

COLUMBIA CHAPTER HEALTH PHYSICS SOCIETY
STANDARD OPERATING PROCEDURES

Last updated by the CCHPS Executive Committee – May 1, 2006

DRAFT

FOREWORD

Information provided herein is intended to assist in the smooth conduct of Columbia 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 during recent years. It is hoped that this booklet will be routinely updated as the responsibilities of the Chapter change.

Sincerely,

CCHPS OFFICERS AND COMMITTEE CHAIRPERSONS

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COLUMBIA CHAPTER HEALTH PHYSICS SOCIETY (CCHPS)

INTRODUCTION

Information included in this document has been collected from the CCHPS charter and bylaws, State of Washington Incorporation bylaws, correspondence received from the national Health Physics Society (HPS) as well as the experience of several of the existing CCHPS officers and committee chairpersons. Copies of the most pertinent information are included as attachments. It is hoped that this document can serve as a convenient mechanism for implementing actions decided by the Executive Council. Responsibilities identified were summarized for the officers and chairpersons during the 1986-87 term and updated most recently in 1999 (2004?). These are described in the following sections.

EXECUTIVE COUNCIL RESPONSIBILITIES

Past President
President
President-Elect
Secretary
Treasurer
Council Members

STANDING COMMITTEES CHARTERS AND RESPONSIBILITIES

Awards
Membership
Newsletter
Nominating
Program
Public Information and Education
Teachers Training

AD HOC COMMITTEES CHARTERS AND RESPONSIBILITIES

Education and Training
Long-Range Planning
Scholarship
Science Fair
Old Timer's Group

NATIONAL HPS BOARD OF DIRECTORS LIAISON

Attachment A: Awards Committee Information

Criteria for Local Chapter Awards
Criteria for National Awards

EXECUTIVE COUNCIL RESPONSIBILITIES

PAST PRESIDENT

Authority

Function as chairperson of the Long-Range Planning Committee.

Responsibilities

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. Provide information received with regards to CCHPS incorporation and transfer of address of registered agent to the new president.
5. Serve as a member of the Chapter Executive Council.
6. Serve as Chair of the Long-Range Planning Committee.
7. Maintain and update as appropriate the chapter bylaws and procedures.

EXECUTIVE COUNCIL RESPONSIBILITIES

PRESIDENT

Authority

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

Responsibilities

1. Provide administration of CCHPS activities.
2. Preside over routine meetings of the Executive Council and chapter consistent with the Chapter bylaws.
3. Ensure that at least two meetings of the Executive Council are held each year. The annual meeting shall be held by the end of May of each year.
4. Solicit committee chairpersons and submit to Executive Council for approval.
5. Assume responsibility for representing the CCHPS.
6. Act as representative to Health Physics Society Chapter Council meetings, normally held at the HPS Annual Meeting.
7. Present an annual budget to the Executive Council at the beginning of the fiscal year. (Normally at the first Executive Council meeting of the fiscal year.)
8. Serve as a member of the Chapter Executive Council.

EXECUTIVE COUNCIL RESPONSIBILITIES

PRESIDENT-ELECT

Authority

Function as chairperson of the Program Committee. 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.
4. Act as representative to Health Physics Society Chapter Council meetings, normally held at the HPS Annual Meeting.
5. Arrange chapter meetings including annual picnic, awards banquet and annual meeting. Normally, one meeting is held each month during the period from October to May.
6. Arrange for visit of HPS President-Elect, including lodging, Chapter meeting and meeting with the Executive Council and Committee Chairs. Cover expenses as identified in National Society Information Attachments.
7. Provide nametags for attendees at chapter meetings and activities.
8. Serve as a member of the Chapter Executive Council.

EXECUTIVE COUNCIL RESPONSIBILITIES

SECRETARY

Responsibilities assumed by the Secretary are summarized as follows:

1. Record and distribute minutes of CCHPS Executive Council meetings. Minutes should be sent to the members of the Executive Council and Committee Chairs sufficiently in advance of the next meeting in order to receive and incorporate comments. An Action Item list should be maintained and attached to the minutes to track open action items.
2. Maintain CCHPS Standard Operating Procedures as directed by the Executive Council. Ensure that incoming members of the Executive Council and Committee Chairs receive current copies of the Standard Operating Procedures.
3. Maintain the CCHPS Action Items Schedule and inform the appropriate people concerning upcoming action items.
4. Obtain CCHPS records from previous secretary. Maintain official records of the chapter, including minutes, correspondence (incoming and outgoing), financial reports, audit reports, and reports submitted to the Executive Council. Forward records greater than 5 years old to the National HPS Archives.
5. Receive and maintain copies of all chapter correspondence.
6. Maintain the key to the Chapter's post office box. Check the post office box for mail at least once per week, and distribute mail to the appropriate party. (Note: the other post office box key is generally maintained by the Treasurer.)
6. Administer collection and counting of ballots for new officers, bylaw changes, etc., consistent with chapter bylaws.
 - 6.1 Prepare the ballot, including a letter of instruction for voting, candidates' statements (experience, education, etc), and the ballot sheet. **Prepare electronic ballot and post with HPS Webmaster.**
 - 6.2 Request that the Membership Chair print two sets of membership mailing labels. Deliver the labels and the ballot materials to the printers (typically Ernie's Printing) at least two weeks before they should be mailed. The printers will copy, assemble and mail the ballots. Ballots must be mailed in time to allow for at least 30 days between mailing and closing of balloting, and to allow time for counting prior to the annual meeting. (See also Bylaws, Article VI, Sections 7-9.)
 - 6.3 Appoint three Chapter members in good standing to serve as the Teller's Committee. Members may not be current officers of the Chapter or current candidates for office.
 - 6.4 Instruct the Teller's Committee to check off each returned ballot against the current Chapter membership list. Ballots returned without the name of the Chapter member on the outer envelope must not be counted.
 - 6.5 The Teller's Committee opens the outer ballot envelopes, sets them aside, and collects the inner ballot envelopes in a suitable container. The inner ballot envelopes are then

mixed, opened and the results are tallied **along with the electronic count** on a blank ballot.

- 6.6 The Teller's Committee signs the election results and reports the results to the Secretary.
 - a) The Secretary delivers the election results sheet, the ballots, and the outer return envelopes to the Executive Council for validation of the election.
7. Conduct filing of necessary incorporation forms with the State of Washington. This filing is usually required by the end of February, and the reporting form is usually received in January at the home address of the corporation Registered Agent designated on the previous year's report.
8. Prepare Chapter correspondence as requested by the President. Examples include letters to recipients of Science Fair awards, and position statements for the Chapter.
9. Prepare input to the HPS Chapter Council prior to the HPS Annual Meeting. An input form is forwarded from the Secretariat's office, and is required to be returned approximately 6 weeks before the Annual Meeting. Chapter membership information may be obtained from the Membership Chair.
10. Serve as a member of the Chapter Executive Council.

EXECUTIVE COUNCIL RESPONSIBILITIES

TREASURER

Responsibilities assumed by the Treasurer are summarized as follows:

1. Custodian of all chapter funds. Shall receive all monies of the chapter and shall pay all authorized bills against the chapter. Plan for appropriate renewal, roll-over, or withdrawal of certificates of deposit as they become due. As of June 1998, two 1-year CDs are established, maturing 6 months apart (January and July). Each CD was originally established at a nominal amount of \$5,000, with interest rolled over into renewal CDs.
2. Submit financial status reports of all chapter functions to the Executive Council. An annual report shall be submitted summarizing the financial status at the end of each fiscal year.
3. Maintain official list of Chapter financial accounts. Submit all changes to this list for board approval.
4. Coordinate update of authorized signatures for checking and savings accounts as necessary. As part of the transition and signature update a motion must be passed by the Executive Council authorizing the new Treasurer and President (indicated by title and name) to be the authorized signatures for the accounts. Financial institutions will likely want a copy of the signed minutes or a copy of the motion signed by the President and Secretary before they will process the signature change. Suggested wording for the motion is as follows:

Authorization for Financial Control

The Executive Council (Board of Directors) of the Columbia Chapter Health Physics Society hereby empowers the (*insert Fiscal Years*) Treasurer (*insert name*) to establish and maintain accounts, including certificates of deposits, with banking, savings, or other financial institutions for the purpose of managing the funds of the Chapter. Authorized signatures for the accounts shall be the Treasurer (*insert name*) and President (*insert name*), either of whom's signature shall be adequate for release of funds. This motion is consistent with Article 5, Section 10 of the Chapter Bylaws and is approved by the Columbia Chapter Health Physics Society Executive Council (Board of Directors) on (*insert date*). Attested to by : (*insert name & date*) President, and (*insert name, date*) Secretary.

The above authorization is appropriate for passage at the turnover Executive Council meeting or the meeting at which the election results are validated.

5. Provide financial reports necessary for filing with the State of Washington with respect to CCHPS incorporation.
6. Once initiated, provide routine tax filings with the Internal Revenue Service.
7. Serve as a member of the Chapter Executive Council.
8. Beginning in 1997, the fiscal year is defined as July 1 through June 30.

EXECUTIVE COUNCIL RESPONSIBILITIES

COUNCIL MEMBER (2)

Responsibilities assumed by the Chapter Council Members are summarized as follows:

1. Ensure continuity of Executive Council actions.
2. Serve as a member of the Chapter Executive Council.
3. Performs duties as directed by the President.
4. The Senior Council Member conducts a financial audit of Treasurer records within 3 months of the end of each fiscal year (i.e., by April 1 of each year), and reports the results to the Executive Council.

STANDING COMMITTEES CHARTERS AND RESPONSIBILITIES

MEMBERSHIP COMMITTEE

Charter

The Membership Committee actively seeks out appropriate prospective members in the geographical area of interest to the Chapter, reviews applications for membership in the Chapter making recommendations for acceptance or rejection to the Executive Council, maintains an accurate mailing list of the membership and publishes the Membership Handbook.

Organization

This standing committee consists of a chairperson and as many additional members as the President may chose to appoint. Appointments are approved by the Executive Council. Committee memberships are for three years, with approximately one third of the members terminating each year. Committee members may be re-appointed 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. Expenditures of chapter funds must either be budgeted or otherwise specifically approved by the Executive Council.

Responsibilities

1. Maintain master file of members including mailing list for use by the chapter Treasurer, newsletter editor, and secretary (for ballots).
2. Coordinate updates to the membership handbook.
3. Coordinate application, review and notification of new CCHPS members.

Procedures

1. Receive membership applications and renewal forms.
2. Maintain list of chapter membership, addresses, etc. for use in chapter mailings and updating membership handbook.
3. Submit names of applicants for chapter membership to the Executive Council.
4. Provide written acknowledgement of chapter membership to new members.
5. Provide names and addresses of new members to the newsletter editor.
6. Update chapter membership handbook with the approval of the Executive Council.
7. Provide indications by new members of willingness to serve on chapter committees to the President for action.

8. New members (not to include re-instated CCHPS members) who join after March 31 of the year in which they are applying will receive credit for membership dues through the next fiscal year. For example, a new member who joins on April 20, 1998 will receive credit for their CCHPS membership dues for 1998-1999.

Committee Meetings

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

Handbook Publication

The Handbook should be published each year in the fall (preferably around August). The contents of the Handbook should include a Table of Contents, current Chapter officers, current committee chairpersons, past officers of the Chapter, the Chapter Charter, Chapter Bylaws, and a current membership list. Recipients of current and past CCHPS awards should also be included.

Advertising in the Handbook is permitted and encouraged to defray printing costs, provided that it does not detract from the appearance of the Handbook.

Membership Recommendations

Health Physics Society members of any class are entitled to automatic acceptance upon presentation of proof of membership in the Society and payment of Chapter dues.

Other applicants should be engaged in a field of endeavor related to health physics or whose interests in the profession would make the person a desirable member of the chapter.

The geographical membership area of interest to the Chapter includes Eastern Washington, Northeastern Oregon and Western Idaho. Proper consideration is necessary to ensure that there is cooperation between the Columbia, Cascade and Idaho chapters of the Health Physics Society.

Notification of New Members

The Membership Committee shall prepare a letter to each newly admitted member confirming membership in the Chapter and enclose with the letter a copy of the Membership Handbook.

Committee Reports

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

SUGGESTIONS:

Develop and maintain a calendar of Membership Committee tasks, to include such items as:

- First date membership dues are due are 6/1/xx
- Report of membership statistics for Annual Report to HPS Secretariat is due to the President-Elect approximately six weeks before the HPS Annual Meeting

STANDING COMMITTEES CHARTERS AND RESPONSIBILITIES

PUBLICITY & COMMUNICATIONS (Newsletter)

Charter

The Newsletter Staff has the responsibility for soliciting and assembling information of interest to the Chapter and editing, publishing and distributing the Chapter Newsletter.

Organization

The Newsletter staff consists of an editor and associate editor appointed by the President and approved by the Executive Council. The Newsletter staff positions are for three years. The staff may be re-appointed with no limit as to the number of terms.

Authority

The Newsletter Staff has the authority necessary to carry out its charter. Expenditures of Chapter funds must either be budgeted or otherwise specifically approved by the Executive Council.

Responsibilities

1. Develop and distribute newsletter and meeting flyers to chapter members and persons designated by the Executive Council.
2. List new members in the newsletter.
3. Maintain current membership mailing list in cooperation with membership chairperson.
4. Distribute ballots to chapter membership.
5. Advise the Executive Council of any needs or problems.
6. Prepare public announcements for meetings such as the Hanford Reach, Battelle What's Happening, Tri-City Herald, etc.

Procedures

1. Schedule date of newsletter publication. Preferably the date will precede an upcoming chapter meeting or event to provide timely publicity. Beginning with the 1996 Executive Council's term, a quarterly publication is planned.
2. Request articles to be written by members of the council, committee chairs, chapter members and/or other parties.
3. Set deadlines for peer review (as appropriate), layout, duplication and mailing to ensure the chosen publication date will be met.
4. Distribute the newsletter using the most economic means available. If acceptable, use the DOE or Energy Northwest internal mail system.

Committee Records

The Editor is responsible for maintaining a record copy of each Newsletter published and shall keep a file of these Newsletters.

STANDING COMMITTEES CHARTERS AND RESPONSIBILITIES

NOMINATING COMMITTEE

Charter

The Nominating Committee selects nominees for elective chapter offices, national society elective offices, and national society standing committees.

Organization

This standing committee consists of a chairperson and four other members of the Chapter appointed by the president and approved by the Executive Council. Appointments are for three years with approximately one-third of the membership terminating each year. No member of the Executive Council is eligible to serve on this committee. The committee members may be re-appointed with no limit as to the number of terms.

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.

Responsibilities

1. Solicit, review and prepare recommendations for CCHPS 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 Activity Schedule in the National HPS Membership Handbook & Directory.

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. 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 sixty (60) days prior to the annual business meeting of the Chapter, normally held in May.
3. **Nominations for National Elective Offices** - One nominee should be selected for each of the following national Society offices and submitted to the Executive Council for approval:

President-Elect
Secretary (every other year)
Treasurer (every other year)
Board of Directors

A curriculum vitae 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 submittal of these nominations is usually April 1, 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.

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 deadline for submitting nominations to the CCHPS Executive Council for approval is October 31.

The Committee shall draft a cover letter to the National HPS President-Elect for the Chapter President's signature. Each year the President-elect of the National HPS will provide, by letter to the Chapter President, the date by which the nomination letter must be received.

Committee Reports

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

STANDING COMMITTEES CHARTERS AND RESPONSIBILITIES

AWARDS COMMITTEE

Last Updated: February, 2004

Charter

The Awards Committee selects nominees for chapter awards and national Society awards.

Organization

This standing committee consists of a chairperson and at least four (4) other members of the Chapter appointed by the president and approved by the Executive Council. Appointments are for three (3) years with approximately one-third of the membership terminating each year. The committee members may be re-appointed with no limit as to the number of terms.

Authority

This committee has the authority necessary to carry out its charter.

Responsibilities

- I. Solicit, review, and prepare recommendations for the following Columbia Chapter Health Physics Society (CCHPS) awards consistent with criteria:
 - Herbert M. Parker
 - Health Physicist of the Year
 - Operational Health Physicist of the Year
 - John P. Corley Meritorious Service Award
 - Radiation Safety Technologist of the Year
 - Lifetime Membership
2. Solicit, review, and prepare recommendations consistent with National Health Physics Society (HPS) criteria nominations for the following awards:
 - Distinguished Scientific Achievement
 - Founders
 - Elda E. Anderson
 - Fellow Class Member
 - Outstanding Science Teacher
3. Obtain all plaques and certificates required for presentation at the Awards Banquet.
4. Obtain "gavel" plaque for Past-President. Beginning in 1997, the practice of presenting the Past-President plaque at the first dinner meeting of the new President's term was begun.

Procedures

1. **Committee Meetings** - 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. **Historical Files** - The committee shall maintain a list of current and past winners of both National and Chapter awards and a list of persons previously considered for awards to assist future committees. See Attachment A for "Previous Recipients of Chapter Awards" and "Previous Nominations for National HPS Awards".
3. **Nominations for Chapter Awards** - One (1) nominee should be selected for each of the following awards and submitted to the Executive Council for approval:
 - Herbert M. Parker
 - Health Physicist of the Year
 - Operational Health Physicist of the Year
 - John P. Corley Meritorious Service Award
 - Radiation Safety Technologist of the Year
 - Lifetime Membership*

*Except in special cases and with Board approval, no more than two (2) nominees shall be selected for the Lifetime Membership in any one (1) year.

The committee is not obligated to submit a nominee for an award when it does not receive an acceptable nomination from the membership or 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 Local Chapter Awards".

Nominees for Chapter Awards should be submitted to the Executive Council at least one (1) month prior to the Awards Banquet, which is typically held in March or April. The committee shall notify past and current recipients, prepare citations and have plaques and certificates prepared. Presentations are made at the Awards Banquet.

4. **Nominations for National Awards** - One (1) nominee should be selected for each of the following awards and submitted to the Executive Council for approval:
 - Elda E. Anderson
 - Founders
 - Distinguished Scientific Achievement
 - Fellow Class Member*
 - Outstanding Science Teacher Award

*More than one (1) nominee may be selected for the Fellow Class Member award if the committee deems it appropriate.

The committee is not obligated to submit a nominee for an award when it does not receive an acceptable nomination from the membership or it deems that no one is qualified in a given year. The criteria for these awards are listed in Attachment A under "Criteria for National Awards".

Curriculum vitae shall be solicited from the nominee and provided for submission with the

nominations. In addition, for the Fellow Class Member award, three (3) letters of recommendation from existing Fellows are required for each nominee.

The committee shall draft a cover letter for the Chapter President's signature, for submittal with the nominations, to the National HPS Awards Committee Chairman.

Nominations for National Awards 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 should be prepared and submitted to the Executive Council by the annual Chapter business meeting with copies to the committee members.

Committee Records

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

Attachment A: 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:

1. RADIATION SAFETY TECHNOLOGIST OF THE YEAR

Nominees for this award shall be applied radiation safety technologists who were employed within the geographical region covered by the CCHPS during the calendar year for which the award is made. The nominees shall have a minimum of three (3) years experience in radiation safety. Criteria include:

- excellence in radiation safety, and
- peer recognition of this proficiency.

Each nomination shall be accompanied by a short resume that describes the reasons for the nomination. The awardee shall receive a one (1) year free membership in the Columbia Chapter, a certificate or individual plaque, and possession for one (1) year of a rotating plaque inscribed with the awardee's name and the year of the award.

2. HEALTH PHYSICIST OF THE YEAR

Nominees for this award shall be current CCHPS and HPS members who shall not have reached their 40th birthday prior to January 1st of the calendar year in which the award is made. (Example, if the award is for 1999 and is being presented in March of 2000, the nominee should not have had their 40th birthday during 1999.) The nominees shall have participated in Chapter activities, and have a minimum of three (3) years health physics experience. Criteria include excellence in:

- research or development,
- discovery or invention,
- unusual judgment or heroism,
- teaching or training, and
- devotion to health physics, or other contributions to the profession of health physics.

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 awardee shall receive a certificate or individual plaque, and possession for one (1) year of a rotating plaque inscribed with the awardee's name and the year of award.

3. HERBERT M. PARKER AWARD

This award will be given in recognition of technical contributions to the health physics profession. Nominees for this award shall be current CCHPS and HPS members who have participated in Chapter activities, have a minimum of five (5) years health physics experience, and are at least 50 years of age as of January 1st of the calendar year in which the award is made. Criteria include:

Accomplishment of fundamental importance to the practice, acceptance, and advancement of the health physics profession, including exceptional accomplishments of service to the health physics profession or the HPS. Each nomination shall be accompanied by a short resume that

describes the nominee's career and the reasons for the nomination. Items such as, reports, references, previous awards earned, may be submitted as supporting material for the nomination. The awardee shall receive a certificate or individual plaque and possession for one (1) year of a rotating plaque inscribed with the awardee's name and the year of award.

4. LIFETIME MEMBERSHIP

Nominees for Lifetime Membership shall meet all of the following criteria:

- reached the age of 60 years,
- been a member of the National Health Physics Society for 10 years and of the Columbia Chapter for 10 years,
- served the Columbia Chapter in some official capacity or capacities for at least five (5) years, such as an elected officer, a member of the Board or a member of a committee,
- made significant administrative, educational, and/or scientific contributions to the profession of health physics.

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 lifetime membership status shall be awarded at the annual awards banquet. Lifetime membership shall include free membership dues for life and listing in the Chapter membership handbook as a Life Member. Lifetime members shall be viewed as a living resource for the CCHPS, and should be offered assignments when their years of experience would be a valuable asset.

5. JOHN P. CORLEY MERITORIOUS SERVICE AWARD

This award will be given in special recognition of service as warranted. Nominees for this award shall be current CCHPS members. Candidate shall have provided exemplary service to promote the health physics profession and supported the objectives of the CCHPS. Candidate shall have made significant contributions to the CCHPS, for example through service as an officer, as member of the Executive Council or as a member of a committee. Each nomination shall be accompanied by a short resume that describes the nominee's exceptional service to the Chapter. Information on the nominee's Chapter activities, noteworthy service accomplishments, and/or previous awards earned, may be submitted as supporting material for the nomination. The awardee shall receive a certificate or individual plaque inscribed with the awardee's name and the year of the award. The awardee will also be submitted to the HPS as the Chapter's nominee for Volunteer of the Year.

Note: During years when there is not a John P. Corley Meritorious Service Award recipient, a Volunteer of the Year nominee for the HPS should still be considered.

6. OPERATIONAL HEALTH PHYSICIST OF THE YEAR AWARD.

Nominees for this award should be current CCHPS and HPS members however membership is not required. The nominees shall have contributed significantly to the implementation of an effective radiation safety program on a job-site or multiple job-sites. These contributions should be primarily directed toward the operational aspects of a radiation safety program. Particular consideration should be given to contributions toward the development or application of equipment, tools, techniques, procedures, etc. necessary to address radiation safety challenges in the field. The candidate should be an individual who establishes or implements an effective

radiological control program that has gained acceptance by the management team, the workforce, other beneficiaries. Nominees with an operational background as described above that have advanced into management positions may also be considered for the award.

Each nomination shall be accompanied by a short resume that describes the nominee's career, and the reasons for the nomination. Items such as, reports, references, previous awards earned, may be submitted as supporting material for the nomination. The awardee shall receive a certificate or individual plaque, and possession for one (1) year of a rotating plaque inscribed with the awardee's name and the year of award.

Criteria for National Awards

1. ELDA E. ANDERSON AWARD

This award is presented to a young member of the HPS to recognize excellence in:

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

HPS members who shall not have reached their 40th birthday prior to January 1 of the calendar year during which the award is to be made, are eligible.

Nominations of this award shall be made by chapter presidents or by a petition of any six (6) plenary members of the HPS.

Nominations shall be submitted to the chairperson of the National HPS 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.

Nominees shall have met the objectives of this award.

DISTINGUISHED SCIENTIFIC ACHIEVEMENT AWARD

The award is designed to acknowledge outstanding contributions to the science and technology of radiation protection. Any individual except present members of the National HPS Board and National HPS Awards Committee is eligible. The recipient of the award is recognized for accomplishments of fundamental importance to the practice, acceptance, and advancement of the profession of health physics. In addition, other individuals who contributed in an outstanding way to the development of scientific knowledge for the protection of man and his environment can be permanently memorialized by the presentation of the award in their names.

Persons to be memorialized need not have been a member of the Society. This Honor is generally restricted to persons who died at least five (5) years earlier.

Nominations for this award and for those to be memorialized shall be made by chapter presidents or by a petition of any six (6) plenary members of the HPS.

Nominations shall be submitted to the chairperson of the National HPS Awards Committee by March 1 of the year in which the award is made.

3. FOUNDERS AWARD

This award is designed to recognize exceptional service to the HPS or the health physics profession. Any individual except present members of the National HPS Board and National HPS Awards Committee is eligible for the Founder award. The recipient of the award is recognized for recent contributions to the HPS. In addition, other individuals who were instrumental in the formation or development of the HPS can be permanently memorialized by the presentation of the award in their names.

Persons to be memorialized need not have been a member of the HPS. This honor is generally restricted to persons who died at least five (5) years earlier.

Nominations for this award shall be made by chapter presidents or by a petition of any six (6) plenary members of the Society.

Nominations shall be submitted to the chairperson of the National HPS 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 a descriptive explanation of why the candidate is being nominated. Reports, references, etc. should be submitted as supporting material for the candidate's nomination.

4. FELLOW AWARD

This award is designed to honor senior members of the HPS who have made significant administrative, educational, and/or scientific contributions to the profession of health physics.- HPS 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 HPS during the preceding five (5) years.

Nominations for this award shall be made by any plenary member of the HPS, and/or any Fellow of the HPS.

Nominations shall be submitted to the chairperson of the National HPS Awards Committee by March 1 of the awards year.

(Note: All past-presidents of the National HPS are automatically Fellows.)

Each nomination shall include a short biographical resume of the candidate's career, date of birth, 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 (3) letters from existing fellows supporting the nomination must also be submitted.

Selection is made by the National HPS Awards Committee. The awards committee shall name no more than one-half of one-percent of the HPS's Plenary members to fellow classification in any Society year. At no time shall the number of fellows exceed five (5) percent of the HPS's voting members.

5. OUTSTANDING SCIENCE TEACHER AWARD

This award honors teachers who have made significant contributions to educating students in topics related to the field of radiation safety. Nominees shall be a teacher of grades K-12 at the time of nomination for the award.

Nominations for this Award shall be made by Chapter Presidents or by a petition of any six (6) plenary members of the Society.

Nominations shall be submitted to the chair of the National HPS Awards Committee by March 1 of the year in which the award is made.

Each nomination shall include a biographical resume 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.

The Award shall consist of an HPS Board approved cash presentation to the school of the award recipient, a suitably mounted certificate given at the Annual Meeting of the HPS or at a meeting of a Chapter of the HPS, 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 HPS with the privileges of an Associate Member.

STANDING COMMITTEES CHARTERS AND RESPONSIBILITIES

PROGRAM COMMITTEE

Charter

The Program Committee provides speakers, and/or prepares program materials for presentation at all Chapter meetings other than those expressly for business purposes.

Organization

This Standing Committee consists of five members of the Chapter. Four of the members are appointed by the President-Elect and approved by the Executive Council. Traditionally the President-Elect chairs the committee. Committee membership is for three years with approximately one-third of the memberships terminating each year. The committee members may be re-appointed 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. Usually these are held on a week night. The annual meeting is normally held in May and must be held before the end of the month. Memorial Day weekend should be avoided if attendance is to be maximized.

The annual awards banquet is usually held during March. At this meeting, the chapter recognizes the recipients of the Columbia Chapter awards as well as the recipients of national awards during the previous year. A joint meeting with the Cascade Chapter may also be arranged with the location alternating between the Tri-Cities and the west side of the Cascades. The objective of the joint chapter meeting is to provide an opportunity for Health Physicists in the Northwest to get together and discuss items of mutual interest.

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.

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.

STANDING COMMITTEES CHARTERS AND RESPONSIBILITIES

PUBLIC INFORMATION & EDUCATION COMMITTEE

Charter

The Public Information and Education Committee is responsible for supplying information on radiation protection to news media, other professional, governmental, business and public groups.

Organization

This standing committee consists of four members of the Chapter, including the chairperson, appointed by the President and approved by the Executive Committee. Committee membership terminates automatically at the close of the presidential term in which the appointments were made. The committee members may be re-appointed with no limit as to the number of terms. Ad Hoc subcommittees may be formed, if needed to assist the committee with special tasks.

Authority

This committee has the authority necessary to carry out its charter. Expenditures of Chapter funds must either be budgeted or otherwise specifically approved by the Executive Council. Information provided by the committee should be acceptable to the Executive Council.

Responsibilities

1. Supplying information on radiation protection to the news media, other professional, governmental, business and public groups.
2. Provide recommendations to the Executive Council as appropriate.

Committee Meetings

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

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.

STANDING COMMITTEES CHARTERS AND RESPONSIBILITIES

EDUCATION AND TRAINING COMMITTEE

Charter

The Education and Training Committee is responsible for training within the membership, affirmative action, assisting in other educational activities in the field of radiation protection and coordinating related activities among Chapter Committees.

Organization

This standing committee consists of four members of the Chapter, including the chairperson, appointed by the President and approved by the Executive Committee. Committee membership terminates automatically at the close of the presidential term in which the appointments were made. The committee members may be re-appointed with no limit as to the number of terms. Ad Hoc subcommittees may be formed, if needed to assist the committee with special tasks.

Authority

This committee has the authority necessary to carry out its charter. Expenditures of Chapter funds must either be budgeted or otherwise specifically approved by the Executive Council.

Responsibilities

1. Carry out Chapter goals of training within the membership, affirmative action, assisting in educational activities, etc. consistent with Chapter bylaws.
2. Facilitate preparation, organization and conduct of evening review courses for ABHP and NRRPT certification examinations as appropriate.
3. Represent chapter in arranging for the tests to be given locally.
4. Arrange for proctors for examinations.
5. Arrange for continuing education credits for review courses.
6. Maintain contact with Washington State University Tri-Cities Branch representative regarding degree programs in Health Physics (or related fields) and other training programs of interest to members.
7. Present the ABHP certification plaques to recipients at the annual meeting.

Procedures

1. Contact ABHP Secretariat with regard to ensuring that Richland is one of the ABHP examination sites.
2. Contact local NRRPT representatives regarding their interest in a NRRPT examination review course.

3. Contact Continuing Education Center at the Washington State University Tri-Cities Branch to arrange for offering the examination preparatory course during the spring quarter.
4. Arrange with Continuing Education Center for ABHP examination site.
5. Arrange for two Certified HPs to proctor ABHP examination.
6. Prepare and submit items for the newsletter on the specifics of the ABHP review course (eg. topics, instructors, cost, dates, etc.)

Committee Meetings

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

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.

AD HOC COMMITTEES CHARTERS AND RESPONSIBILITIES

SCHOLARSHIP COMMITTEE

Charter

The Scholarship Committee solicits and selects candidates for Chapter scholarships.

Organization

This ad hoc committee consists of three members of the Chapter, including the chairperson, appointed by the President and approved by the Executive Committee. Committee membership terminates automatically at the close of the presidential term in which the appointments were made. The committee members may be re-appointed with no limit as to the number of terms. Ad Hoc subcommittees may be formed, if needed to assist the committee with special tasks.

Authority

This committee has the authority necessary to carry out its charter. Expenditures of Chapter funds must either be budgeted or otherwise specifically approved by the Executive Council.

Responsibilities

1. Coordinate CCHPS scholarship, if in effect, with appropriate educational institutions.
2. Monitor performance of students receiving CCHPS scholarships.
3. Solicit, review and recommend scholarship recipients to the Executive Council.
4. Maintain contact with WSU Tri-Cities to determine status of their undergraduate and graduate Health Physics programs.
5. Ensure that current scholarship recipients receive the Chapter newsletter.

Committee Meetings

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

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.

AD HOC COMMITTEES CHARTERS AND RESPONSIBILITIES

SCIENCE FAIR COMMITTEE

Charter

The Science Fair Committee judges the entries in local and/or regional Science Fairs and awards a prize to the winner(s). Current Science Fairs at which CCHPS provides judging are as follows:

- The Hanford Schools Science Fair is usually held in February.
- The Mid Columbia Regional Science Fair is usually held in March.

The organizers of the Science Fairs will identify the exact date.

Organization

This standing committee consists of the chairperson, and two other members of the chapter, appointed by the President and approved by the Executive Committee. Committee membership terminates automatically at the close of the presidential term in which the appointments were made. The chairperson and committee members may be re-appointed with no limit as to the number of terms.

Authority

This committee has the authority necessary to carry out its charter. Expenditures of Chapter funds must either be budgeted or otherwise specifically approved by the Executive Council.

Responsibilities

1. Represent CCHPS at annual Science Fair.
2. Arrange for judges as necessary.
3. Provide recommendations to Executive Council regarding the amount and nature of awards and request a budget accordingly.
4. Provide recommendations to Executive Council regarding CCHPS involvement in local and regional science fairs.

Committee Meetings

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

Judging of Entries

The committee should attempt to judge the entries on the first day of the Fair to be sure that all the entrants are still present. A list of the fair entrants' subject titles may be provided by the Fair organizers. Prior to judging, this list should be reviewed and the entry subjects related to Health

Physics identified. In the event that there are no Health Physics related entries, entries may be judged on other criteria, such as good scientific technique.

Criteria for evaluating entries include:

1. Health Physics Related - development of scientific and/or practical knowledge, for the useful application of radiation, the protection of the public or the environment from harmful effects of radiation, or processes which may provide for same.
2. Good Science - defined controls, meaningful problem, accuracy
3. Appropriate Documentation - so others could duplicate these results
4. Appearance

Nature of Award

The awards consist of a certificate signed by the current President of the Chapter. Depending on entries, first, second, third places and honorable mentions may be awarded. Monetary or other awards may be authorized by the chapter in conjunction with the certificates.. The Committee chairperson should negotiate the dollar amount with the Executive Council at the start of the year through the budget process.

Award Ceremonies

Science Fair award ceremonies are usually held following the Fair judging on a date selected by the organizers. A Committee member (preferably the chairperson or the chapter president) shall attend the ceremony and present the award to the selected recipient. The Chapter will reimburse the Committee member for any incurred costs.

At the award presentation, briefly state the following (if possible):

1. Purpose of the Health Physics Society
2. Names and study titles of award winner(s) selected
3. Present awards, or ask the Science Fair Committee to do so while you talk
4. Summarize the strengths of each project receiving an award

Columbia Chapter Meeting Attendance

An invitation to attend the Columbia Chapter Awards Banquet, or a general meeting may be extended to the recipient(s), their parents, and instructor(s), as authorized by the chapter.

Committee Reports

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

Committee Records

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

AD HOC COMMITTEES CHARTERS AND RESPONSIBILITIES

LONG-RANGE PLANNING COMMITTEE

Charter

The Long-Range Planning Committee reviews the goals and objectives of the Chapter and makes recommendations for improving the function and accomplishments of the Chapter.

Organization

This standing committee consists of four members of the Chapter, including the chairperson, appointed by the President and approved by the Executive Committee. The Chair is normally assigned to the Past President. Committee membership terminates automatically at the close of the presidential term in which the appointments were made. The committee members may be re-appointed with no limit as to the number of terms. Ad Hoc subcommittees may be formed, if needed to assist the committee with special tasks.

Authority

This committee has the authority necessary to carry out its charter. Expenditures of Chapter funds must either be budgeted or otherwise specifically approved by the Executive Council.

Responsibilities

Prepare recommendations for review of the Executive Council as requested by the President.

Committee Meetings

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

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.

NATIONAL HPS BOARD OF DIRECTORS LIAISON

Authority

Function as a liaison between the CCHPS Executive Council and the National HPS Board of Directors (BOD) and Executive Committee. The National HPS President assigns each Director a group of Chapters to whom they will serve as Liaison.

Responsibilities

Serve as Board Liaison to CCHPS. In this capacity:

- a) Attend Board meetings to status Chapter on National BOD initiatives, requests, and provide information updates. In addition, provide to the National BOD any requests for information and/or Chapter needs.
- b) Carry out the duties and responsibilities of the National BOD Liaison and assist the CCHPS President in reminding the CCHPS Board when formal responses are required by the National BOD. The duties of the National BOD Liaison are given below for information.
- c) Assist Chapter officers and committee chairs when requested.
- d) Assist the CCHPS Board in coordinating information, or sponsoring joint meetings with other regional HPS Chapters.

The duties of the National HPS BOD Liaison are as follows:

- Assists the Chapters in making sure that two members are selected to serve as Chapter Council members in accordance with Article V, Section 5., of the National HPS By-laws.
- Contact each Chapter President, or other appropriate Officer or member, at least two times each year to receive feedback, complaints, or other comments on the Chapter operation and relationship with the Society.
- Act as an advocate for the Chapter for any problems or items relating to the Society for which they need help.
- Represent the President and/or President-elect at Chapter meetings when asked, schedule and travel funds permitting.

Oversee the timely submission of an annual report as requested by the Secretariat.

AFFILIATIONS

TRI-CITY TECHNICAL COUNCIL REPRESENTATIVES

Charter

The Tri-City Technical Council (TCTC) representative provides liaison between the Chapter and Tri-City Technical Council.

Organization

This position consists of a primary and two secondary representatives appointed by the president and approved by the Executive Council. The position terminates automatically at the close of the presidential term in which the appointments were made. The TCTC consists of representatives from each of the technical societies in the Tri-Cities. The number of representatives from each society is based on the society's membership-one for each hundred members or fraction thereof. CCHPS is currently authorized to have 3 voting members.

Authority

The primary representative has the authority necessary to carry out his/her charter. Commitments or expenditures of Chapter funds must either be budgeted or otherwise specifically approved by the Executive Council.

Responsibilities

1. Represent CCHPS at the TCTC meetings.
2. Provide recommendations of CCHPS actions to the Executive Council as appropriate.

Tri-City Technical Council Meetings

The representatives should attend each meeting of the Council to convey information from the Chapter and obtain any information of interest to the Chapter.

Executive Council Meetings

The primary representative or a secondary representative should attend Chapter Executive Council meetings to convey information from the TCTC and obtain any information of interest to the TCTC.

Attachment A: 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:

1. RADIATION SAFETY TECHNOLOGIST OF THE YEAR

Nominees for this award shall be applied radiation safety technologists who were employed within the geographical region covered by the CCHPS during the calendar year for which the award is made. The nominees shall have a minimum of three (3) years experience in radiation safety. Criteria include:

- excellence in radiation safety, and
- peer recognition of this proficiency.

Each nomination shall be accompanied by a short resume that describes the reasons for the nomination. The awardee shall receive a one (1) year free membership in the Columbia Chapter, a certificate or individual plaque, and possession for one (1) year of a rotating plaque inscribed with the awardee's name and the year of the award.

2. HEALTH PHYSICIST OF THE YEAR

Nominees for this award shall be current CCHPS and HPS members who shall not have reached their 40th birthday prior to January 1st of the calendar year in which the award is made. (Example, if the award is for 1999 and is being presented in March of 2000, the nominee should not have had their 40th birthday during 1999.) The nominees shall have participated in Chapter activities, and have a minimum of three (3) years health physics experience. Criteria include excellence in:

- research or development,
- discovery or invention,
- unusual judgment or heroism,
- teaching or training, and
- devotion to health physics, or other contributions to the profession of health physics.

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 awardee shall receive a certificate or individual plaque, and possession for one (1) year of a rotating plaque inscribed with the awardee's name and the year of award.

3. HERBERT M. PARKER AWARD

This award will be given in recognition of technical contributions to the health physics profession. Nominees for this award shall be current CCHPS and HPS members who have participated in Chapter activities and have a minimum of five (5) years health physics experience. Criteria include:

Accomplishment of fundamental importance to the practice, acceptance, and advancement of the health physics profession, including exceptional accomplishments of service to the health physics profession or the HPS. Each nomination shall be accompanied by a short resume that describes the nominee's career and the reasons for the nomination. Items such as, reports, references, previous awards earned, may be submitted as supporting material for the

nomination. The awardee shall receive a certificate or individual plaque and possession for one (1) year of a rotating plaque inscribed with the awardee's name and the year of award.

4. LIFETIME MEMBERSHIP

Nominees for Lifetime Membership shall meet all of the following criteria:

- reached the age of 60 years,
- been a member of the National Health Physics Society for ten (10) years and of the Columbia Chapter for 10 years,
- served the Columbia Chapter in some official capacity or capacities for at least five (5) years, such as an elected officer, a member of the Board or a member of a committee,
- made significant administrative, educational, and/or scientific contributions to the profession of health physics.

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 lifetime membership status shall be awarded at the annual awards banquet. Lifetime membership shall include free membership dues for life and listing in the Chapter membership handbook as a Life Member. Lifetime members shall be viewed as a living resource for the CCHPS, and should be offered assignments when their years of experience would be a valuable asset.

6. JOHN P. CORLEY MERITORIOUS SERVICE AWARD

This award will be given in special recognition of service as warranted. Nominees for this award shall be current CCHPS members. Candidate shall have provided exemplary service to promote the health physics profession and supported the objectives of the CCHPS. Candidate shall have made significant contributions to the CCHPS, for example through service as an officer, as member of the Executive Council or as a member of a committee. Each nomination shall be accompanied by a short resume that describes the nominee's exceptional service to the Chapter. Information on the nominee's Chapter activities, noteworthy service accomplishments, and/or previous awards earned, may be submitted as supporting material for the nomination. The awardee shall receive a certificate or individual plaque inscribed with the awardee's name and the year of the award.

6. OPERATIONAL HEALTH PHYSICIST OF THE YEAR AWARD.

Nominees for this award should be current CCHPS and HPS members however membership is not required. The nominees shall have contributed significantly to the implementation of an effective radiation safety program on a job-site or multiple job-sites. These contributions should be primarily directed toward the operational aspects of a radiation safety program. Particular consideration should be given to contributions toward the development or application of equipment, tools, techniques, procedures, etc. necessary to address radiation safety challenges in the field. The candidate should be an individual who establishes or implements an effective radiological control program that has gained acceptance by the management team, the workforce, other beneficiaries.

Each nomination shall be accompanied by a short resume that describes the nominee's career, and the reasons for the nomination. Items such as, reports, references, previous awards earned, may be submitted as supporting material for the nomination. The awardee shall receive a certificate or individual plaque, and possession for one (1) year of a rotating plaque inscribed with the awardee's name and the year of award.

Criteria for National Awards

1. ELDA E. ANDERSON AWARD

This award is presented to a young member of the HPS to recognize excellence in:

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

HPS members who shall not have reached their 40th birthday prior to January 1 of the calendar year during which the award is to be made, are eligible.

Nominations of this award shall be made by chapter presidents or by a petition of any six (6) plenary members of the HPS.

Nominations shall be submitted to the chairperson of the National HPS 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.

Nominees shall have met the objectives of this award.

2. DISTINGUISHED SCIENTIFIC ACHIEVEMENT AWARD

The award is designed to acknowledge outstanding contributions to the science and technology of radiation protection. Any individual except present members of the National HPS Board and National HPS Awards Committee is eligible. The recipient of the award is recognized for accomplishments of fundamental importance to the practice, acceptance, and advancement of the profession of health physics. In addition, other individuals who contributed in an outstanding way to the development of scientific knowledge for the protection of man and his environment can be permanently memorialized by the presentation of the award in their names.

Persons to be memorialized need not have been a member of the Society. This Honor is generally restricted to persons who died at least five (5) years earlier.

Nominations for this award and for those to be memorialized shall be made by chapter presidents or by a petition of any six (6) plenary members of the HPS.

Nominations shall be submitted to the chairperson of the National HPS Awards Committee by March 1 of the year in which the award is made.

3. FOUNDERS AWARD

This award is designed to recognize exceptional service to the HPS or the health physics profession. Any individual except present members of the National HPS Board and National HPS Awards Committee is eligible for the Founder award. The recipient of the award is recognized for recent contributions to the HPS. In addition, other individuals who were instrumental in the formation or development of the HPS can be permanently memorialized by the presentation of the award in their names.

Persons to be memorialized need not have been a member of the HPS. This honor is generally restricted to persons who died at least five (5) years earlier.

Nominations for this award shall be made by chapter presidents or by a petition of any six (6) plenary members of the Society.

Nominations shall be submitted to the chairperson of the National HPS 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 a descriptive explanation of why the candidate is being nominated. Reports, references, etc. should be submitted as supporting material for the candidate's nomination.

4. FELLOW AWARD

This award is designed to honor senior members of the HPS who have made significant administrative, educational, and/or scientific contributions to the profession of health physics.- HPS 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 HPS during the preceding five (5) years.

Nominations for this award shall be made by any plenary member of the HPS, and/or any Fellow of the HPS.

Nominations shall be submitted to the chairperson of the National HPS Awards Committee by March 1 of the awards year.

(Note: All past-presidents of the National HPS are automatically Fellows.)

Each nomination shall include a short biographical resume of the candidate's career, date of birth, 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 (3) letters from existing fellows supporting the nomination must also be submitted.

Selection is made by the National HPS Awards Committee. The awards committee shall name no more than one-half of one-percent of the HPS's Plenary members to fellow classification in any Society year. At no time shall the number of fellows exceed five (5) percent of the HPS's voting members.

6. OUTSTANDING SCIENCE TEACHER AWARD

This award honors teachers who have made significant contributions to educating students in topics related to the field of radiation safety. Nominees shall be a teacher of grades K-12 at the time of nomination for the award.

Nominations for this Award shall be made by Chapter Presidents or by a petition of any six (6) plenary members of the Society.

Nominations shall be submitted to the chair of the National HPS Awards Committee by March 1 of the year in which the award is made.

Each nomination shall include a biographical resume 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.

The Award shall consist of an HPS Board approved cash presentation to the school of the award recipient, a suitably mounted certificate given at the Annual Meeting of the HPS or at a meeting of a Chapter of the HPS, 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 HPS with the privileges of an Associate Member.