

**Conference of Radiation Control Program Directors, Inc.**  
**January 2024**  
**(Approved January 31, 2024)**

**Article I. Officers**

The officers of the CRCPD shall be:

- a. the Chairperson,
- b. the Chairperson-Elect,
- c. the Past Chairperson,
- d. the Treasurer, and
- e. three (3) Members-at-Large.

**Article II Board of Directors**

Section 1. The affairs of the CRCPD shall be managed by a Board of Directors (hereinafter called the Board).

Section 2. Each of the officers of the CRCPD shall be ex officio members of the Board.

Section 3. The Board shall establish the policy and administrative procedures under which the CRCPD shall function.

Section 4. The Board may schedule meetings when the interests and business of the CRCPD indicate the necessity thereof, provided the members of the Board can make suitable arrangements to attend such meetings. Any official action taken by the Board shall be based on a majority vote of the members of the Board.

Section 5. The Board, upon recommendation from the Chairperson, shall have the authority to appoint a replacement for any officer, with the exception of the Chair-Elect who shall be replaced in the manner described in Article VII, Section 5, who resigns, dies, becomes ineligible or becomes incapacitated during a term of office. Such appointment shall be valid until the next regular election of officers.

Section 6. The Board may authorize the formation of such working groups\* as may be advantageous to the purposes of the CRCPD. [\*The term "working group" refers to a committee, task force, commission, etc.]

Section 7. The Board shall approve the budget for the CRCPD.

Section 8. The Treasurer-Elect shall serve as a non-voting advisor to the Board for a period of one (1) year until assuming the office of Treasurer.

**Article III Membership**

Section 1. There shall be eight (8) classes of membership. These classes shall be:  
a. Director Members,  
b. Associate Members,  
c. Emeritus Members,  
d. International Members,  
e. Affiliate Members,

- f.Honorary Members,
- g.State/Local Agency Members, and
- h.Life Members.

Section 2. Eligibility of a governmental entity to have a "Director Member Class" shall be determined by a vote of the Director Members. The "Director Member Class," as of January 1, 1990, which has been extended to a governmental entity is considered to be effective and valid. A determination of eligibility shall be conducted prior to the admission of any new governmental entity desiring to have a "Director Member Class" within that entity, and prior to the termination of any existing governmental entity having a "Director Member Class."

Recommendation for eligibility to have a "Director Member Class" within a governmental entity shall not be arbitrary, but shall be based on established written criteria. To be eligible, all established criteria shall be met.

Section 3. Approval of an individual who has applied for membership into any class of membership shall be determined by a majority vote of the Membership Committee.

Section 4. The classes of membership shall have the following qualifications and privileges:

- a. Director Members shall:
  1. be the director of the radiation control program of a state, the District of Columbia, Puerto Rico or an entity satisfying the requirement established in Article III, Section 2,
  2. be eligible to serve as an officer of the CRCPD,
  3. be eligible to vote, subject to the provisions of Article VI,
  4. be eligible to serve on CRCPD working groups as a working group member, advisor, or resource individual,
  5. receive the CRCPD Newsbrief, and
  6. for any issue requiring the vote of the membership, may delegate to another Director Member or an Associate Member, by written proxy, all of the Director Member's rights and privileges.
- b. Associate Members shall:
  1. be employed in a radiation control program of a state, the District of Columbia, Puerto Rico or an entity satisfying the requirement established in Article III, Section 2,
  2. be eligible to vote for election of officers, subject to the provisions of Article VI and VII,
  3. be eligible to serve as an officer of the CRCPD,
  4. be eligible to serve on CRCPD working groups as a working group member, advisor, or resource individual,
  5. receive the CRCPD Newsbrief, and
  6. participate in CRCPD business through caucuses with the Director Member and other program staff, if practical, and be eligible to vote as written proxy for a Director Member.
- c. Emeritus Members shall:
  1. have been:
    - i) a member in a Director or Associate membership class of the CRCPD and retired from a radiation control program, or
    - ii) a member in any other class and retired from active radiation work and nominated by the Board,
  2. upon approval by the Board, be so designated for outstanding service in the field of radiation protection,
  3. be eligible to serve on CRCPD working groups as a working group

- member, advisor, or resource individual,
  - 4. receive the CRCPD Newsbrief,
  - 5. not be eligible to vote, and
  - 6. not be eligible to serve as an officer of the CRCPD.
- d. International Members shall:
  - 1. upon making application be designated International Membership status upon approval by the Board, if employed in a radiation control program which lies outside the United States of America, or a United States territory,
  - 2. receive the CRCPD Newsbrief,
  - 3. be eligible to serve on CRCPD working groups as a working group member, advisor or resource individual,
  - 4. not be eligible to vote, and
  - 5. not be eligible to serve as an officer of the CRCPD.
- e. Affiliate Members shall:
  - 1. be any person associated with the business of CRCPD and desiring to belong to the CRCPD. Examples of members in this class are: former members, employees of federal agency radiation programs, employees of Indian Tribe radiation programs, employees of licensed facilities, and employees of non-Commonwealth territory radiation programs, etc.,
  - 2. be eligible to serve on CRCPD working groups as a working group advisor or resource individual,
  - 3. receive the CRCPD Newsbrief,
  - 4. not be eligible to vote, and
  - 5. not be eligible to serve as an officer of the CRCPD.
- f. Honorary Members shall:
  - 1. having distinguished themselves in the field of radiation protection and given honor to that profession, and upon being nominated for Honorary membership and approved by the Board, be so designated as an Honorary Member for outstanding service,
  - 2. be eligible to serve on CRCPD working groups as a working group advisor or resource individual,
  - 3. receive the CRCPD Newsbrief,
  - 4. not be eligible to vote, and
  - 5. not be eligible to serve as an officer of the CRCPD.
- g. State/Local Agency Members shall:
  - 1. be from those agencies that meet the criteria as specified in Article III, Section 2, and
  - 2. have, for all radiation control staff, the qualifications and privileges as specified by Article III, Sections 4a. and 4b.
- h. Life Members shall:
  - 1. have been:
    - i.) a Director, Associate or Emeritus Member of the CRCPD for at least 10 years, and upon being nominated for Life Member and approved by the Board under established evaluation criteria, be so designated for having made significant long-term contributions to the field of radiation protection and to the support of CRCPD in the achievement of its goals through career service on CRCPD working groups, Board of Directors, or provision of administrative leadership or advancement of radiation protection, or
    - ii.) a past chairperson or past board member of the CRCPD, upon retiring from or leaving a state radiation control program will be bestowed Life membership,
  - 2. be eligible to serve on CRCPD working groups as a working group

- member, advisor, or resource individual,
- 3. receive the CRCPD *Newsbrief*,
- 4. not be eligible to vote, and
- 5. not be eligible to serve as an officer of the CRCPD.

**Article IV Terms of Office and Duties of Officers**

Section 1. Terms of Office

- a. The Chairperson shall serve a term of one (1) year.
- b. The Chairperson-Elect shall serve a term of one (1) year.
- c. The Past Chairperson shall serve a term of one (1) year.
- d. The Treasurer shall serve a term of two (2) years].  
Every second year of the Treasurer’s term, the Treasurer shall be assisted by the Treasurer-Elect.
- e. The Members-at-Large shall serve a term of three (3) years. The terms of office of Members-at-Large shall be staggered so that the term of one Member-at-Large shall expire each year.

Section 2. Duties

- a. The Chairperson shall:
  - 1. be the chief executive officer of the CRCPD,
  - 2. preside at all meetings of the CRCPD,
  - 3. be Chairperson of the Board,
  - 4. under emergency situations, authorize non-budgeted general operation expenditures up to \$5,000 without Board approval,
  - 5. upon approval by the Board, appoint such working groups as are authorized or necessary, whose appointment or election is not otherwise provided,
  - 6. become Past Chairperson upon expiration of the term of office,
  - 7. serve on the Annual Meeting Program Committee and,
  - 8. on behalf of the Board of Directors, negotiate the Executive Director agreement.
- b. The Chairperson-Elect shall:
  - 1. become Chairperson at the expiration of the term of office,
  - 2. preside at all meetings of the CRCPD or of the Board in the absence of or at the direction of the Chairperson, and carry out the duties of the Chairperson when the Chairperson becomes ineligible to serve or otherwise is unable to act,
  - 3. serve on the Finance Committee,
  - 4. serve on the Membership Committee, and
  - 5. serve on the Nominating Committee.
- c. The Past Chairperson shall:
  - 1. chair the Annual Meeting Program Committee,
  - 2. chair the Membership Committee,
  - 3. serve on the Finance Committee, and chair the Audit Review Sub-Committee, and
  - 4. accept such other duties as may be assigned.
- d. The Treasurer, through the assistance of the CRCPD Executive Director, shall be responsible for ensuring proper management of CRCPD financial resources (reference the signed agreement between the Executive Director and the CRCPD Board for details). The Treasurer shall also be assisted by the Treasurer-Elect, if applicable. The Treasurer

shall:

1. provide for the accomplishment of the Financial Manager's responsibilities,
  2. in the absence of a Financial Manager, provide for the Financial Manager responsibilities,
  3. furnish bond to the CRCPD for an amount determined by the Board, the expense of such bond to be paid by the CRCPD,
  4. submit annually the financial record of the CRCPD for audit to a firm designated by the Board,
  5. submit a detailed report of the financial condition of the CRCPD at the Annual Meeting,
  6. submit an accounting of receipts and disbursements at each Board meeting and on the date of retirement as Treasurer,
  7. be Chairperson of the Finance Committee,
  8. be responsible for preparing minutes of the directors' and members' meetings and authenticating records of the corporation, and
  9. be responsible for maintaining a written history of the CRCPD and provide a written report to the Board annually.
- e. The Members-at-Large shall accept such duties as may be assigned by the Chairperson.
- f. Upon approval of the Board, the Chairperson may delegate duties specified in this Section to other Board members, or the Executive Director. The Executive Director may further delegate these duties to his/her staff.

## **Article V Executive Director**

- Section 1. The Board may appoint an Executive Director pursuant to the terms of a written agreement and a Board approved job description.
- Section 2. The agreement shall be reviewed each year and modified upon mutual agreement of both parties.
- Section 3. The Board of Directors shall conduct at least one performance evaluation each year based on a written agreement.
- Section 4. The Executive Director shall:
- a. carry out duties contained in a written agreement,
  - b. provide current job descriptions for CRCPD staff,
  - c. furnish bond to the CRCPD for an amount determined by the Board, expense of such bond to be paid by the CRCPD,
  - d. perform such other duties as may be requested by the officers of the CRCPD or as may be assigned by the Chairperson,
  - e. serve as ex officio member to the Finance Committee, and
  - f. serve as ex officio member of the Annual Meeting Program Committee.

## **Article VI Voting**

- Section 1. Except as provided in Section 2 below, the vote of the CRCPD shall lie with the individuals in the class of membership called Director Members.
- a. Each state, the District of Columbia, and Puerto Rico shall be eligible to

- cast a single vote on each question or motion placed before the CRCPD.
- b. Director Members and Associate Members within a given state, the District of Columbia and Puerto Rico should, if it is practical, caucus to determine whether or not a vote shall be cast, and if a vote is to be cast, what that vote shall be. In any case, the final vote shall lie with the Director Member
- c. If the responsibility for radiation control is shared by more than one governmental entity within a state, the District of Columbia, or Puerto Rico, such entities shall, if practical, confer or caucus and determine whether or not a vote shall be cast and, if a vote is to be cast, what the vote shall be.
- d. Fractional votes shall not be permitted.
- e. With the exception of election of officers, all questions and motions presented at any Annual Business Meeting or Special Meeting or by electronic ballot, shall be determined by a majority of the votes cast by Director Members eligible to vote, subject to the conditions of the above Subsections a, b, c, and d, and Section 3 of Article VI of the Constitution.

Section 2. Both Director Members and Associate Members shall be entitled to vote for election of officers.

Section 3. Quorum\* [\*The Articles of Incorporation/Kentucky Revised Statutes allow for the election of officers by mail ballot, and does not require a quorum of the membership.]

- a. Except for election of officers, no question, nor action of any kind, which requires the vote of the Director Members, either at the Annual Business Meeting or a Special Meeting, shall be voted upon unless fifty-one (51) percent of those Director Members eligible to vote, or their proxies, are present.
- b. If a question or action is presented for electronic vote of the Director Members, a majority vote will be considered to be the majority of those Director Members eligible to vote.
- c. Notwithstanding the foregoing, the election of officers shall be determined by a majority of the votes cast by Director Members and Associate Members eligible to vote, subject to the above conditions of Section 1, Subsections a through e.

## **Article VII Elections of Officers**

Section 1. Prior to each Annual Meeting there shall be elected a Chairperson-Elect and a Member-at-Large.

Section 2. Prior to every second Annual Meeting, beginning with the Annual Meeting in 2012, a Treasurer-Elect will be elected. The term as Treasurer shall begin at the close of the following year's Annual Meeting.

Section 3. Election shall be by mail ballot or other means capable of ensuring integrity of the ballot process.

Section 4. Not later than thirty (30) days prior to the Annual Business Meeting, the Executive Director shall make available to each Director Member and Associate Member a ballot with the list of offices to be filled and the list of candidates for each office.

Section 5. In the event that the office of Chair-Elect becomes vacant for any reason prior to the commencement of the regularly scheduled election procedures, as set forth

in Article, VII, Section 4 and Article VIII, Section 4.a.2., a special election shall be held as soon as possible to fill the unexpired portion of the term of office. In the case of a special election, the Nominating Committee shall, as soon as possible, make available to each Director Member and Associate Member a ballot with the list of nominees for Chair-Elect. In this case, the duly elected Chair-Elect shall take office immediately and ascend to the office of Chairperson in due course. If the office of Chair-Elect becomes vacant and a successor has been elected or is in the process under regular election procedures, the duly elected successor to the Chair-Elect shall take office immediately.

Section 6. Those elected to office shall not assume the prerogatives of office until the close of the Annual Meeting at which they are elected except for the Treasurer, whose term is specified in Section 2 and the Chair-Elect, if elected under the provisions of Section 5.

Section 7. Officers may not serve successive full terms in the same office.

### **Article VIII CRCPD Working Groups**

Section 1. Notwithstanding the standing committees required under these Bylaws, the Chairperson may establish other CRCPD committees as may be necessary to expedite the work of the CRCPD.

Section 2. Upon approval by the Board, the Chairperson shall appoint members and chairpersons of all CRCPD working groups whose appointment is not otherwise specified in these Bylaws.

Section 3. All members of working groups shall hold membership in the CRCPD.

Section 4. The following shall be standing committees of the CRCPD:

- a. Nominating Committee
  1. The Nominating Committee shall consist of the Past Chairperson, the Chairperson-Elect, and the most immediate former Chairperson. The Past Chairperson shall chair the Nominating Committee.
  2. The Nominating Committee shall, no later than three (3) months preceding the next Annual Meeting, submit at least one (1) nominee for each office to be filled to the Board.
  3. No member shall be nominated for office without his/her consent.
- b. Annual Meeting Program Committee
  1. The Annual Meeting Program Committee shall consist of the Chairperson, the Past Chairperson, and one Board Member-at-Large. The Executive Director, or his/her designee, shall serve as an ex officio member of this committee. The Past Chairperson of the CRCPD shall chair the Annual Meeting Program Committee.
  2. The Committee shall prepare the program for the Annual Meeting.
- c. Membership Committee
  1. The Membership Committee shall consist of the Past Chairperson, the Chairperson-Elect, and a Member-at-Large, who shall be appointed by the current Chairperson. The Past Chairperson of the CRCPD shall chair the Membership Committee.
  2. The Membership Committee shall determine the eligibility of any prospective member.

- d. Finance Committee
  - 1. The Finance Committee shall consist of the Past Chairperson, the Chairperson-Elect, the Treasurer and the Treasurer-Elect, if applicable. The Executive Director and the Financial Manager shall serve as ex officio members of this committee. The Treasurer shall chair the Finance Committee.
  - 2. The Executive Director shall prepare the proposed annual budget for submission to the Finance Committee.
  - 3. The Finance Committee shall review, and amend if appropriate, the proposed annual budget, for final submission to the Board.
  - 4. Members of the Finance Committee shall also serve on the Audit Review Sub-Committee. The Audit Review Sub-Committee shall assist the Board in fulfilling its oversight responsibility with respect to financial accountability and reporting requirements. The Past-Chair shall serve as Chair of the Audit Review Sub-Committee.
- e. The Board, by resolution, may establish other standing committees as may be necessary to expedite the work of CRCPD, each of which shall have at least two members from the Board.

## **Article IX Dues**

- Section 1. The Board shall determine the amount of the annual membership dues for each class of membership.
- Section 2. Members of any class who have not renewed their dues prior to February 1 shall be stricken from the membership list of the CRCPD.

## **Article X Meetings**

- Section 1. The CRCPD shall hold an Annual Business Meeting for all Director Members eligible to vote at a time and place to be determined by the Board. The Annual Business Meeting may be held in or out of the State of Kentucky. Regardless of the location, all Director Members eligible to vote shall be notified, in writing, of the place, day and hour of such meetings not less than thirty (30) days prior to the date of the meeting.
 

Special Meetings of the Director Members may be called by the Chairperson or by the Board. Special Meetings may also be called by a written petition to the Chairperson signed by ten Director Members eligible to vote. Any Special Meeting may be held in or out of the State of Kentucky.
- Section 2. No business shall be conducted at any Annual Business Meeting or Special Meeting unless a majority of the Director Members eligible to vote, or represented by written proxy, are present. Voting on issues during Special Meetings may be conducted.
- Section 3. The meetings of the CRCPD shall be conducted in accordance with the latest edition of Robert's Rules of Order or such other rules of procedure as may be adopted by the CRCPD. The Chairperson shall appoint one of the Board members as the parliamentarian for the CRCPD, who shall serve in this capacity for all business and board meetings.
- Section 4. All official meetings, including meetings of CRCPD working groups, that are



solely under the sponsorship of the CRCPD, shall be open meetings. However, if it has been determined that regulatory enforcement matters or other sensitive issues are to be discussed at a meeting sponsored by the CRCPD, and that restricted attendance to such meetings would be in the best interest of the organization, then the CRCPD may hold closed meetings. It shall be the responsibility of the Board of Directors to determine when restricted attendance to meetings should be applied.

## **Article XI Amendments**

Section 1. These Bylaws may be amended from time to time to better serve the purposes of CRCPD. Amendments may be proposed upon the initiative of the Board or by a petition signed by five Director Members who are eligible to vote.

Section 2. All provisions of these Bylaws shall be subject to amendment by the affirmative vote of a majority of those Director Members eligible to vote, given at the Annual Business Meeting or at any Special Meeting, provided that notice of the proposed amendment is included in the notice of such meeting, subject to the conditions stated in Article X, Section 1.

## **Bylaws Attachment**

### **CRITERIA FOR DETERMINATION OF "DIRECTOR MEMBER CLASS" INTO THE CRCPD, WITH VOTING PRIVILEGES**

#### **Criteria #1:**

Be designated directly by state statute, or Executive Order through appropriate legislative authority (or by authority of the District of Columbia or Puerto Rico), as a primary governmental entity having responsibility for radiation health and safety. In the event that such legislative authority allows the primary governmental entity to delegate radiation health and safety responsibility to sub-entities, such sub-entities shall not have voting privileges within the CRCPD. Only the primary governmental entity shall have voting privileges.

#### **Criteria #2:**

Have authority, responsibility, and an active program in two or more of the following areas:

1. X-Ray registration/licensing and control.
2. Radioactive materials registration/licensing and control.
3. Environmental radiation monitoring.
4. Indoor radon contamination control.
5. Radiation emergency planning and response.
6. Nonionizing radiation control.
7. Low-level radioactive waste regulatory authority.
8. Radiologic Technologist licensure and certification.
9. Mammography.

#### **Criteria #3:**

In the event that a primary governmental entity has legislative authority and responsibility for two or more radiation control areas, as identified under Criteria #2, but which has assigned primary responsibility to different sub-entities of the governmental entity, then the primary governmental entity shall determine which sub-entity it desires to have voting privileges within the CRCPD.