

THE AMERICAN BOARD OF MEDICAL PHYSICS
Bylaws
(Amended July 24, 2005)

ARTICLE I
Name

Section 1. The name of the organization shall be the American Board of Medical Physics (ABMP) which hereinafter shall be designated the Board.

ARTICLE II
Objectives and Purposes

Section 1. The objectives and purposes of the Board are as follows:

- (1) To establish minimum standards and improve the quality of practice of medical physics. For the purposes of the Board, medical physics is defined as the application of physics and related sciences to the clinical practice of medicine.
- (2) To develop standards and procedures for the certification of medical physicists.
- (3) To establish and evaluate qualifications of voluntary candidates requesting examination for certification in medical physics.
- (4) To arrange, control, and conduct examinations to test the competence of candidates for certification.
- (5) To grant and issue certificates in the field of medical physics to applicants who have been found qualified by the Board. No certificate granted or issued by the Board shall confer or purport to confer upon any person any legal qualification, privilege, or license to practice medical physics, nor shall it purport to be issued under, in pursuance of, or by virtue of any statutory governmental authority.
- (6) To maintain a registry of holders of such certificates and serve the medical and lay public by preparing and furnishing lists of medical physicists who have been certified by the Board.

Section 2. The powers of the Board and the limitations thereof shall be as set forth in the Certificate of Incorporation filed in the office of the Secretary of the Commonwealth of Massachusetts.

ARTICLE III
Sponsoring Organizations

Section 1. The sponsoring organizations of the Board are:

The American Association of Physicists in Medicine
The American Association for Health Physics
The American College of Medical Physics
The International Society for Magnetic Resonance in Medicine

Additional sponsors may be selected by a majority vote of the Board.

ARTICLE IV
Membership

Section 1. The membership of the Board shall consist of not less than six nor more than twelve members. Membership on the Board shall be for a limited time as hereafter set forth and until the selection and qualification of successors.

Membership on the Board shall be determined as follows:

Each sponsoring organization shall appoint two Board members. Upon a need for additional Board members, the Board may invite a sponsoring organization to appoint additional members, but not to exceed four members for any sponsoring organization.

Each sponsoring organization shall appoint its Board members who shall (1) be members of the sponsoring organization, (2) have a major interest and experience in medical physics as defined by the specialty areas of ABMP certification, and (3) be certified by one of the organizations specified below.

Appointees to the Board shall be certified by any of the following organizations: (a) The American Board of Medical Physics; (b) The American Board of Radiology; (c) The American Board of Health Physics; (d) The American Board of Science in Nuclear Medicine; or (e) The Canadian College of Physicists in Medicine.

The term of office for Board member shall be for three years. However, the Board may offer reduced length of initial appointment so as to stagger Board membership.

No Board member shall serve more than two successive terms.

The terms of office for Board members shall begin on January 1 and shall continue until the appointment and installation of their respective successors.

Any member may be removed from membership by unanimous written ballot of the other members present and voting at two successive meetings, regular or special.

A vacancy on the Board shall be filled for the unexpired term by the sponsoring organization making the original appointment.

The Board may establish and put into effect such further rules, regulations, and orders governing admission to and termination of membership, rights, powers, privileges, obligations, and duties of members and classification of members as shall not be inconsistent with this Article or the Certificate of Incorporation.

ARTICLE V **Board of Directors**

Section 1. The members of the Board constitute its Board of Directors and governing body, and in performing their functions as members or as directors may act in either or both capacities except as otherwise provided by law, the Certificate of Incorporation, or by the Bylaws of the Board.

ARTICLE VI **Officers**

Section 1. The officers of the Board shall consist of a Chair (President), a Vice-Chair, a Secretary, and a Treasurer.

The Chair shall preside over meetings of the Board and appoint the membership to panels or ad hoc committees subject to the approval of the Board. The Chair shall also administer the business affairs of the Board, delegating duties to other members as appropriate.

The Vice-Chair shall perform such duties as delegated by the Chair and, in the absence of the Chair, shall assume the duties of the Chair.

The Secretary shall prepare and maintain a record of all meetings of the Board and shall maintain any official records as requested by the Board.

The Treasurer shall maintain the financial records of the Board. The Treasurer shall also maintain a list of all active and inactive diplomats of the ABMP and shall arrange for the issuance of certificates and the collection of certification and re-certification dues as directed by the Board.

The Executive Director is appointed by the Board and may be a member of the Board. The Executive Director carries out certain business functions as delegated to that position by the Board. The Executive Director maintains all personnel records involving the certification process and publishes annually a list of all active diplomats of the ABMP.

Section 2. Each of the officers shall be elected at the last meeting in the calendar year from among the current or incoming appointed members. They shall take office on January 1 of the succeeding calendar year and shall serve for a term of one year or until the election and installation of their respective successors. Any officer may be removed at any time by the affirmative vote of a majority of the members.

Section 3. A vacancy in any office shall be filled for the unexpired term by election at a regular or special meeting, or in an emergency situation, by a mailed ballot.

ARTICLE VII **Meetings**

Section 1. The specific time and place and an agenda for all meetings of the Board shall be provided (physical or electronic copy) by the Secretary or Chair to all members of the Board at least thirty days in advance of the date of the meeting.

Section 2. Regular meetings shall be scheduled by the Chair of the Board. Notice of each regular meeting shall be provided (physical or electronic copy) by the Secretary to each member at least three months in advance of the date of the meeting. At least one meeting shall be held during the final quarter of the calendar year. There should be at least one face-to-face regular meeting during the calendar year.

Section 3. Special meetings may be called at the Chair's discretion or upon written request of three Board members. The Chair shall be responsible for setting the time and place of a special meeting. Notice of a special meeting shall be provided (Physical or electronic copy) by the Secretary to each member at least thirty days in advance of the date of the meeting. No business other than that specified in the agenda may be acted upon at the meeting, except by unanimous consent of the members present.

Section 4. Meetings of the Board may be held by electronic conference means provided that all Directors participating in the meeting are able to hear each other at the same time.

Section 5. A quorum for any regular or special meeting shall consist of a majority of the members, unless a greater number is required for any particular business or matter.

Section 6. Except as provided in Article IV and Article X, decisions made at the meetings of the Board shall require a simple majority of those members present.

ARTICLE VIII
Finances

Section 1. The financial needs of the Board for performing its work shall be determined and approved by the Board each year. The Board shall establish an application fee schedule for the certification examinations so as to assure revenues for its operating expenses. Additional funds to support the activities of the Board may be requested from its sponsoring organizations or from alternative sources.

Section 2. The funds of the Board shall be disbursed by the Treasurer for the payment of reasonable expenses incurred in the ordinary operation of the Board and otherwise as authorized by law, the Certificate of Incorporation, the Bylaws, or resolution of the members. Checks or drafts may be signed on behalf of the Board by such officer or officers as the members from time to time shall designate by resolution.

Section 3. This being a not-for-profit corporation, no funds shall accrue to any member other than for reimbursement of reasonable and necessary expenses incurred directly in furtherance of the Board's activities.

Section 4. In the event that any person is made a party to or threatened with any civil, criminal, or administrative action, suit, or proceeding by reason of the fact that he is or was a member of the Board, the Board shall indemnify him against reasonable expenses including attorney's fees actually and necessarily incurred by him in connection with such matter or permitted by law except as to matters as to which such person is guilty of negligence or misconduct in the performance of his duties.

ARTICLE IX
Administration

Section 1. Candidates for certificates conferred by the Board shall meet requirements for application, qualification, and examination as may be set forth in the Bylaws or by rules promulgated by the Board.

Section 2. A certificate shall be issued only after the candidate has successfully passed an examination process approved by the Board.

Section 3. Certificates issued by the Board shall be subject to revocation as may be set forth in the Bylaws or rules to be promulgated by the Board.

Section 4. At such time as it is deemed prudent, the Board may institute a program of recertification.

Section 5. The Board shall specify and appoint examination committees to assist in the preparation and administration of the examinations for certification and recertification.

The term of service for members of the examination committees shall be three years with approximately one-third of the membership appointed each year.

The Board shall appoint a Chair for each committee to serve for a term of three years. Each committee shall appoint a Vice Chair.

No committee member shall serve for more than two successive terms of three years each.

Any committee member may be removed from an examination committee by majority vote of the Board.

ARTICLE X **Amendments**

Section 1. Amendment of these bylaws may be effected by two-thirds vote of the Board members voting at any special or regular meeting, providing the amendment has been read at a previous special or regular meeting and mailed to each member at least thirty days prior to the meeting at which action is expected, provided also that the proposed amendment is not inconsistent with the law or the provisions of the Certificate of Incorporation.

ARTICLE XI **Conduct of Meetings**

Section 1. In questions pertaining to the conduct of meetings of the Board not covered by the Bylaws or formally established policies of the Board, Robert's Rules of Order shall prevail.

ARTICLE XII **Dissolution**

Section 1. In the event of dissolution or final liquidation of the Board, all of its assets remaining after payment of its obligations shall have been provided for, shall be distributed to each sponsoring organization (described in Article III, Section 1) in a ratable manner.