

EAST TENNESSEE CHAPTER HEALTH PHYSICS SOCIETY

RULES AND OPERATING PROCEDURES

2005

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Attachment A: Nominating and Awards Committee Information

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FORWARD

The RULES provided herein are intended to assist in the smooth conduct of East Tennessee Chapter business from year to year. Responsibilities identified in the Chapter Bylaws have been included as well as several unofficial responsibilities which have been assumed by the different officers and committee chairpersons over the years. It is hoped that the RULES of the ETCHPS will be updated periodically as the responsibilities of the Chapter change.

The initial version of this document was adopted by a majority vote of the 1994 Chapter Executive Council:

1994 East Tennessee Chapter Executive Council

Jim Bogard, President
Brian Kelly, President-Elect
Roger Halsey, Secretary
Elyse Thomas, Treasurer
Pedro Gonzalez, Council Member
James McVey, Council Member
Charles Scott, Council Member

Revision of the ETCHPS RULES was adopted by a majority vote of the Chapter Executive Council on October 1, 2001.

2001 East Tennessee Chapter Executive Council

Eric Abelquist, President
Kenny Fleming, President-Elect
Johnafred Thomas, Past-President
Kyle Kleinhans, Secretary
Tonya Bernhardt, Secretary-Elect
James East, Treasurer
Rick Rodriguez, Council Member
Martin Davis, Council Member
Monica Harrison, Council Member

The current version of the ETCHPS RULES was adopted by a majority vote of the Chapter Executive Council on May 11, 2005

2005 East Tennessee Chapter Executive Council

Kyle Kleinhans, President
Martin Davis , President-Elect
Chuck Scott, Past-President
Tim Vitkus, Secretary
Duane Quayle, Secretary-Elect
Art Palmer, Treasurer
Mark McHugh, Council Member
Cherie' Presswood, Council Member
Tom Rucker, Council Member

**RULES
of the
EAST TENNESSEE CHAPTER HEALTH PHYSICS SOCIETY**

INTRODUCTION

The ETCHPS Chapter RULES provided herein have been collected from the ETCHPS Charter and Bylaws, correspondence received from the national HPS as well as from the experiences of the Officers and Committee Chairpersons. Copies of the most pertinent information are included as attachments. It is hoped that the Chapter RULES serve as a convenient mechanism for implementing actions decided by the Executive Council.

Authority

Bylaws Article V, Section 2. The Executive Council shall adopt and document RULES that govern the conduct of all meetings and the administration of Chapter affairs. The RULES, when enacted and documented as such, shall be construed so as to expedite administrative matters and they are effective until amended by due process through appropriate Council action.

CHAPTER RULES

1. Each year, the outgoing Executive Council will prepare a budget for the following year to be presented to the incoming Executive Council for acceptance, amendment, approval, or rejection.
2. Elected and appointed officers may spend up to the amount budgeted for activities within their offices without further authorization. However, the Treasurer shall be notified of anticipated expenditures prior to incurring those expenses.
3. Budgets for activities for which money is collected from the Chapter members (e.g., ABHP and NRRPT review classes, family picnics, special workshops, etc.) will not be exact, since the amount of expenditure is related to the level of participation. For those activities, expenditure of up to 80% of the amount collected for the activity may be approved by the Executive Council member that is coordinating the activity. Expenditures in excess of 80% of the amount collected for the activity require approval of the Executive Council.
4. For activities not included under Rule 3, the Treasurer may approve unbudgeted expenses up to \$50. Expenditures greater than \$50 and less than \$150 require approval of the President and Treasurer. Expenditures greater than \$150 require approval of the Executive Council.

5. Chapter members who have not paid annual dues by March 1 of each year will receive a delinquent notice. If Chapter dues are still unpaid by May 1, the individual will be removed from the active membership roster.
6. New members joining the Chapter after July 1 each year will only be required to pay one-half the annual membership dues.

EXECUTIVE COUNCIL RESPONSIBILITIES

PAST- PRESIDENT

Responsibilities assumed by the Past-President are summarized as follows:

1. Ensure smooth transfer of previous administration to the new president.
2. Ensure continuity of Executive Council actions.
3. Provide guidance to other members of the Executive Council with regards to interpretation of the bylaws, business conducted during earlier years, etc.
4. Appoint the chairman of the Nominating and Awards Committee.

PRESIDENT

Authority

Bylaws Article IV, Section 2. The President is the presiding officer of the Chapter and as such is responsible for the overall administration of Chapter affairs.

The President functions as chief administrative officer of the Executive Council. Empowered to spend discretionary funds approved by the Executive Council.

Responsibilities

1. Provide administration of ETCHPS activities.
2. Preside over routine meetings of the Executive Council and Chapter consistent with the Chapter Bylaws and RULES.
3. Ensure that at least two meetings of the Executive Council are held each year. The annual business meeting normally is held by the end of February of each year.

4. Solicit committee chairpersons and submit to Executive Council for approval.
5. Assume responsibility for representing the ETCHPS.
6. Act as representative to Health Physics Society Chapter Council meetings.
7. Present an annual budget to the incoming Executive Council at the beginning of the year.
8. Preside over meetings of the Chapter Executive Council.
9. Serve as custodian of Chapter Charter and gavel.
10. Ensures that each Councilperson has the resources needed to perform assigned duties.

The key roles that the President should oversee include:

<u>Activities</u>	<u>Councilperson with Responsibility</u>
Monthly Programs	President-Elect
Nominations/Awards	Past-President
Newsletter and Web Page	Secretary/Secretary-Elect
Finances	Treasurer
Annual Picnic	First-Year Councilperson
Training Programs	Second-Year Councilperson
Vendors' Meeting	Third-Year Councilperson

The monthly Council meetings provide an excellent forum to ensure that the necessary work is being accomplished. In these meetings, schedule conflicts, the need for additional resources, and discussions of any problem area can be discussed. These meetings are typically held late in the month, after the monthly meeting, or very early in the next month. This scheduling will allow for inputs to the Newsletter to be finalized in sufficient time for its delivery prior to the next Chapter meeting.

Another duty that the President can undertake is a monthly column in the newsletter. This column gives the President the opportunity to provide information to the Chapter, information on initiatives being taken, and to offer personal perspectives on items of professional interest. The President should have these inputs ready by the Council meeting.

Please note that the functions listed below are routine activities. Each president can and should identify initiatives that will strengthen the Chapter and help it to serve its members better. These initiatives should be brought to the Council's attention early in the year. Plans for executing the initiatives can be developed, implemented, and tracked through both the Council and any *ad hoc* committees established for that purpose.

Month	Activity
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January	<p>Installation of new officers at Annual Business meeting</p> <p>Work with Treasurer to get annual budgets established</p>
February	<p>Conduct initial Council meeting</p> <p>Work with Second-year Councilperson to begin coordination of CHP Refresher Class</p> <p>Ensure that Officers and Councilpersons understand their roles/responsibilities</p> <p>Assist President-Elect in setting up the initial programs/speakers for Chapter meetings</p> <p>CHP Refresher course starts</p>
March	<p>Contact National HPS President-elect to agree on schedule for her/his visit and presentation to the Chapter</p> <p>Conduct Council meeting</p>
April	<p>Begin planning for the Annual Picnic and Vendor[s] meeting</p> <p>Conduct Council Meeting</p> <p>Review Membership Handbook (on web) to identify necessary changes to make for this year</p>
May	<p>Begin planning for the NRRPT training course</p> <p>Report due to National HPS on Chapter-sponsored programs during the year</p> <p>Plan to attend Chapter Council meeting at national HPS meeting</p> <p>Conduct Council meeting</p>
June	<p>Begin the process of setting up the Vendors' Meeting for December/ Finalize date for Vendors' meeting</p> <p>Annual Picnic preparations continue</p> <p>Conduct Council meeting</p>

July	<p>Conduct Council meeting</p> <p>Finalize list of potential vendors for Vendors' meeting with Third-year Councilperson</p> <p>Finalize Annual Picnic arrangements, check with First-year Councilperson</p>
August	<p>Conduct Council meeting</p> <p>Notify potential vendors of Vendors' meeting</p> <p>Annual Picnic</p> <p>Update the Membership Handbook (on web site)</p>
September	<p>Contact Nominating Committee Chair to establish slate of candidates for new officers and to make recommendations for Chapter members to run for national HPS office</p> <p>Conduct Council meeting</p> <p>NRRPT Review Class begins</p>
October	<p>Work with Third-year Councilperson to ensure that arrangements are finalized for Vendors' meeting</p> <p>Nominating Committee finalizes ballot for the Chapter officer elections - nominees are provided to Secretary by mid-month</p> <p>Conduct Council meeting</p>
November	<p>Vendors' meeting</p> <p>Ballots for new officers are mailed to membership by mid-month (members have 30 days to vote before ballot closes)</p> <p>Conduct Council meeting</p>
December	<p>Ballots close; Oversee the ballot-counting process</p> <p>Notify those running for Chapter office about the outcome of the election</p> <p>Conduct Council meeting</p> <p>Modify list of Vendors' meeting participants in preparation for next year</p> <p>Solicit changes to position descriptions from officers</p> <p>Plan for Annual Business meeting</p>

PRESIDENT-ELECT

Authority

Bylaws Article IV, Section 3. The President-Elect shall be chosen by vote of the membership for three Chapter Terms. At the conclusion of the first Chapter Term his ascension to the office of President becomes automatic; he performs duties as delegated to him by the President; and, in the absence of the President, assumes the duties of the President.

The President-Elect functions as chairman of the program committee, and is empowered to spend funding for Chapter meetings according to budget authorized by the Executive Council.

Responsibilities

1. Perform duties as delegated by the President.
2. In absence of the President at a meeting of the Chapter or Executive Council, assume duties of the President.
3. Serve as chairperson of the Program Committee and is responsible for staffing the Program Committee.
4. Act as representative to Health Physics Chapter Council meetings.
5. Arrange monthly Chapter meetings including assistance with Annual Picnic, Vendors meetings and Annual Business meeting.
6. Maintain attendance records (e.g., simple head count) for Chapter meetings and submit the annual report to the Health Physics Society.
7. Arrange for visit of HPS President-Elect. Cover expenses as identified in national HPS Information Attachments.
8. Serve as a member of the Chapter Executive Council.
9. Purchase plaques for outgoing officers and Chapter award recipients from budgeted funds. Plaques are presented at the Annual Business meeting.
10. Abide by RULES of the Chapter.

Other activities related to the President-Elect's role as Program Committee Chair include:

1. Plans monthly Chapter meetings by arranging speakers, meeting locations, and other logistics such as speaker A/V needs, refreshments, follow-up "thank you" letter, etc.

2. Provides newsletter announcement to Secretary (or designee) indicating date, time, location, and agenda of any business topics to be covered at the monthly meeting.

Note: Announcement should be no less than 14 days prior to the monthly meeting (using calendar function on web site).

3. Sends email meeting announcements or reminders as appropriate (publicize in newspaper).
4. Responsible for introducing speakers at monthly meetings or making arrangements to have speaker introduced (President typically presides over all meetings). Visitors and/or special guests should be recognized at the start of the monthly meeting.
5. Responsible for planning Annual Business meeting program: recognition of outgoing officers and Council member, those passing NRRPT/ABHP exams, etc. Orders plaques for outgoing officers at Annual Business meeting.

SECRETARY/SECRETARY-ELECT

Authority

Bylaws Article IV, Section 5. The Secretary keeps a record of all transactions and meetings of the Chapter and Executive Council. He carries out correspondence of the Chapter as directed by the President, collects all dues, keeps an accurate mailing list of the membership, and posts all ballots used in elections and amending procedures.

Responsibilities

NOTE: Suggested division of responsibilities is provided below. However, the Secretary and Secretary-Elect may decide to modify these responsibilities, given mutual agreement between the two people.

1. Maintains a database containing the names, addresses, e-mail addresses, phone numbers, employers, information about national HPS membership, and certifications/registrations of the members. New members are added to the list as applications are received. Corrections are made when submitted by members. When newsletters are returned by the postal service or e-mails are undeliverable, the Secretary is responsible for attempting to find forwarding addresses for those individuals. (Secretary)
2. Checks the Post Office Box regularly and distributes the mail appropriately. Make sure bank statements, IRS documentation, and bills are promptly sent to the Treasurer. (Secretary)
3. Responds to inquiries and requests that require Chapter correspondence. (Secretary)

4. Attends Chapter Executive Council and Monthly ETCHPS meetings as a member and records the minutes of the meeting. The minutes are then reviewed and approved at the next Executive Council meeting. (Secretary-Elect)
5. Writes a monthly Newsletter using material from previous meetings, information from the Executive Council, pertinent professional information, and articles provided by the Chapter Membership. Coincident with the generation of the Newsletter is the requirement to distribute the Newsletter to current Chapter members. While many members receive the Newsletter electronically, the Secretary is responsible for the mailing of hard-copy Newsletters to those who cannot receive it electronically. (Secretary or Secretary-Elect)
6. Generates a list of members who are delinquent in the dues payments for the year during the first week in March. Provides this list to the Chairperson of the Membership Committee. The Membership Committee is then responsible for notifying these members that their dues are delinquent and attempts to obtain their dues so that they may remain as active members. At the end of March, with the approval of the Executive Council, make the appropriate changes to the database by purging (selecting the individuals and deactivating their “Active” box) those individuals who still have not paid their dues. (Secretary)
7. Writes letters to new members notifying them of their approved membership in the ETCHPS. Also provide them with their access code for updating their information and the website address. (Secretary)
8. Prepares the ballot for the annual election. This involves assisting the Nominating Committee in obtaining biographies from candidates, if necessary, preparing, posting, mailing the ballots, and retrieving ballot responses and bringing these responses to the “ballot counting” meeting. (Secretary)
9. Prepares an Annual Report for the national HPS. This involves collecting data on chapter activities (e.g., meeting dates, topics, attendance). The report is mailed in time to support the annual meeting of the HPS. (Secretary-Elect)
10. May assist with the preparation of a listing of the Chapter membership. Potential items to include in the list:
 - Membership data
 - Members by employer
 - Current Council Members
 - Listing of past ETCHPS Council Members
 - List of Chapter Members who have served the National HPS
 - Forms for updating the membership database - new member applications (see Attachment B)
 - Amended Bylaws

- Index of the videotape library (Secretary-elect)
11. Conduct filing of necessary incorporation forms with the State of Tennessee.
 12. Maintains the Bylaws and RULES of the Chapter, and all Chapter records (e.g., Treasurer's reports, meeting minutes, committee reports, etc.).
 13. The Secretary maintains a list of members indicating the dues payment status.

The list contains the member's name, form of payment, and date of payment. The list includes dues status for the past three years.

TREASURER

Authority

Bylaws Article IV, Section 6. The Treasurer is the custodian of all monies of the Chapter and pays all authorized bills against the Chapter. He shall submit his accounts for audit to the Executive Council prior to the Annual Meeting of the Chapter, submit an annual report summarizing the financial status of the Chapter to the membership at the Annual Meeting, and turn over to his successor all funds and properties of the Chapter.

Responsibilities

1. The Treasurer is the custodian of all Chapter funds. The Treasurer receives all monies and shall pay all authorized bills against the Chapter.

The Chapter currently has a checking account at Nation's Bank, and a long term CD at First American National Bank.

Checks are restrictively endorsed with the ETCHPS stamp that is kept in the Treasurer's briefcase. In preparing the deposit slip, each check is listed, usually with the member's last name or a company name. It is helpful for record keeping purposes to indicate on the deposit slip the purpose of the check (e.g. D=dues, V=vendors' meeting, S=seminar, etc.) Copies of the checks may be helpful to the Secretary for verifying addresses.

The Treasurer or authorized Council member should be in attendance at all Chapter functions where funds are to be collected, so that proper records are kept.

Bills are paid from the checking account upon receipt from the secretary, who opens the post office box. Copies of the bills are kept during the year for preparation of the annual report. Sales tax is not paid by ETCHPS. The tax ID number may be required on the check.

Individual members may notify the Treasurer of incurred expenses related to the Chapter functions (e.g. postage expense from the secretary). However, receipts should be available before payment is made. Unbudgeted expenses of \$50.00 to \$150.00 require approval of the president and treasurer, and unbudgeted expenses greater than \$150.00 require approval of the Executive Council. Paid receipts are kept during the year for preparation of the annual report.

The Treasurer balances the checking account upon receipt of the statements.

2. The Treasurer submits financial status reports of all Chapter functions to the Executive Council.

Each Council member responsible for an activity should follow the budget approved by the Council for that activity. Any change must be approved by a majority vote of the Executive Council.

3. Present an annual report summarizing the financial status of the Chapter to the membership at the annual business meeting.

This report typically includes sections on income, expenses, net income, CD value, and checking account beginning and ending balance. The report is prepared on a calendar year, cash basis. That is, if the check was written in January of 1995, it is included in expenses for 1995, even though the expense may have been incurred in 1994. The same applies for the collection of dues at the end of December and the beginning of January. Dues deposited in January are income in that year.

The Treasurer makes copies of the annual report for the Executive Council, the members attending the business meeting, and the file.

In January, after the annual report has been prepared, the treasurer shall prepare budgets for the upcoming year, based on experience of the prior year or years, for approval by the Executive Council. After approval by the Executive Council, a copy of the budget is given to the Council member or other member responsible for a budgeted activity. A copy of each approved budget is kept for the file.

4. Coordinate update of authorized signatures for checking and savings accounts as necessary.

Signature cards should be obtained from both banks at the beginning of each year. The Treasurer and President are authorized to withdraw funds. The signature cards should be signed by the current Treasurer and President, copies kept, then returned to the bank.

5. Serve as a member of the Chapter Executive Council.

COUNCILPERSON

The ETCHPS Bylaws establishes three (3) Councilperson positions on the Chapter Executive Council. The responsibilities assumed by each of the Chapter Councilpersons are summarized as follows:

1. Ensure continuity and support of Executive Council actions.
2. Serve as a member of the Chapter Executive Council.
3. Coordinate planning activities for one of the traditional meetings held each year. Each Councilperson is responsible for a specific Chapter operation or program as follows:

<u>Councilperson</u>	<u>Chapter Activity Responsibility</u>
First-year	Annual Picnic (Picnic Committee Chair)
Second-year	CHP and NRRPT Certification Review Courses (Education Committee Chair)
Third-year	Vendors' meeting (Vendors' Meeting Committee Chair)

ETCHPS COMMITTEES

The ETCHPS has two permanent committees: 1) Nominating and Awards Committee and 2) Program Committee. The charter, organization, authority, responsibilities, procedures and reports for each of these committees are detailed below. Additionally, the Executive Board of the ETCHPS routinely approves the establishment of *ad hoc* committees that support the Chapter operations and programs, and encourage Chapter member involvement. These committees include the Education Committee, Membership Committee, Newsletter/Website Committee, Picnic Committee, and Vendors' Meeting Committee.

NOMINATING AND AWARDS COMMITTEE

Charter

The Nominating and Awards Committee selects nominees for elective chapter offices, national society elective offices and national society standing committees. In addition, the Committee selects nominees for Chapter and Health Physics Society awards.

Organization

This standing committee typically consists of the five most recent Past-Presidents of the Chapter. The immediate Past-President serves as the Chairperson. Vacancies on this committee are filled by appointment by the President.

Authority

This committee has the authority necessary to carry out its charter. A Chapter member's consent must be obtained prior to his/her name being placed in nomination for an office or committee appointment.

Responsibilities

1. Solicit, review and prepare recommendations for ETCHPS Executive Council elections for the next year consistent with Chapter bylaws.
2. Solicit, review and prepare recommendations for HPS nominations for officers and committee members consistent with the national HPS information and letter requests by the National HPS President-elect or National Nominating Committee Chair.
3. Solicit, review and prepare recommendations for the Chapter Lifetime Achievement and Distinguished Service Awards.
4. Solicit, review and prepare recommendations for HPS nominations for Distinguished Scientific Achievement, Robley D. Evans Commemorative Medal, Founders, Elda E. Anderson and Fellow Class member awards consistent with HPS criteria (see Attachment A).

Procedures

1. Committee Meetings - Committee Meetings are called on an ad hoc basis as necessary by the chairperson. Three (3) members of the committee constitute a quorum and all decisions of the committee require the affirmative vote of at least three (3) members of the committee.
2. Nominations for Chapter Elective Offices - At least two nominees shall be selected for each Chapter elective office being vacated, in accordance with the ETCHPS Charter and

Bylaws. In no case shall an individual's name be placed in nomination for more than one elective position during any one election. Nominations for elective positions shall be submitted in writing to the Secretary not later than ninety (90) days prior to the annual meeting of the Chapter.

3. Nominations for National Elective Offices - Nominees should be selected for the national Society offices and submitted to the Executive Council for approval as appropriate to the desires of Chapter members to serve in such functions and consistent with the HPS requirements for those offices. For each nominee:

- A curriculum vitae and/or resume shall be solicited from the nominee and provided for submission with the nominations.
- The Committee shall draft a cover letter to the chairperson of the national HPS Nominating Committee for the Chapter President's signature.

The deadline for submitting these nominations is usually in March, however, the actual deadline is provided by letter from the national HPS Nominating Committee.

4. Nominations for National Society Committee Membership - The Committee shall seek and encourage participation by Chapter members in the national HPS's standing committees. Emphasis should be placed on nominations to committees without current Chapter representation. For each committee nomination:

- Nominees shall be submitted to the Executive Council for approval.
- A brief statement of qualifications and interest should be solicited from the nominees and provided for submission with the nominations.
- The Committee shall draft a cover letter to the national HPS President-Elect for the Chapter President's signature.

The deadline for submittal is usually in early December, however, the actual deadline is provided by the letter from the national HPS President-Elect.

5. Nominations for Chapter Awards - Nominees should be selected for each of the following awards and submitted to the Executive Council for approval:

Chapter Volunteer Award
Lifetime Achievement
Distinguished Service

The Committee is not obligated to submit a nominee for an award if it deems that no one is qualified in a given year. The criteria for these awards are listed in Attachment A under "Criteria for Chapter Awards".

Nominees should be submitted to the Executive Council by December 1 each year. The committee shall notify recipients. Presentations are made at the Annual Business Meeting.

6. Nominations for National Awards - One nominee may be selected for each of the following awards and submitted to the Executive Council for approval:

Elda E. Anderson
Founders
Distinguished Scientific Achievement
Robley D. Evans Commemorative Medal
Fellow Class Member

More than one nominee may be selected for the Fellow Class Members award if the committee deems it appropriate. Criteria for these awards are listed in Attachment A.

A curriculum vitae and/or resume shall be solicited from the nominee and provided for submission with the nominations. In addition, for the Fellow Class Member award, three letters of recommendation from existing Fellows are required for each nominee.

The committee shall draft a cover letter to the chairperson of the national HPS Awards Committee for the Chapter President's signature.

Nominations are due to the Executive Council during January. Letters of recommendation are due to the National HPS Awards Committee, chaired by the HPS Past-President, generally by February. The actual deadline is provided by letter from the national HPS Awards Committee.

Committee Reports

An annual report of committee activities shall be prepared and submitted to the Executive Council.

Committee Records

The committee is responsible for keeping records of their activities when directed by the President and shall submit such records to the Secretary of the Chapter.

PROGRAM COMMITTEE

Charter

The Program Committee is tasked by the Chapter Executive Council to make the necessary contacts in order to schedule individuals to deliver presentations to the Chapter monthly meetings. This includes scheduling the meeting locations and providing refreshments at the meetings. The current President-Elect chairs the Committee and an

attempt should be made to fill the Committee with a group of Chapter members from diverse areas of radiation protection (e.g., risk assessment, operational health physics, environmental measurement, medical aspects, research, etc.). The Committee Chair, or designee, is responsible for providing the Chapter Secretary a short meeting announcement to be sent out to Chapter members at least two weeks prior to the scheduled meeting. The Committee Chair, or designee, also is responsible for collecting all receipts that are obtained from a meeting and submitting to the Chapter Treasurer for reimbursement.

Organization

This Standing Committee consists of members of the Chapter appointed by the President-Elect. The President-Elect chairs the committee. Committee membership is for one year with the exception of the Picnic and Vendors' Meeting subcommittees which is for two years. The committee members may be reappointed with no limit as to the number of terms. An ad hoc subcommittee may be formed, if needed to assist the committee with special tasks.

Authority

This committee has the authority necessary to carry out its charter. Approval for the date, time and place of regular meetings must be sought from the Executive Council. The only other restriction is that unbudgeted spending approval must be sought from the Chapter Council.

Chapter Meetings

A minimum of two regular meetings per year are required including the annual meeting. However, the meetings traditionally have occurred monthly including the Annual Business Meeting (usually in January) and the Vendors' Meeting (usually in December). These meetings are typically held on a weeknight. Joint meetings and workshops with other HPS chapters or other professional societies are sometimes scheduled on weekends. The Chapter typically sponsors 1 or 2 such meetings/workshops per calendar year. The annual Business Meeting is normally held in January, and must be held by May 31.

Other meetings of the Chapter may be called at the discretion of the Executive Council. A petition directed to the Executive Council bearing the signatures of at least ten (10) percent of the Chapter members shall require a meeting of the Chapter to be called.

Chapter members shall be given at least ten (10) days advance notice of all meetings of the Chapter. The notifications shall include the date, time, place and program.

Committee Meetings

Committee meetings are called on an ad hoc basis as necessary by the Chairperson. A majority of committee members present constitute a quorum and all decisions of the committee require the affirmative vote of a simple majority of the committee.

Committee Reports

An annual report of committee activities shall be prepared and presented at the Chapter annual business meeting.

Committee Records

The committee is responsible for keeping records of their activities when directed by the President and shall submit such records to the Secretary of the Chapter.

Attachment A: Nominating and Awards Committee Information

Criteria for Local Chapter Awards

Criteria for National Awards

Criteria for Local Chapter Awards

The criteria for each award are as follows:

Each nomination shall be accompanied by a short resume that describes the nominee's career, date of birth, and the reasons for the nomination. Items such as reports, references, previous awards earned, may be submitted as supporting material for the nomination.

The Chapter Volunteer Award is presented to a Chapter member who had a lead role in the outstanding success of a specific Chapter initiative, provided long-term faithful service to the sustained success of the Chapter and its programs, or any combination of similar involvements.

Criteria for National HPS Awards

1. **ELDA E. ANDERSON AWARD**

OBJECTIVE - This award is presented to a young member of the Health Physics Society to recognize excellence in:

- research or development,
- discovery or invention,
- devotion to health physics, and/or
- significant contributions to the profession of health physics.

ELIGIBILITY - HPS members who shall not have reached their 40th birthday prior to January 1 of the calendar year during which the award is given.

NOMINATIONS - Nominations for this award shall be made by:

- Chapter Presidents, or
- by a petition of any six HPS members.

Nomination shall be submitted to the Chairperson of the Awards Committee by March 1 of the year in which the award is made. Each nomination shall include a short biographical resume 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.

2. **DISTINGUISHED SCIENTIFIC ACHIEVEMENT AWARD**

OBJECTIVE - The award is intended to acknowledge outstanding contributions to the science and technology of radiation safety. The recipient of the award is recognized for accomplishments of fundamental importance to the practice, acceptance, and

advancement of the profession of health physics.

Other individuals who contributed in an outstanding way to the development of scientific knowledge for the protection of humankind and the environment can be permanently memorialized by the presentation of the award in their names.

ELIGIBILITY - Any individual, except present members of the HPS Board and the Awards Committee, shall be eligible for this award. The following criteria apply only to candidates for memorialization:

- recipient need not have been a member of the HPS
- generally restricted to a person who died at least five years earlier.

NOMINATIONS - Nominations for this award and for those to be memorialized shall be made by:

- Chapter Presidents,
- petition of any six members of the HPS.

Nominations shall be submitted to the Chairperson of the Awards Committee by March 1 of the year in which the award is made. Each nomination shall include a short biographical resume of the candidate's career and documentation of why the candidate is being nominated. Reports, references, etc. should be submitted as supporting material for the candidate's nomination.

3. **ROBLEY D. EVANS COMMEMORATIVE MEDAL**

OBJECTIVE - The award is given in memory and honor of Professor Evans in recognition of his extraordinary dedication and contributions to radiation safety as physics educator, scientist, author, and humanitarian for more than 50 years. The recipient of this award demonstrates the extraordinary qualities exemplified by Professor Evans for excellence in scientific achievement, interdisciplinary capabilities, the applicability of science to real-world needs of radiation safety, and insight into simple solutions of difficult problems.

ELIGIBILITY - Any individual, except present members of the HPS Board and the Awards Committee, shall be eligible for this award.

NOMINATIONS - Nominations for this award shall be made by:

- Chapter Presidents,
- petition of any six members of the HPS.

Nominations shall be submitted to the Chairperson of the Awards Committee by March 1 of the year in which the award is made. Each nomination shall include a short

biographical resume of the candidate's career and documentation of why the candidate is being nominated. Reports, references, etc. should be submitted as supporting material for the candidate's nomination.

4. **FOUNDERS AWARD**

OBJECTIVE - This award is designed to recognize exceptional service to the HPS or the health physics profession. The actual recipient of the award is recognized for recent contributions to the Society. In addition, others who were instrumental in the formation or development of the Health Physics Society can be permanently memorialized by the presentation of the award in their names.

ELIGIBILITY - Any individual, except present members of the HPS Board and the Awards Committee, shall be eligible for this award. The following criteria apply only to candidates for memorialization:

- recipient need not have been a member of the HPS
- generally restricted to a person who died at least five years earlier.

NOMINATIONS - Nominations for this award and for those to be memorialized shall be made by:

- Chapter Presidents,
- petition of any six members of the HPS.

Nominations shall be submitted to the Chairperson of the Awards Committee by March 1 of the year in which the award is made. Each nomination shall include a short biographical resume of the candidate's career and documentation of why the candidate is being nominated. Reports, references, etc. should be submitted as supporting material for the candidate's nomination.

5. **FELLOW AWARDS**

OBJECTIVE - This award is designed to honor senior members of the Society who have made significant administrative, educational, and/or scientific contributions to the profession of health physics.

ELIGIBILITY - Health Physics Society members who will be 50 years or older by March 1 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.

NOMINATIONS - Nominations for this award shall be made by:

- any Plenary member of the Society
- any Fellow of the Society, or

- any Chapter President.

Nominations shall be submitted to the Chairperson of the Awards Committee by March 1 of the awards year. Each nomination shall include a short biographical resume 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 be submitted.

Attachment B: ETCHPS Membership Types and Applications

Types of Memberships in the East Tennessee Chapter of the Health Physics Society

Plenary ¥ Persons who are currently engaged in the practice, science, or technology of radiation safety. Benefits include: a subscription to the ETCHPS Newsletter; inclusion into the Membership database; reduced registration fees at official meetings of the chapter; and, the right to vote and hold office within the Chapter. Dues shall be determined annually by the Executive Council of the Chapter.

Student ¥ Students who are engaged in study in a field allied with one or more health physics disciplines. Benefits include: a subscription to the ETCHPS Newsletter; inclusion into the Membership database; and reduced registration fees at official meetings of the chapter. Dues are reduced to 50% of Plenary Member dues for Student members. There are no voting rights or ability to hold office while holding Student membership status. Student members must demonstrate proof of status as a student each year.

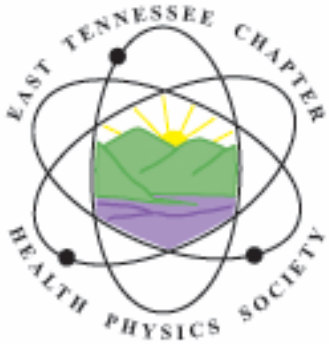
Fellow ¥ To honor Senior Members of the Chapter who have made significant administrative, educational, and/or scientific contributions to the Chapter. Nominations for Fellow membership may be made by any Plenary or Fellow members of the Chapter. The minimum qualifications to be considered for application as a Fellow of the ETCHPS is 50 years of age, 10 years Plenary membership in the chapter, and a majority vote of the ETCHPS Council. Benefits and dues are the same as a Plenary member. Fellows of the HPS may also become Fellows of the Chapter by providing documentation of their HPS Fellow status.

Members Emeritus ¥ To honor senior members of the Chapter who have reached the age of 60 and are no longer active in the profession of radiation safety. The minimum qualifications to be considered for application as a Member Emeritus of the ETCHPS is (i) 60 years of age or 23 have ceased to function professionally in the field of radiation safety because of permanent disability, (ii) retired from active employment, (iii) 10 years Plenary membership in the Chapter, and (iv) a majority vote of the ETCHPS Council. Plenary members that wish to become Members Emeritus of the Chapter may make a written request to the Secretary. Benefits are the same as a Plenary member. Dues are reduced to 50% of Plenary Member for Members Emeritus of the Chapter. Members Emeritus of the HPS may also become Members Emeritus of the Chapter by providing documentation of their HPS Members Emeritus status.

Life ¥ Persons who have been active Plenary members of the Chapter since its founding in 1960. These individuals are: John Auxier, Roger Cloutier, Fred Haywood, B.F. Rutherford, and C.M. "Hap" West. Benefits are the same as a Plenary member. Dues are waived for Life members of the Chapter.

Honorary ¥ The Executive Council may confer honorary membership on any person whose personal contribution to the advancement of the Chapter affairs is particularly worthy. Honorary membership is terminated at the end of the Chapter term in which it was granted, unless renewed by action of the Executive Council. Benefits include: a subscription to the ETCHPS Newsletter; inclusion into the Membership database; and reduced registration fees at official meetings of the chapter. Dues are waived for Honorary members. There are no voting rights or ability to hold office while holding Honorary membership status.

Affiliate ¥ Organizations whose interests in the general field of radiation safety are such to warrant a formal working relationship with the Chapter. Benefits include: monthly electronic ETCHPS Newsletter; a discount of \$75.00 for a booth at the Annual ETCHPS Vendors' Meeting, the current (2000/2001) fee is \$150.00 for a one-table booth or \$250.00 for a two-table booth; a link on the ETCHPS web page; and the option of sponsoring ETCHPS activities. There are no voting rights for Affiliate members, unless the individuals are also Plenary members. Dues shall be determined annually by the Executive Council of the Chapter.



East Tennessee Chapter
Health Physics Society
P.O. Box 7006, Oak Ridge, Tennessee 37831-7006

Application for Membership

Membership Type _____ Plenary _____ Fellow

Date _____ Member Emeritus _____ Student

Name _____

Mailing Address _____

Employer _____

Phone Number: Business _____ Home _____

Email Address _____

Do you want to receive the newsletter via email? _____ Yes _____ No

Membership in the National Health Physics Society:

_____ None _____ Plenary _____ Associate _____ Fellow _____ Student

_____ Member Emeritus _____ Life _____ Section (if Section(s), please specify _____)

Certification: _____ ABHP _____ NRRPT Years of Experience in Health Physics _____

Nature of Present Work: _____

ETCHPS Committees you might want to serve on:

_____ Program Committee _____ Newsletter/Web Page Committee
_____ Vendors' Meeting Committee _____ Education Committee
_____ Picnic Committee _____ Nominations/Awards Committee
_____ Membership Committee

Sponsored by: (Applicant must obtain signatures of two sponsors who are members of the East Tennessee Chapter of the HPS – not necessary if you are a current member of the national HPS)

Send Application Form and dues to:

Plenary, Fellow membership dues are \$15.00

Member Emeritus, Student membership dues are \$7.50 (students must be full-time students).

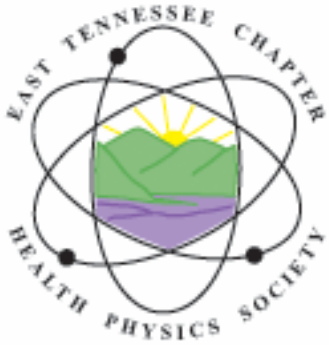
If applying after July 1st, the dues are 50% of the above.

Secretary, ETCHPS

P.O. Box 7006

Oak Ridge, TN 37831-7006

Make checks payable to: East Tennessee Chapter, Health Physics Society



East Tennessee Chapter

Health Physics Society

P.O. Box 7006, Oak Ridge, Tennessee 37831-7006

Application for Affiliate Membership

Date _____

Organization _____

Mailing Address _____

Contact _____

Phone Number: _____ FAX: _____

Email Address _____

Web Site Address _____

Membership in the National Health Physics Society:

_____None _____Class A _____Class B _____Class C _____Class D

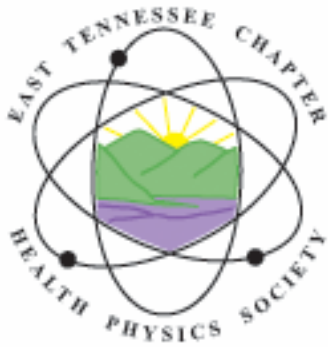
In the space below (and on another sheet of paper, as needed), provide a brief resume of your organization's radiation protection activities. Also, please include any pertinent literature as background information. If enclosing product brochures, please include eight copies.

Application submitted by:

Name

Title

Date



Health Physics Society

P.O. Box 7006, Oak Ridge, Tennessee 37831-7006

AFFLIATE MEMBERSHIP

Annual affiliate dues are \$75.00.

Affiliates receive the following:

1. Monthly Electronic ETCHPS Newsletter
2. A discount of \$75.00 for a booth at the Annual ETCHPS Vendors' Meeting.
3. Link on the ETCHPS Web Page
4. The option of sponsoring ETCHPS activities

A check or money order for \$75.00 must accompany this form, made in US Dollars, drawn on US banks, made payable to the ETCHPS.