- b) Acknowledgement of Donations.
 - i) The Executive Director shall acknowledge donations promptly.
 - ii) The HPS Treasurer and Finance Committee SOP contains a suggested protocol.
- c) Distribution of Donations.
 - i) The Executive Director shall distribute restricted and TBRF funds in accordance with the Board-approved budget.

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RULE 14.5 - G. WILLIAM MORGAN FUND

I. PURPOSE

To specify the requirements associated with the G. William Morgan Fund.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) Dr. G. William Morgan bequeathed funds to the Society to be used for the support of internationally known authorities invited to present papers at meetings of the Society.

b) RESTRICTIONS

In accordance with the bequest establishing the fund, only earnings may be used; the principal may not be used.

c) INVESTMENT/REPORTING/AUDIT

i) As approved by the Treasurer, the bequest shall be invested by the Executive Director. The investment shall be selected to provide protection of the principal while generating sufficient interest funds to provide for the travel of one or more internationally known authorities to a Society meeting each year.

ii) The Executive Director shall maintain a separate account for the fund and shall report annually to the Board on its status. The fund shall be audited along with the Society's other funds.

IV. PROCEDURES

None

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RULE 14.6 - FINANCIAL AWARDS FOR ASSISTANCE WITH SOCIETY-SPONSORED MEETINGS

I. PURPOSE

To specify the funds awarded to Chapters or Sections that assist with the conduct of Society-sponsored meetings.

II. DEFINITIONS

SOCIETY-SPONSORED MEETINGS. The Annual Meeting, the Professional Development School Program, and any Topical or Regional Meeting.

III. SPECIFICATIONS

- a) The Society will award funds to Chapters or Sections in consideration of the efforts required to assist in the conduct of Society-sponsored meetings according to the following schedule, unless otherwise specifically authorized by the Board:

TYPE OF MEETING	NATURE OF ASSISTANCE	AWARD
Annual	Local Arrangements	\$3,000
Professional Development School	Program	\$0
Topical or Regional Meetings*	Any Capacity	\$0
North American Regional IRPA Meeting	Local Arrangements	\$1,000

*other than North American Regional IRPA Meetings.

- b) These awards shall be the entire extent of funds earned by qualifying Chapters or Sections and shall be given regardless of the amount of profit or loss from the conduct of the meeting.
- c) The Society provides protection from financial loss for any Chapter or Section assisting with the conduct of Society meetings.

IV. PROCEDURES

The Executive Director shall provide Chapters or Sections the appropriate awards as soon as practical after the conclusion of the meeting.

HEALTH PHYSICS SOCIETY RULES

RULE 14.7 - DADE MOELLER FUND

I. PURPOSE

To specify the requirements associated with the Dade Moeller Fund.

II. DEFINITIONS

None.

III. SPECIFICATIONS

- a) Dade Moeller & Associates bequeathed funds to the Society to be used for the support of scholarships for students, attendance of students at the Annual Meeting of the Society, and an individual invited to present a paper at a national meeting of the Society. The Objective, Conditions, and Eligibility of candidates for the awards are specified in Rules [13.15](#) and [13.16](#).

- b) REPRESENTATION

The Chief Executive Officer of Dade Moeller & Associates or designee shall represent Dade Moeller & Associates in matters with the Health Physics Society concerning the Dade Moeller Fund.

- c) RESTRICTIONS

If sufficient earnings exist to support two (2) Scholarship Awards and one (1) Lectureship Award, the principal is not to be used. If insufficient earnings exist, the principal shall be used and Dade Moeller & Associates notified of the principal expended. The intent is for Dade Moeller & Associates or other interested parties to maintain the initial fund balance of \$75,000. At any time, if sufficient earnings exist or the fund balance is greater than \$100,000, up to five (5) Scholarship Awards and two (2) Lectureship Awards may be made within a calendar year.

- d) INVESTMENT/REPORTING/AUDIT

- i) As approved by the Treasurer, the bequest shall be invested according to the HPS investment policy. The investment shall be selected to provide protection of the principal while generating sufficient interest funds to provide for awards.

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- ii) The Executive Director shall maintain separate accounting for the fund and shall report annually to the Board on its status. The fund shall be audited along with the Society's other funds.

IV. PROCEDURES

Use of the Dade Moeller Fund shall be in accordance with Selection Criteria and Content specified in Rules [13.15](#) and [13.16](#). Content specified in Rules 13.15 and 13.16 as provided by the Health Physics Society shall be funded through general Society funds.

SECTION 15 - ACCREDITATION PROGRAMS

RULE 15.0 - ACCREDITATION PROGRAMS

I. PURPOSE

To specify requirements and procedures regarding accreditation programs of the Society.

II. DEFINITIONS

None.

III. SPECIFICATIONS

All rules regarding accreditation programs of the Society shall be contained in Rule 15

IV. PROCEDURES

None.

RULE 15.1 - LABORATORY ACCREDITATION PROGRAM

I. PURPOSE

To specify the requirements and procedures regarding accreditation of laboratories that calibrate portable radiation-measuring instruments.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) TECHNICAL DIRECTOR

i) TERM OF OFFICE

The Technical Director serves a term of three years beginning 1 January following the appointment and may be reappointed.

ii) RESPONSIBILITIES

(1) The Technical Director is responsible for:

- (a) Providing single overall direction and coordination of the laboratory accreditation program in accordance with the program policies and procedures established by the Laboratory Accreditation Policy Committee and approved by the Board (See [Rule 7.1.11](#)),
- (b) Serving as a central point of contact for the program and serving as the spokesman for the program in interactions with government agencies and the public,
- (c) Maintaining liaison with the Laboratory Accreditation Policy and Laboratory Accreditation Assessment Committees (See [Rules 7.1.11](#) and [7.1.12](#)) and providing technical assistance for problem solving,
- (d) Documenting and maintaining current the detailed responsibilities and procedures for both Committees and the Technical Director position,
- (e) Developing and maintaining a system of records, including procedures for records accumulation, retention, and retrieval,

HEALTH PHYSICS SOCIETY RULES

- (f) Maintaining liaison with the NIST Ionizing Radiation Division or another internationally recognized national metrology organization and encouraging timely and appropriate proficiency testing by said organizations,
- (g) Planning and recommending policy and procedural improvements to the Laboratory Accreditation Policy Committee along with supporting documentation as needed,
- (h) Expediting the work of the Laboratory Accreditation Assessment Committee by providing technical support and assistance with such tasks as:
 - (i) Screening of applications from candidate laboratories,
 - (ii) Selecting and training of technical experts who perform on-site assessments,
 - (iii) Developing and documenting procedures used to assess candidate laboratories, and
 - (iv) Ensuring the timeliness of proficiency tests, on-site assessments, and other steps in the evaluation process;
- (i) Monitoring and providing assistance to the Laboratory Accreditation Assessment Committee to ensure that the necessary financial and other resources are available when needed to conduct the program,
- (j) Assisting the Laboratory Accreditation Policy and Laboratory Accreditation Assessment Committees in submitting yearly budget requests to the Finance Committee in preparation for review and approval by the Board, and
- (k) Making an annual report to the Board on the activities of the Technical Director and assisting the Laboratory Accreditation Policy and Assessment Committees in preparation of their annual reports to the Board.

iii) SELECTION AND APPOINTMENT

- (1) When a vacancy of the Technical Director occurs or is impending, the Laboratory Accreditation Policy and Assessment Committees shall jointly conduct a search for candidates and make recommendations of candidate(s)

HEALTH PHYSICS SOCIETY RULES

to the President. Effective 1 January 1995, however, the position of Technical Director may be left vacant until such time as the workload requires activating the position.

- (2) The President reviews the findings and recommendations of the Laboratory Accreditation Policy and Assessment Committees and appoints the Technical Director with the approval of the Board at a meeting of the Society.
- (3) Should a sitting member of the Board be a candidate for Technical Director, that member of the Board shall not participate in the discussions or approval of the Technical Director by the Board.
- (4) Any sitting member of the Board appointed by the President with the approval of the Board shall resign as a member of the Board upon effective date of his or her appointment. Vacancies in the Board shall be filled in accordance with [Rule 6.1](#).

IV. PROCEDURES

The Technical Director shall be compensated, and such compensation may be negotiated no more frequently than annually.

SECTION 16 - DELETED RULES

(Deleted rules are in the format used at the time of deletion.)

HEALTH PHYSICS SOCIETY RULES

RULE 3.4 - MEMBERSHIP CHANGES

I. PURPOSE

To specify the requirements regarding membership changes.

II. DEFINITIONS

None.

III. SPECIFICATIONS

ASSOCIATE MEMBERS

Associate members may apply for plenary membership by providing evidence to the Admissions Committee that they qualify. Membership classification change is by approval of the Chair of the Admissions Committee.

EMERITUS MEMBERS

Plenary members shall be automatically reclassified as emeritus members when the required information and payment of dues is provided to the Executive Secretary.

FELLOW MEMBERS

Past Society Presidents shall be automatically upgraded to fellow membership at the time they leave the office of President. This shall be recognized at the awards luncheon at the Annual Meeting that concludes the presidency.

STUDENT MEMBERS

Student members may apply for classification upgrading when they qualify for the new classification.

AFFILIATE MEMBERS

Affiliate members may apply for a higher-level affiliate class at any time during the calendar year by submitting written request and payment of dues specified for the higher level to the Executive Secretary.

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STUDENT AND ASSOCIATE MEMBER UPGRADE NOTIFICATION

When dues notices are sent, student and associate members shall be apprised of the qualifications for other membership classifications and provided with instructions on how to obtain application forms.

IV. PROCEDURES

None.

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RULE 7.1.1 - ADMISSIONS COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Admissions Committee.

II. DEFINITIONS

None.

III. SPECIFICATIONS

SIZE AND COMPOSITION

The Admissions Committee is composed of nine members with emphasis on representation from various geographical regions.

RESPONSIBILITIES

The Admissions Committee reviews applications for membership and accepts or rejects them in accordance with the applicable provisions of Rule 3.0.

IV. PROCEDURES

None.

HEALTH PHYSICS SOCIETY RULES

RULE 7.1.2 - AFFILIATES COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Affiliates Committee.

II. DEFINITIONS

None.

III. SPECIFICATIONS

SIZE AND COMPOSITION

The Affiliates Committee is composed of nine members, the majority of whom are associated with affiliate members of the Society.

The Chair of the Affiliates Committee is an ex-officio member of the Venues Committee (See Rule 7.1.4).

RESPONSIBILITIES

The Affiliates Committee is responsible for:

- Providing, prior to the conclusion of the Annual Meeting, a written report to the Board and
- Referring to the Executive Secretary all affiliates who offer contributions to the Society.

IV. PROCEDURES

The written report to the Board should contain an evaluation of the exhibits at the Annual Meeting as to scientific interest and selective worth to the exhibitors and the Society and include suggestions likely to improve the exhibitors' program from an overall point of view.

HEALTH PHYSICS SOCIETY RULES

RULE 7.1.3 - AFFIRMATIVE ACTION COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Affirmative Action Committee.

II. DEFINITIONS

None.

III. SPECIFICATIONS

SIZE AND COMPOSITION

The Affirmative Action Committee is composed of nine members.

RESPONSIBILITIES

The Affirmative Action Committee collects, evaluates, and summarizes information on the participation of ethnic minorities, disadvantaged persons, and women in the field of radiation protection and in the affairs of the Society. The Committee may recommend programs to enhance such participation.

IV. PROCEDURES

None.

HEALTH PHYSICS SOCIETY RULES

RULE 7.1.4 - VENUES COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Venues Committee.

II. DEFINITIONS

None.

III. SPECIFICATIONS

SIZE AND COMPOSITION

The Venues Committee is composed of nine voting members with emphasis on representation from various geographical regions. The Treasurer and the Chair of the Affiliate Committee serve as ex-officio members on the Committee. It is desirable to include the Chair or Cochair of the previous and future Annual Meetings as members. It is also desirable to have a representative from HPS Headquarters attend the meetings of the Committee.

RESPONSIBILITIES

The Venues Committee is responsible for:

- Performing long-range planning jointly with the Executive Secretary for the selection of appropriate locations and dates for holding Annual Meetings of the Society,
- Advising Chapters of the needs and expectations of the Society with respect to Annual and Midyear Meetings,
- Recommending to the Board locations, facilities, and dates for Annual and Midyear Meetings and such other meetings as may be proposed. Provide sufficient information to justify the selection,
- Soliciting from Chapters a willingness to host Annual and Midyear Meetings of the Society,
- Maintaining and updating the Society's guidelines to Local Arrangements Committees for hosting meetings of the Society, and

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- Soliciting and coordinating facility requirements with the Program and Symposia Committees and all other pertinent Committees and Sections.

IV. PROCEDURES

See Standard Operating Procedures in Appendix B.4.

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RULE 7.1.6 - CONTINUING EDUCATION COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Continuing Education Committee.

To provide enhanced scientific and professional development, the Continuing Education Committee will expand access to and the quality of member education opportunities.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

- i) The Continuing Education Committee is composed of twelve (12) members representing various professional and technical interests of the members of the Society.

b) RESPONSIBILITIES

- i) The Continuing Education Committee is responsible for:
 - (1) Conducting or facilitating continuing education activities for Society members,
 - (2) Working with HPS Headquarters to make continuing education materials available to the membership,
 - (3) Keeping abreast of continuing education opportunities offered by institutions and other organizations,
 - (4) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,
 - (5) Submitting semiannual reports as requested by the Board through the Executive Director, and

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- (6) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

IV. PROCEDURES

See Standard Operating Procedure in Appendix B.

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RULE 7.1.8 - RESEARCH NEEDS COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Research Needs Committee.

II. DEFINITIONS

None.

III. SPECIFICATIONS

SIZE AND COMPOSITION

The Research Needs Committee is composed of six members.

RESPONSIBILITIES

The Research Needs Committee is responsible for identifying research needs in radiation protection.

IV. PROCEDURES

1. The Committee shall list research needs in a report to the Board at least annually.
2. After approval by the Board, the President shall disseminate the report to organizations, individuals, and government agencies with interest in or responsibility for funding the identified activities.
3. The research needs list will be published in *Health Physics News* by the President with an invitation to the membership to comment.
4. The Committee in formulating subsequent reports shall consider the membership comments received.
5. From time to time at the direction of the President, members of the Committee may be called upon to contact organizations and government agencies in order to attempt to clarify research needs or better explain the justification and need for particular identified research needs.

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RULE 7.1.10 - LIAISON COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Liaison Committee.

II. DEFINITIONS

OTHER ORGANIZATIONS. Any scientific or professional society, industrial or trade association, or governmental agency with an interest in, or impact on, radiation protection, for which liaison responsibilities have not been defined by another Rule or assigned to another Committee by the Board.

III. SPECIFICATIONS

SIZE AND COMPOSITION

The Liaison Committee is composed of nine members, no more than three of which are President-appointed liaisons (See Rule 12.6).

RESPONSIBILITIES

The Liaison Committee identifies, and recommends to the Board, other organizations to which liaison should be provided and individuals who could effectively provide it.

The Liaison Committee is responsible for:

- Overseeing liaison with other organizations to promote ongoing, effective communications with other organizations through individuals appointed by the President and
- Considering all potential aspects of cooperation with other organizations, including, but not limited to, joint meetings, joint public statements, cooperative publications, etc.

IV. PROCEDURES

None.

RULE 7.1.11 - LABORATORY ACCREDITATION POLICY COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Laboratory Accreditation Policy Committee.

To promote the science and sound practice of radiation safety, the Laboratory Accreditation Policy Committee will support the practice of high-quality radiological measurements.

II. DEFINITIONS

LAAC. Laboratory Accreditation Assessment Committee

LAP. Laboratory Accreditation Program

LAPC. Laboratory Accreditation Policy Committee

TD. Technical Director of the LAP.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

- i) The Laboratory Accreditation Policy Committee is composed of 10 voting and three nonvoting members. Their terms are three years. They are appointed and may be reappointed by the President.
- ii) The composition follows Board of Director directives. Those directives established the Executive Secretary as a member to ensure clarity on HPS policy, separated the HPSLAP into LAPC and LAAC Committees to reduce Society liability, provided a TD to ensure program continuity and guidance, and established two representatives to represent the instrument calibration laboratories and the source provider laboratories to support the two accreditation programs established by HPS.
- iii) The voting members include:
 - (1) The Chair of the LAPC, whose three-year term enhances operational continuity,
 - (2) Six more members appointed from the general membership of the Society. They all should be qualified to establish standards for assessing laboratories,

HEALTH PHYSICS SOCIETY RULES

- (3) One member from the vendor community, representing the instrument calibration laboratories, with recommendation provided by the LAPC Chair, and
- (4) One member from the vendor community, representing the NIST-traceable source provider laboratories, with recommendation provided by the LAPC Chair.

iv) The nonvoting members are assigned based on their HPS position. They include:

- (1) The TD,
- (2) The Chair of the LAAC (see Rule 7.1.12), and
- (3) The Executive Secretary.

b) RESPONSIBILITIES

The Laboratory Accreditation Policy Committee:

- (1) Oversees a Society-sponsored program (See [Rule 15.1](#)) to accredit laboratories that calibrate portable radiation survey instruments, provide NIST-traceable radioactive sources, or engage in another activity accredited under this program in accordance with documented performance criteria.
- (2) Establishes and maintains policy and procedures for operating the program.
- (3) Develops fee schedules for accrediting laboratories.
- (4) Provides independent oversight to assure that accreditations are granted in accordance with established policy and procedures.
- (5) Develops and maintains documented criteria for assessing candidate laboratories.
- (6) Reviews the annual reports of the TD.
- (7) Implements the Committee's assigned goals and objectives of the Society's Strategic Plan.
- (8) Submits semiannual reports as requested by the Board through the Executive Secretary.
- (9) Submits annual action plans and associated budgets as requested by the President-elect through the Executive Secretary.

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- (10) Makes and approves nonpolicy editorial and other nonsubstantive changes to any of the procedures and documents developed in support of this program.
 - (11) Develops and approves other LAP documents and procedures related to its activities (e.g., brochures, handbooks, applications, and program operating procedures).
- ii) The Chair of the LAAC
- (1) Provides insight into the feasibility of implementing proposed LAPC policy and procedures.
 - (2) Provides feedback from LAAC activities to the LAPC and TD during HPS meetings and as needed.
 - (3) Provides recommendations to the President for members representing each of the accreditation programs.
 - (4) Breaks any tie vote.
- iii) The TD oversees LAPC and LAAC activities to ensure continuity and appropriateness.
- iv) The Executive Secretary provides HPS policy feedback to support LAPC efforts.
- v) The laboratory representatives provide LAPC with the laboratory point of view. Their voting capacity is small. It imparts their community interests without unduly influencing Committee direction. Any one company is limited to one vote.
- vi) The President approves the general criteria, quality manual, and LAPC standard operating procedures.
- i) The Board of Directors (1) approves the fee schedule and (2) conducts an annual review of the LAP.

IV. PROCEDURES

Rule 7.1.12

Rule 15.1

RULE 7.1.12 - LABORATORY ACCREDITATION ASSESSMENT COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Laboratory Accreditation Assessment Committee.

To promote the science and sound practice of radiation safety, the Laboratory Accreditation Assessment Committee will support the practice of high-quality radiological measurements.

II. DEFINITIONS

LAAC. Laboratory Accreditation Assessment Committee

LAP. Laboratory Accreditation Program

LAPC. Laboratory Accreditation Policy Committee

NIST. National Institute of Standards and Technology

TD. Technical Director of the LAP

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

- i) The Laboratory Accreditation Assessment Committee is composed of 10 voting and two nonvoting members. Their terms are three years. They are appointed and may be reappointed by the President.
- ii) The composition follows Board of Director directives. Those directives established the Executive Secretary as a member to ensure clarity on HPS policy, separated the HPSLAP into LAPC and LAAC Committees to reduce Society liability, provided a TD to ensure program continuity and guidance, established the LAPC Chair as a voting member to ensure clarity on HPSLAP procedures, and established two NIST representatives to provide guidance regarding the two accreditation programs established by HPS.
- iii) The voting members include:

(1) The Chair of the LAAC, whose three-year term enhances operational continuity,

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- (2) Six more members appointed from the general membership of the Society. They all should be qualified to assess candidate or accredited laboratories,
- (3) The Chair of the LAPC (see Rule 7.1.11),
- (4) One member from NIST familiar with performance testing of instrument calibration laboratories, with recommendation provided by the LAPC Chair, and
- (5) One member from NIST familiar with performance testing of NIST-traceable source provider laboratories, with recommendation provided by the LAPC Chair.

iv) The nonvoting members are assigned based on their HPS position. They include:

- (1) The TD and
- (2) The Executive Secretary

b) RESPONSIBILITIES

i) The LAAC:

- (1) Carries out the policy and procedures of the Society-sponsored LAP to accredit laboratories that calibrate portable radiation survey instruments, provide NIST-traceable radioactive sources, or engage in another activity accredited under this program in accordance with documented performance criteria,
- (2) Performs assessments of applicant laboratories,
- (3) Recommends accreditation of laboratories, subject to concurrence by the LAPC and approval by the Board,
- (4) Promptly brings to the attention of the LAPC any perceived need for revision of program policies or procedures or revocation of accreditation,
- (5) Maintains, in cooperation with the TD, a cadre of individuals trained to perform the assessments,
- (6) Maintains, in cooperation with HPS Headquarters, proper records of all assessment activities,

HEALTH PHYSICS SOCIETY RULES

- (7) Implements the Committee's assigned goals and objectives of the Society's strategic plan,
 - (8) Submits semiannual reports as requested by the Board through the Executive Secretary,
 - (9) Submits annual action plans and associated budgets as requested by the President-elect through the Executive Secretary, and
 - (10) Develops and approves other non-LAPC-derived documents and procedures (e.g., program operating procedures) related to LAAC activities.
- ii) The President approves LAAC standard operating procedures.
 - iii) The Board conducts an annual review of the LAP.
 - iv) The applicants shall bear the cost of laboratory accreditation, including travel expenses for assessments. The laboratory being assessed pays directly for any site visit, and the LAAC will be reimbursed for other directly related expenses.

IV. PROCEDURES

Rule 7.1.11

Rule 15.1

RULE 7.1.18 - PLACEMENT COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Placement Committee.

II. DEFINITIONS

None.

III. SPECIFICATIONS

SIZE AND COMPOSITION

The Placement Committee is composed of three members.

RESPONSIBILITIES

The Placement Committee maintains liaison between members of the Society and potential employers. The Chair keeps the membership informed of job openings through the usual publicity channels available to the Society.

IV. PROCEDURES

See Standard Operating Procedures in Appendix B.18.

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RULE 7.1.19 - PRESIDENTS EMERITUS COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Presidents Emeritus Committee.

II. DEFINITIONS

PRESIDENT EMERITUS. The title of each Past President of the Society after completion of the year of service on the Board of Directors as the immediate Past President.

REQUESTER. An individual who requests travel support for an internationally known speaker.

POTENTIAL REQUESTER. An individual responsible for selecting speakers for one or more technical sessions at a national meeting of the Society, e.g., the Chairs of the Program Committees of both Annual and Midyear Meetings, the Presidents of HPS Sections, the President of the AAHP, etc.

WORKING GROUP. The subcommittee of Presidents Emeritus charged with authorizing support of G. William Morgan presenters and Robert S. Landauer, Sr., lecturers.

III. SPECIFICATIONS

SIZE AND COMPOSITION

The Presidents Emeritus Committee is composed of all Presidents Emeritus who are still members of the Health Physics Society and willing to serve. The Presidents Emeritus Working Group (Working Group) is composed of the five members who have most recently completed a term on the Scientific and Public Issues Committee. The Committee member most recently completing a term on the Awards Committee chairs the Committee and the Working Group. (The attached Table indicates the schedule of Committee responsibilities of Presidents, Past Presidents, and Presidents Emeritus.)

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RESPONSIBILITIES

The Presidents Emeritus Committee is responsible for:

- Independently reviewing and evaluating the *modus operandi*, activities, and/or effectiveness of the Society in achieving the major goals and strategic plan of the Society,
- Advising the Board of its finding in confidential reports submitted through the President of the Society,
- Collaborating with Potential Requesters to select appropriate internationally known experts to be designated as G. William Morgan lecturers; such lecturers may be selected as keynote speakers at plenary sessions at the Annual or Midyear Meetings, or as speakers at other sessions of the Society's national meetings,
- Authorizing disbursements from the earnings from the G. William Morgan Trust Fund to support internationally known speakers to present papers or lectures at national meetings of the Society,
- Coordinating with the designated Landauer representative and with the Program Committee to select the Robert S. Landauer, Sr., Lecturer as a keynote speaker at the Opening Plenary Session of the Annual Meeting of the Society,
- Recommending a Sigma Xi Lecturer when requested to do so by the Society of Sigma Xi; and
- Assisting the President of the Society in any efforts which the President and the Chair of the Committee agree are appropriate.

IV. PROCEDURES

The Chair of the Committee, with the concurrence of the Working Group, may appoint ad hoc subcommittees to accomplish the Committee's assignments.

The Working Group or Subcommittee Chair shall notify the entire membership of the Committee of the topic to be studied and the timetable for action. Each member of the Committee may submit comments to the Working Group or subcommittee. When the Working Group or subcommittee completes its work, the Chair will submit its findings and/or recommendations to the President of the Society and to the members

HEALTH PHYSICS SOCIETY RULES

of the Committee. The Committee will normally submit the same information to the Board.

The Committee's Standard Operating Procedure (SOP B.19) contains the detailed procedures for soliciting nominations and selecting recipients of G. William Morgan and Robert S. Landauer, Sr., awards.

G. WILLIAM MORGAN FUND AWARDEES

At least annually, the Chair of the Committee shall inform Potential Requesters, by notice in *Health Physics News* and/or by personal contact, that they may apply for support for internationally known experts that they wish to include in a program of any national meeting of the Society. The Chair of the Committee shall also solicit recommendations for G. William Morgan presenters and Landauer lecturers from the entire membership of the Committee.

The Working Group shall review all applications and recommendations for G. William Morgan presenters. In the absence of appropriate applications, the Working Group may select recipient(s) independently.

The Working Group shall determine the magnitude of support to be provided to each selectee.

The Committee Chair shall ensure the G. William Morgan awardees are appropriately acknowledged in the program of the meeting and introduced with appropriate ceremony in the session at which they speak.

ROBERT S. LANDAUER, SR., LECTURER

The Chair shall request nominations for a Robert S. Landauer, Sr., plenary session keynote speaker from the full membership of the Committee and the Chair of the Program Committee for the Annual Meeting. The selection will be made jointly by the designated Landauer representative and the Working Group, with input from the Program Committee Chair.

Introduction of the Lecturer, and the presentation of the award, will be arranged between the Landauer representative, the Program Committee Chair, and the President of the Society, who normally chairs the opening Plenary Session.

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Committee Responsibilities of HPS Presidents

Service on Board of Directors			Service as President Emeritus – Year After Board Service						
President-Elect	President	Past President	1	2	3	4	5	6	7
Scientific & Public Issues Committee 5 years beginning as President-elect									
Chair S&PI									
			Awards Committee 5 years beginning as most recent Past President						
			Chair Awards						
			Presidents Emeritus Working Group 5 years beginning after leaving S&PI						
			Chair PEC& PEWG						

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RULE 7.1.22 - PUBLICATIONS COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Publications Committee.

II. DEFINITIONS

None.

III. SPECIFICATIONS

SIZE AND COMPOSITION

The Publications Committee is composed of nine members. No member of the *Health Physics* or *Health Physics News* staff may be a member of this Committee.

RESPONSIBILITIES

The Publications Committee is responsible for:

- Making recommendations to the Board relative to policies involving Society publications,
- Evaluating the effectiveness of the various publications of the Society as related to the needs of the membership, and
- Conducting searches for candidates for Director of Special Publications and Editors in Chief of Society publications and making recommendations of qualified candidates to the President.

IV. PROCEDURES

See Standard Operating Procedures in Appendix B.22.

HEALTH PHYSICS SOCIETY RULES

RULE 7.1.27 - SUMMER SCHOOL COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Summer School Committee.

II. DEFINITIONS

None.

III. SPECIFICATIONS

SIZE AND COMPOSITION

The Summer School Committee is composed of six members appointed for three-year terms in staggered appointments of two new members each year.

RESPONSIBILITIES

The Summer School Committee is responsible for:

- Administering the Society's Summer School program and related matters (i.e., editing/proposing suitable Summer School Proceedings) and
- Working with the Publications Committee to expedite publication as warranted.

IV. PROCEDURES

None.

HEALTH PHYSICS SOCIETY RULES

RULE 7.1.28 - SYMPOSIA COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Symposia Committee.

II. DEFINITIONS

None.

III. SPECIFICATIONS

SIZE AND COMPOSITION

The Symposia Committee is composed of nine members representing a diverse cross section of the membership of the Society. The Chair(s) of the Local Arrangements and Program Committees for the next Midyear Meeting are ex-officio members of the Symposia Committee with no voting privileges.

RESPONSIBILITIES

The Symposia Committee's responsibilities include the performance of the following items for the Midyear technical program, unless the local Chapter/Section has taken responsibility for the Midyear technical program. If the local Chapter/Section has accepted responsibility, then the Symposia Committee must assure that all necessary tasks are completed in a timely fashion:

- Solicit topics for the technical program of the Midyear Meeting.
- Recommend the Midyear Meeting topic to the Board.
- Arrange for the technical program of the Midyear Meeting by:
 - Publishing a Call for Papers,
 - Reviewing abstracts for acceptance,
 - Organizing technical sessions, and
 - Arranging for keynote speakers and session chairs.
- Review manuscripts submitted for publication.

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- Review Midyear Meeting Final Report prepared by the Executive Secretary.

IV. PROCEDURES

See Standard Operating Procedures in Appendix B.28.

RULE 7.1.31 - HOMELAND SECURITY COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities of the Homeland Security Committee.

To ensure the Society's role as the source of expertise in radiation safety, the Homeland Security Committee will provide reliable and useful information about radiation safety to government officials, the media, and the public, against attack by radiological and chemical agents.

II. DEFINITIONS

HOMELAND SECURITY. Programs and actions designed to help protect the public from terrorist use of weapons of mass destruction (WMD) containing radiological and/or nuclear material.

WEAPONS OF MASS DESTRUCTION. Weapons commonly referred to as radiological dispersal devices (RDDs), also known as "Dirty Bombs," radiological exposure devices (REDs), or improvised nuclear devices (INDs). This could include terror attacks on nuclear facilities such as nuclear reactors resulting in release of radiological and/or nuclear materials.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

- i) The Homeland Security Committee consists of nine members, one of which is the Chair. Additional consultants may be used to assist the Committee as necessary.
- ii.) The Committee is organized into three functional areas: preparation of necessary guidance material and procedures, implementation of these materials into Society and Chapter programs of assistance at all governmental and private agency levels, and liaison formation at all levels with other agencies and other professional society programs.
- iii.) Subcommittees may be appointed by the Homeland Security Committee Chair. Subcommittee specialties may include First Response, Medical Response, Training, Nuclear Weapons, Dispersive Devices, Cleanup, and Interdiction & Security. Each temporary Subcommittee Chair will be appointed by the Chair based on professional experience and expertise and in accordance with Rule 7.0.

HEALTH PHYSICS SOCIETY RULES

These subcommittees may be reappointed annually by the Chair until no longer necessary.

b) RESPONSIBILITIES

- i) The Homeland Security Committee is responsible for:
 - (1) Developing and conducting an ongoing Society program to assist federal, state, local, and nongovernmental agencies and organizations to achieve a greater degree of homeland security with regard to radiological events,
 - (2) Preparing, updating, and distributing informational documents, related to training and guidance, for use by Society members and Chapters to assist federal, state, and local programs, first responders, and members of the public,
 - (3) Implementing Society and Chapter programs to provide qualified trainers or speakers requested by federal, state, and local agencies and organizations,
 - (4) Preparing, assembling, or distributing appropriate information pamphlets, booklets that describe protective actions to be followed by members of the public in the event of attack with weapons of mass destruction containing radiological and/or nuclear materials,
 - (5) Providing guidance and assistance to Chapters for organizing, developing, and implementing local or regional homeland security programs in cooperation with their respective federal, state, and local agencies and nongovernmental organizations,
 - (6) Formulating programs and activities of the Committee into lists of tasks for each of the subcommittees. This list of tasks will be expanded upon, and/or revised, as tasks become completed and new priorities arise,
 - (7) Reviewing the standard operating procedures (SOPs) of the Committee on an annual basis,
 - (8) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,
 - (9) Submitting semiannual reports as requested by the Board through the Executive Secretary, and

HEALTH PHYSICS SOCIETY RULES

(10) Submitting annual Action Plans and associated budgets as requested by the President-elect through the Executive Secretary.

IV. PROCEDURES

- b) Formal minutes of all Committee meetings shall be prepared, maintained, and distributed to the members of this Committee and also to the Society President, President-elect, and Board representative to the Committee.
- c) See Standard Operating Procedures in Appendix B.31.

HEALTH PHYSICS SOCIETY RULES

RULE 7.1.33 - PROFESSIONAL DEVELOPMENT SCHOOL COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities for the Professional Development School Committee.

To provide enhanced scientific and professional development, the Professional Development School Committee will expand access to and the quality of member education opportunities.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

- i) The Professional Development School is composed of six members appointed for three-year terms in staggered appointments of two new members each year.
- ii) The Administrative Dean from the prior year's Professional Development School is an *ex officio* member of the Committee.

b) RESPONSIBILITIES

The Professional Development School Committee is responsible for:

- i) Soliciting organizations and individuals for proposals for a Professional Development School,
- ii) Budgeting the total estimated income from the Professional Development School to be at least 10 percent above the total anticipated expenditures,
- iii) Administering the Professional Development School program and related matters in accordance with [Rule 8.4](#),
- iv) Working with the Publications Committee to expedite publication of the proceedings as warranted,
- v) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,

HEALTH PHYSICS SOCIETY RULES

- vi) Submitting semiannual reports as requested by the Board through the Executive Director, and
- vii) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

IV. PROCEDURES

None

RULE 7.1.36 - NANOTECHNOLOGY COMMITTEE

I. PURPOSE

To specify the size, composition, and responsibilities of the Nanotechnology Committee.

Goal 1 of the HPS Strategic Plan is to promote the science and sound practice of radiation safety. The Standing Committee on Nanotechnology will serve the four objectives of Goal 1. The next generation of health physics education shall require the study, understanding, and implementation of suitable practices for the judicious handling of radioactive nanoparticles. This Committee shall also reach out to both the national and international scientific communities to participate in reaching a consensus and in promulgating standards and practices to deal with this disruptive technology. As better and suitable measurement and evaluation techniques become available, the Nanotechnology Committee shall keep the HPS community abreast of such innovation as it relates to the safe practice of health physics.

II. DEFINITIONS

NANOTECHNOLOGY is the understanding and control of matter at the nanoscale, at dimensions between approximately 1 and 100 nanometers, where unique phenomena enable novel applications.

NANOMATERIALS have external or internal features that fall within the nanosize scale but may be larger than 100 nm as a whole; they can arise from natural sources such as radon decay products or they can be “engineered” to have specific properties.

III. SPECIFICATIONS

a) SIZE AND COMPOSITION

- i) The Nanotechnology Committee consists of a minimum of five members, one of which is the Chair. Additional advisors may be used to assist the Committee as necessary.

b) RESPONSIBILITIES

The Nanotechnology Committee will provide reliable and useful information about nano-related radiation safety to health protection professionals, developers and users of nanomaterials and nano-enabled products, government officials, the media, and the public.

- i) The Nanotechnology Committee is responsible for:

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- (1) Developing and conducting an ongoing Society program to assist researchers, developers, manufacturers, users, and federal, state, local, and nongovernmental agencies and organizations to achieve a greater degree of understanding of radiation protection methods and practice with regard to existing and emerging nanotechnologies.
- (2) Preparing, updating, and distributing informational documents, related to training and guidance, for use by Society members and Chapters to assist researchers, developers, manufacturers, users, federal, state and local programs, first responders, and members of the public to ensure best practice for the radiation safety aspects of nanomaterials
- (3) Implementing Society and Chapter programs to provide qualified trainers or speakers requested by federal, state, and local agencies and organizations,
- (4) Preparing, assembling, or distributing appropriate information pamphlets and booklets that describe protective actions to be followed by managers, radiation protection professionals, workers, and members of the public during handling and use of nanomaterials and nanotechnology that involves radiation and radioactivity, including accident situations.
- (5) Providing guidance and assistance to Chapters for organizing, developing, and implementing local or regional nanotechnology health and safety programs in cooperation with their respective federal, state, and local agencies and nongovernmental organizations,
- (6) Formulating programs and activities of the Committee into lists of tasks for each of the subcommittees. This list of tasks will be expanded upon, and/or revised, as tasks become completed and new priorities arise,
- (7) The Committee is organized into three functional areas: preparation of necessary guidance material and procedures, implementation of these materials into Society and Chapter programs of assistance at all governmental and private agency levels, and liaison formation at all levels with other agencies and other professional society programs.
- (8) Reviewing the standard operating procedures (SOPs) of the Committee on an annual basis,
- (9) Implementing the Committee's assigned goals and objectives of the Society's Strategic Plan,
- (10) Submitting semiannual reports as requested by the Board through the Executive Director, and

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- (11) Submitting annual Action Plans and associated budgets as requested by the President-elect, or President when the office of President-elect is vacant, through the Executive Director.

IV. PROCEDURES

- a) Formal minutes of all Committee meetings shall be prepared, maintained, and distributed to the members of this Committee and also to the Society President, President-elect, and Board representative to the Committee.
- b) See Standard Operating Procedure in Appendix B.

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RULE 7.2 - AD HOC COMMITTEES

I. PURPOSE

To specify the function, authority, membership, term of office, responsibilities, and procedures for ad hoc Committees.

II. DEFINITIONS

None.

III. SPECIFICATIONS

FUNCTION

An Ad Hoc Committee is a temporary Committee established to perform a specific, limited objective. The objective is assigned at the time of formation and should not fall within the jurisdiction of a permanent Committee.

AUTHORITY

All actions of Ad Hoc Committees are subject to the approval of the Board.

MEMBERSHIP AND ELIGIBILITY

The Chair and members of all Ad Hoc Committees are recommended by the President and approved by the Board that will be in office during the year in which the appointments will become effective (See Rule 5.1).

Any member or nonmember of the Society, approved by the Board, shall be eligible to serve on an Ad Hoc Committee, except as otherwise provided for in the RULES and BYLAWS.

TERM OF OFFICE

Committee activities and membership appointments are authorized until the next Annual Meeting unless the Committee completes its work and submits a final report to the President before that time. The President and the Board in office must approve extensions. The Board may disband the Committee at any time.

RESPONSIBILITIES

The Chair submits a report of the Committee activities to the President upon completion of the task or at the time of the Annual Meeting. If the Committee activities extend beyond the Society year in which it is appointed, the Chair shall submit a preliminary or interim report to the outgoing President concerning the Committee's activities. The interim report shall be in the hands of the President at least ten (10) days prior to the convening of the Annual Meeting.

IV. PROCEDURES

None.

RULE 7.6 - MEDIA RELATIONS PROGRAM

I. PURPOSE

To specify the positions, entities, relationships, and functions of the Media Relations Program.

II. DEFINITIONS

MEDIA RELATIONS PROGRAM. A coordinated effort to:

- a) Enhance the availability of the Society and its members to media entities as an educational resource for issues related to radiation and radiation safety,
- b) Provide comments on proposed and issued press releases that have an effect on the mission of the Society,
- c) Enhance Society involvement with the media for issues that affect the profession of health physics and the practice of radiation safety, and
- d) Assist the President and the Scientific and Public Issues Committee in their roles as Society spokespersons for media interactions.

The Program supports and is closely coordinated with the Public Information Committee, Scientific and Public Issues Committee, Science Support Committee, Government and Society Relations Committee, Governmental Relations Program, and website and other Society efforts involved in public outreach activities.

MEDIA RELATIONS FIRM. A contracted firm or individual that specializes in representing client organizations, such as the Society, in working with media entities. A media relations firm may be used to assist in accomplishing the Media Relations Program objectives.

MEDIA ENTITY. Any media individual or organization that publishes paper-copy or electronic information for the general public. Peer-reviewed scientific journals are not considered media entities.

MEDIA LIAISON. A member of the Society, appointed by the President, who fulfills the duties and responsibilities of the Media Liaison as specified in this Rule.

III. SPECIFICATIONS

a) MEDIA RELATIONS PROGRAM

- i) Conduct of the Media Relations Program is under the overall direction of the President with review by the Board.
- ii) The Media Liaison serves as an assistant to the President in conducting the Program.
- iii) The President may authorize the Media Liaison to take specific actions on the President's behalf. Those actions will carry the weight of having been performed by the President.
- iv) The Executive Secretary shall be informed of all actions related to the Media Relations Program and shall oversee all financial aspects of the Program.

b) MEDIA RELATIONS FIRM

i) RESPONSIBILITIES

- (1) The Media Relations Firm shall be responsible for assisting the Society as it carries out its Media Relations Program.
- (2) This assistance should be proactive based on an understanding of the mission and objectives of the Society for the Media Relations Program and should include assisting the President and Media Liaison whenever requested.
- (3) All requests for assistance by the Media Relations Firm shall come from the President or Media Liaison with the concurrence of the Executive Secretary. Requests from other Society officers, directors, Committee members, or members shall be referred to the Media Liaison, who will assist the President in evaluating and responding to the request.
- (4) Specific duties and responsibilities include, but are not limited to:
 - (a) Identifying and tracking scientific issues related to radiation that may be of interest to the Society and its members.
 - (b) Making appointments, via the Media Liaison, for the media to meet with appropriate Society officers and representatives as needed to respond to media requests for assistance.
 - (c) Assisting Society members when providing information to the media.

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- (d) Advising the Society on actions to take to further the goals and objectives of the Media Relations Program.
- (e) Providing reports to the Media Liaison at least twice per year for the Annual and Midyear Meetings of the Society.
- (f) Contacting appropriate regional media representatives before, during, and after Annual Meetings to inform them of the upcoming meeting, to assist in responding to any requests (e.g., for speaker interviews), and to follow up on any identified issues.
- (g) Assisting in the staffing of a press room at Annual Meetings.
- (h) Assisting the Society in any other manner appropriate for this position.

ii) FINANCIAL ARRANGEMENTS

- (1) Upon approval of the President with concurrence of the Executive Committee, HPS Headquarters shall contract with the Media Relations Firm for the services requested in accordance with the Society's normal contractual procedures.
- (2) The Media Relations Firm shall provide HPS Headquarters with the budgeting information required each year to be included in the Society's normal budgeting process.

c) MEDIA LIAISON

i) RESPONSIBILITIES

- (1) The primary responsibility of the Media Liaison is to serve as the President's advisor on media relations and to carry out the day-to-day operations of the Media Relations Program. This assistance should be proactive based on an understanding of the mission and objectives of the Society for the Media Relations Program.
- (2) The Media Liaison has the authority to request that other individuals help with the Media Relations Program. In addition, the Media Liaison may use the Media Relations Firm to assist in accomplishing program objectives.
- (3) Specific duties and responsibilities of the Media Liaison shall include, but are not limited to:

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- (a) Keeping the Executive Secretary informed of all proposed Program actions and commitments to ensure they are consistent with the available financial resources,
 - (b) Keeping the President informed of actions taken on behalf of the Society,
 - (c) Identifying and tracking issues of public interest as they may relate to the Society's and Program's mission and objectives,
 - (d) Coordinating the preparation of Society input to the media (including working with applicable Society Committees),
 - (e) Responding, as needed, to media requests for assistance,
 - (f) Assisting Society members in providing scientific content to the media, when requested,
 - (g) Advising the Society on actions to take to further the goals and objectives of the Media Relations Program,
 - (h) Providing a monthly report to the President and Secretariat on the activities within the Program for the previous month and having these constitute the annual program report to the Board of Directors at the Annual Meeting of the Society, and
 - (i) Assisting the Society in any other manner appropriate for this position.
- ii) FINANCIAL ARRANGEMENTS
- (1) The individual performing the duties of the Media Liaison may be compensated for his or her time and expenses.
 - (2) HPS Headquarters shall develop the details of the compensation in accordance with normal Society financial administration practices.
 - (3) The Media Liaison shall provide HPS Headquarters with the budgeting information required each year to be included in the Society's normal budgeting process.

HEALTH PHYSICS SOCIETY RULES

iii) APPOINTMENT

When a vacancy of the Media Liaison is impending, the President shall designate the individual selected to perform the Media Liaison duties for Board approval. Designation of the Media Liaison should be made with recognition that a primary responsibility of the position is to provide continuity in the Media Relations Program.

iv) TERM OF OFFICE

The Media Liaison serves as contracted by the Society's Executive Secretary.

IV. PROCEDURES

HEALTH PHYSICS SOCIETY RULES

RULE 8.2 - MIDYEAR MEETING

I. PURPOSE

To specify the requirements and procedures regarding the Midyear Meeting of the Society.

II. DEFINITIONS

MIDYEAR MEETING. A Midyear Meeting is the semiannual meeting of the Society scheduled to take place each year, usually during the month of December, January, or February.

TOPICAL MEETING. The Midyear Meeting is usually a topical meeting that focuses on a specified topic of interest to the health physics profession.

III. SPECIFICATIONS

HOST

A Chapter, consortium of Chapters, or Section may sponsor or host a Midyear Meeting of the Society in their geographical region. The Board selects the meeting place for the Midyear Meeting, the topic to be covered, and the host Chapter/Chapters/Section responsible for hosting the Midyear Meeting. The Board will consider the recommendations of the Venues and Symposia Committees in making its decision.

FINANCES

The host Chapter/Chapters/Section shall coordinate all financial aspects of the Midyear Meeting with the Executive Secretary and shall follow the accounting practices of the Society.

REVENUES

Funds awarded to Chapters or Sections that assist with the conduct of Society-sponsored meetings shall be as specified in Rule 14.6.

IV. PROCEDURES

HEALTH PHYSICS SOCIETY RULES

PROPOSAL

To host a Midyear Meeting, a Chapter, consortium of Chapters, or Section must submit a detailed proposal to the Venues and Symposia Committees at least two years in advance of the proposed meeting date.

The proposal shall be prepared using guidelines prepared by the Symposia Committee entitled, "Guide for Planning and Conducting Midyear Topical Meetings and Regional Symposia."

MEETING PLACE SELECTION

As per Rule 7.1.4, the Venues Committee, assisted by the office of Executive Secretary, will evaluate all proposals duly received for suitability of meeting location. The Chair of the Venues Committee will report the consensus selection of a meeting place to the Board for approval.

PROGRAM TOPIC SELECTION

As per Rule 7.1.28, the Symposia Committee will evaluate all proposals duly received for suitability of topic. The Chair of the Symposia Committee will report the consensus opinion of the suitability of the topic to the Board for approval.

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RULE 9.2 - HEALTH PHYSICS NEWS

Note: Old Rule 9.2 Health Physics News was deleted in June 2011, but the designator “Rule 9.2” was apparently repurposed to be Health Physics Society Web Operations. Additionally, Rule 9.5 Health Physics Web Site was also deleted at the same time. Probably what should have happened was to create a Rule 9.6 Health Physics Society Web Operations but that was not done.

I. PURPOSE

To specify the requirements and procedures regarding the publication of *Health Physics News*.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) EDITOR IN CHIEF

i) TERM OF OFFICE

The Editor in Chief of *Health Physics News* serves as contracted by the Society's Executive Secretary.

ii) RESPONSIBILITIES

(1) The Editor in Chief is responsible for:

- (a) Determining the content of *Health Physics News*,
- (b) Establishing the procedures for review and publication of all manuscripts submitted to *Health Physics News*,
- (c) Assuring consistency with any policies established by the Board regarding *Health Physics News*,
- (d) Submitting annual budget requests to the Finance Committee in preparation for review and approval by the Board,
- (e) Making an annual report to the Board on the activities of the editorial staff, and

HEALTH PHYSICS SOCIETY RULES

- (f) Appointing associate editors as necessary to assure the timely publication of *Health Physics News*.

iii) SELECTION AND APPOINTMENT

- (1) When a vacancy of an Editor in Chief position is impending, the Board shall conduct or direct a search for candidates.
- (2) The Board selects and appoints the Editor in Chief following completion of the candidate search.
- (3) Should a sitting member of the Board be a candidate for Editor in Chief, that member of the Board shall not participate in the discussions or approval of the Editor in Chief by the Board.
- (4) Any sitting member of the Board appointed by the President with the approval of the Board shall resign as a member of the Board prior to assuming the position Editor in Chief. Vacancies in the Board shall be filled in accordance with [Rule 6.1](#).

iv) REPORTS AND RECORDS

The Editor in Chief of *Health Physics News* reports to the Executive Secretary.

IV. PROCEDURES

None.

HEALTH PHYSICS SOCIETY RULES

RULE 9.5 - HEALTH PHYSICS WEBSITE

I. PURPOSE

To specify the requirements and procedures for the Society website.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) EDITOR IN CHIEF

i) TERM OF OFFICE

The Editor in Chief of the website serves as contracted by the Executive Secretary.

ii) RESPONSIBILITIES

(1) The Editor in Chief position is responsible for:

- (a) Determining the content of the website,
- (b) Establishing the procedures for review and placement of all material dealing with the website,
- (c) Assuring consistency with any policies established by the Board regarding the website,
- (d) Submitting annual budget requests to the Finance Committee in preparation for review and approval by the Board,
- (e) Making an annual report to the Board on the activities of the editorial staff,
- (f) Appointing associate editors as necessary to review material placed on the website, and
- (g) Overseeing and coordinating the activities of all personnel involved with the website.

HEALTH PHYSICS SOCIETY RULES

iii) SELECTION AND APPOINTMENT

- (1) When a vacancy of an Editor in Chief position is impending, the Board shall conduct or direct a search for candidates.
- (2) The Board selects and appoints the Editor in Chief following completion of the candidate search. The Board will consult with the Finance Committee before making the appointment.
- (3) Should a sitting member of the Board be a candidate for Editor in Chief, that member of the Board shall not participate in the discussions or approval of the Editor in Chief by the Board.
- (4) Any sitting member of the Board appointed by the President with the approval of the Board shall resign as a member of the Board prior to assuming the position of Editor in Chief. Vacancies in the Board shall be filled in accordance with [Rule 6.1](#).

IV. PROCEDURES

None.

HEALTH PHYSICS SOCIETY RULES

RULE 12.4 - INTERSOCIETY FORUM ON HEALTH AND SAFETY

I. PURPOSE

To describe the informal working relationship between the Society and the Intersociety Forum on Health and Safety (IFOHS).

II. DEFINITIONS

IFOHS. An association of safety and health organizations which meet periodically to discuss problems of mutual interest.

III. SPECIFICATIONS

RELATIONSHIP

The Society has established an informal relationship with the Intersociety Forum. The representative of the Society to the Forum is selected by the President and approved by the Board annually.

REPORTS

The representative should make a report to the Board at the Annual Meeting.

IV. PROCEDURES

None.

HEALTH PHYSICS SOCIETY RULES

RULE 12.5 - AMERICAN COLLEGE OF NUCLEAR PHYSICIANS

I. PURPOSE

To describe the relationship between the Society and the American College of Nuclear Physicians (ACNP).

II. DEFINITIONS

None.

III. SPECIFICATIONS

RELATIONSHIP

The Society designates a liaison with the ACNP Committee on Standardization of Nuclear Medicine Instrumentation (CSNMI).

REPRESENTATIVE TO THE CSNMI

The representative to CSNMI is appointed by the President and approved by the Board to an indefinite term. The representative makes reports to the Board on an annual basis.

IV. PROCEDURES

None.

HEALTH PHYSICS SOCIETY RULES

RULE 13.4 - STUDENT AWARDS

I. PURPOSE

To specify the objective, eligibility, selection criteria, and content for the student awards and to provide procedures associated with the awards.

II. DEFINITIONS

None.

III. SPECIFICATIONS

OBJECTIVE

Student awards are given to stimulate the interest of students in the Health Physics Society and encourage participation in the Annual Meetings by presentation of pertinent papers in the scientific program.

ELIGIBILITY

The following criteria shall be used in determining eligibility:

- Candidates shall have been enrolled in an academic degree program during the year preceding the Annual Meeting.
- Candidates shall have been senior author and presented the paper at the Student Session of the Society's Annual Meeting
- Only one award will be made among students from a single school per year.
- Previous award recipients are ineligible to receive the award.
- Student's professor (who must be a Society member) must certify that the student performed the work being presented.

SELECTION CRITERIA

Award decisions shall be based on an evaluation of:

HEALTH PHYSICS SOCIETY RULES

- The scientific content of the paper and its relevance to radiation protection and
- The quality of the presentation.

CONTENT

Cash awards of equal amount, to be determined during the budgeting process, along with certificates for each recipient shall be given each year. All students in the competition shall receive tickets to the Annual Meeting Awards Luncheon.

ANNOUNCEMENT

Award winners shall be announced in *Health Physics News*.

IV. PROCEDURES

CALL FOR STUDENT PAPERS

The Program Committee shall arrange for the publication in *Health Physics News* of the call for papers for the Student Session.

RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

The Awards Committee shall:

1. Determine the eligibility of entries according to the criteria stated under SELECTION CRITERIA above.
2. Evaluate the entries and select the award recipients in consultation with the Program Committee Chair.

RULE 13.9 - VOLUNTEER AWARD

I. PURPOSE

To specify the objective, eligibility, nomination, selection criteria, and content regarding the Volunteer Award and to provide procedures associated with the award.

II. DEFINITIONS

ORGANIZATIONAL ENTITY. A subunit of the Society. Example subunits are Chapters, Sections, and Student Branches.

III. SPECIFICATIONS

a) OBJECTIVE

The Volunteer Award is presented to a member of a Society Chapter, Section, or Student Branch to recognize exceptional voluntary service. This award recognizes volunteer service contributions at the local level.

b) ELIGIBILITY

Any member of the Society who is also a member of the nominating organizational entity may be nominated for the Volunteer Award.

c) NOMINATIONS

- i) Nominations for this award may be made by the president of the nominating organizational entity or by a petition of any three members of that organizational entity.
- ii) Nominations shall be submitted to the Chair of the Society's Awards Committee. The Awards Committee monitors the award program and grants the Volunteer Award on merit. The Awards Committee has the discretion to not grant awards at any given time.
- iii) Each nomination shall include a short citation summarizing the reasons for nominating the candidate.

d) SELECTION CRITERIA

Nominees shall have met the objectives of the Volunteer Award.

HEALTH PHYSICS SOCIETY RULES

e) CONTENT

The Volunteer Award shall consist of a suitably mounted certificate, which is presented on an appropriate occasion at the discretion of the nominating organizational entity.

IV. PROCEDURES

a) RECIPIENT SELECTION, AWARD PRESENTATION, AND PUBLICATION

i) The nominating organizational entity shall:

- (1) Select no more than three Volunteer Award nominees in a given year.
- (2) Arrange for the Volunteer Award to be presented at the local level on a suitable occasion by the Society President-elect or other representative of the Society.
- (3) Provide information concerning each Volunteer Award recipient to *Health Physics News* for publication.

APPENDIX A - SUMMARY OF PARLIAMENTARY PROCEDURE

HEALTH PHYSICS SOCIETY

HPS Parliamentary Procedure Summary

	To: _____	Say: _____	Precedence	Second Required?	May motion be amended?	Outcome debated?	Decided by
Main Business Motions	Introduce Business	"I move that..."	13	Yes	Yes	Yes	Majority
Modifying Motions	Change a motion or a resolution	"I move that this motion be amended by..."	11	Yes	Yes	Yes	Majority
	Permission to withdraw a motion	"I request leave to withdraw the motion."	-	No	No	No	Majority
Delaying or blocking motions	Postpone indefinitely	"I move we postpone consideration of this question indefinitely."	12	Yes	Yes	Yes	Majority
	Refer to committee	"I move we refer to the committee."	10	Yes	Yes	Yes	Majority
	Postpone to a definite time	"I move that consideration of the matter be postponed until..."	9	Yes	Yes	Yes	Majority
	Lay on the table	"I move we table this..."	6	Yes	No	No	Majority
	Recess the meeting	"I move we recess until..."	2	Yes	Yes	No	Majority
	Adjourn the meeting	"I move we adjourn."	1	Yes	No	No	Majority
Speeding up motion	Limit debate	"I move that discussion be limited to (period of time)..."	8	Yes	Yes	No	2/3 Vote
	Stop debating by calling for the vote	"I move the previous question..."	7	Yes	No	No	2/3 Vote
	Get a matter taken up ahead of schedule	"I move that we suspend the rules and consider..."	-	Yes	No	No	2/3 Vote
Other actions	Obtain floor to reply immediately to personal affront or to call attention to a nuisance or emergency	"Point of privilege..."	3	No	No	No	Chair
	Object to an improper procedure	"Point of order..."	4	No	No	No	Chair
	Get information about a procedure	"Point of information..."	5	No	No	No	Chair
	Get a count taken to verify a voice vote	"I call for a division of the assembly" or simply "division"	-	No	No	No	Majority (1)
	Reconsider a matter already disposed of	"I move that we reconsider (now or later) our action on..."	-	Yes	No	Yes (2)	Majority
	Take up a matter that was tabled	"I move that we take from the table..."	-	Yes	No	No	Majority
	Try to reverse a decision by chair	"I appeal the chair's decision."	-	Yes	No	No	Majority
	Rescind a previously approved action	"I move to rescind the motion relating to..."	-	Yes	Yes	Yes	2/3 Vote (3)

(1) If someone objects

(2) If original motion was debatable

(3) Unless prior notice was provided, in which case a majority decides

**APPENDIX B - STANDARD OPERATING PROCEDURES FOR SOCIETY
COMMITTEES**

<https://hps.org/membersonly/operations/sops.html>

CHARTERS AND BYLAWS OF SECTIONS

Please consult the Section websites for Charters and Bylaws