

**THE AMERICAN BOARD OF MEDICAL PHYSICS**  
**Bylaws**  
**(Amended April 15, 2013)**

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  
American Academy of Health 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 three 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. Should any sponsoring organization cease to exist, then the appointees from that organization may continue in office until the expiration of their terms of office.

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.

At its discretion, by simple majority vote at any regular or special meeting the Board may also elect at-large members who may or may not have an affiliation with any of the sponsoring organizations. The Board shall include no more than 3 such at-large members at any time.

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 three 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 resign at any time by delivering his written resignation to the Board at its principal office or to the Chair (President) or Executive Director. Such resignation shall be effective upon receipt unless it is specified to be effective at some other time.

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 and shall produce financial reports for review at the board meetings. The Treasurer shall also coordinate the preparation of the taxes for the board. The Treasurer is responsible for issuing upon review, all checks for reimbursement or expenses incurred by the board, and to manage all the invoices issued on behalf of 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 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 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.

Any officer may resign by delivering his written resignation to the Board at its principal office or to the Chair (President) or Executive Director, and such resignation shall be effective upon receipt unless it is specified to be effective at some other time.

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 or email ballot.

## ARTICLE VII

### **Meetings**

Section 1. The specific time and place and an agenda for all regular 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 if face-to-face and at least 5 days in advance if electronic conference means are used.

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 or Chair to each member at least thirty days in advance of the date of the meeting if face-to-face and at least 5 days in advance if electronic conference means are used. At least one meeting shall be held during the final quarter of 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 or Chair to each member at least thirty days in advance of the date of the meeting if face-to-face and at least 5 days in advance if electronic conference means are used. 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 communicate simultaneously.

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.

Section 7. Any action by the Board may be taken without a meeting if a written consent thereto is signed by all the Members (physical or electronic copy) and filed with the records of the Board's meetings. Such consent shall be treated as a vote of the Members for all purposes.

## 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 or she is or was a member of the Board, the Board shall indemnify him or her against reasonable expenses including attorney's fees actually and necessarily incurred by him or her 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 or her 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.

**Examination Committee Members:** Examination committee members shall be recommended by the appropriate examination committee Chair and shall be appointed by majority vote of the Board. The term of the examination committee members shall be three years. To ensure staggered terms, approximately one-third of the membership shall be appointed each year. Examination committee members may be re-appointed upon recommendation by the examination committee Chair, and upon receiving a majority vote of the Board.

The Board shall appoint a Chair for each examination committee to serve for a minimum three-year term. Renewal of this appointee will be approved on a three year cycle with a vote by the Board. Each committee shall appoint a Vice-Chair on a 3-year cycle to be approved by a vote by the Board. Renewal of this appointee will be approved on a 3-year cycle by a vote of the Board.

Committee members shall serve at the discretion of the Board and their three year terms will be renewed by vote based on the recommendation of the appropriate panel Chair. There is no limit to the number of terms a member may serve.

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

## **ARTICLE X** **Amendments**

Section 1. The Board may amend these Bylaws at any time by a vote of a majority of the Members present and voting at any meeting, provided that notice of the proposed amendment, and of the time and place of the meeting at which action on the amendment is expected, has been provided to each Members at least 10 days prior to the said meeting.

## **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.