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### Chapter 3

#### Composition of the Board of Trustees

- I. The Board of Trustees of the Corporation shall consist of one Trustee from each Member Specialty (may be from Specialty Board, Academy, or merged Board and Academy); one public (non-psychologist) Trustee; the current President of the Council of Presidents of Psychology Specialty Academies (CPPSA), and the President, President-elect, immediate Past-President, Secretary, and Treasurer of the Board of Trustees.
- II. The Trustee representing each Member Specialty Board shall be selected by the Board of Trustees from a slate of two or more nominees provided by the Specialty Board, with nominees meeting qualifications set forth by the Board of Trustees. The public Trustee shall be selected by the Board of Trustees. The CPPSA Trustee shall be the elected CPPSA Chairperson or designee.
- III. The term of office for members of the Board of Trustees (except officer members) shall be four years, except that:
  - A. Any vacancy in the membership of the Board of Trustees caused by death, resignation, or otherwise shall be filled by appointment by the Board of Trustees with consultation of the respective Member Specialty Board. The term of service of such member shall be extended to completion of the term of the replaced member. A member so appointed may then be selected for one subsequent four-year term.
  - B. Interim terms of less than four years may be established to provide for continuity of membership on the Board of Trustees.
  - C. The term of office for the CPPSA Trustee shall be two years.
- IV. A Trustee may serve a maximum of two continuous full terms, and may then not be re-elected until after an interval of two years. The Trustee's term of service shall commence on January 1 of the year for which elected and extend to December 31 of the final year.
- V. Upon the inability of a Trustee to attend a meeting of the Board of Trustees, a substitute representative may be appointed by the respective Specialty Board President to attend such meeting with voting privileges.
- VI. Any officer or member of the Board of Trustees elected or appointed by the Board of Trustees may be removed upon a two-thirds majority vote by the Board of Trustees whenever in its judgment the best interests of the Corporation will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

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## Chapter 4

### Functions of the Board of Trustees

- I. The Board of Trustees is responsible for establishing overall policies of the Corporation, including allocation of corporate funds, for accomplishing the purposes of the Corporation, and for monitoring the activities of the Corporation to insure that established policies are being carried out. The Board of Trustees shall act as the decision-making body of the Corporation.
- II. The Board of Trustees shall accept applications from incorporated or unincorporated specialty boards for consideration as a Member Specialty Board.
- III. The Board of Trustees shall establish, maintain, and monitor implementation of the following:
  - A. Standards for Member Specialty Boards to ensure that they promote quality and efficiency in their processes;
  - B. Processes to review and approve Member Specialty Board Bylaws;
  - C. Minimum standards for Member Specialty Boards for the application, examination, maintenance, and appeal of candidates for board certification;
  - D. Mechanisms to appeal certain recommendations and decisions made by specialty boards;
  - E. A process to discipline or revoke board certification of psychologists who fail to maintain appropriate ethical standards, and to establish an ethics committee to make recommendations to the Board of Trustees relevant to complaints concerning the professional conduct of the board certified psychologists;
  - F. Procedures to resolve problems and disputes between Member Specialty Boards;
  - G. Procedures to resolve problems and disputes between Member Specialty Boards and Academies;
  - H. Processes to encourage the exchange of ideas, self-evaluation, and improvement of the Corporation;
  - I. Process for removing the affiliation of Member Specialty Boards or Academies under circumstances enumerated by the Board of Trustees;
  - J. Means of encouraging continuing education and research relevant to professional credentialing;
  - K. A budget and investment plan for the Corporation and mechanism for reviewing the financial viability of the Member Specialty Boards;
  - L. Other processes and policies to further the work of the Corporation.
- IV. The Board of Trustees shall oversee the Corporation's interaction with the public, other professions, external groups, regulatory agencies, and board certified specialists.
- V. The Board of Trustees shall provide for Central Office administrative services, including employment, retention, evaluation, and dismissal. These administrative services shall include the maintenance of record systems for the

- 136 Corporation and its Member Specialty Boards and internal Academies  
137 including, but not limited to, the collection of revenues and the disbursement  
138 of funds.
- 139 VI. The Board of Trustees shall, as needed, organize and operate standing and/or  
140 ad hoc committees. The President shall appoint the members of the  
141 committees except as otherwise directed by the Board of Trustees. Unless it  
142 has been delegated authority to act, a committee shall not act for the Board of  
143 Trustees, but shall report to the Board of Trustees.
- 144 VII. The Board of Trustees may delegate its authority to an officer, committee or  
145 other body, unless such delegation is inconsistent with these Bylaws or the  
146 law.

## 147 148 **Chapter 5**

### 149 150 **Officers**

- 151
- 152 I. Officers of this Corporation shall consist of the President, the President-elect,  
153 the Immediate Past-president, the Secretary, the Treasurer, and such other  
154 officers as the Board of Trustees may select. The same person shall not hold  
155 more than one office simultaneously. When a Trustee is elected President-  
156 elect, Secretary, or Treasurer a vacancy occurs for a Trustee in the specialty of  
157 that officer. The Member Specialty Board so affected shall present a slate of  
158 two or more candidates from which a trustee shall be appointed to serve the  
159 unfilled term of the officer's position. Officers of the Corporation shall be  
160 chosen from among the members of the Board of Trustees. Election of  
161 officers shall be held at the final calendar-year meeting of the Board of  
162 Trustees. The President-elect, President, and Past-president serve consecutive  
163 two (2) year terms. The President-elect shall be elected to a term that begins  
164 on January 1 of every even year. The Secretary and Treasurer serve for a two  
165 (2) year term renewable upon election for an additional two (2) year term. The  
166 Secretary shall be elected to a term that begins on January 1 of every odd year.  
167 The Treasurer shall be elected to a term that begins on January 1 of every  
168 even year.
- 169 IV. An officer vacancy in the Corporation shall be filled by election at the next  
170 meeting of the Trustees or by mail or electronic ballot from among the  
171 members of the Board of Trustees. This election is to fill the uncompleted  
172 term of the position.
- 173 V. Duties of the officers:
- 174 A. The President shall be the Chief Executive Officer of the Corporation, and  
175 consistent with the rules and procedures of the Board of Trustees, shall  
176 have broad authority to: oversee the operation of the Corporation, promote  
177 the purposes and goals of the Corporation, establish the agenda for  
178 meetings of the Board of Trustees, be the chair of the Executive  
179 Committee, be responsible for reviews of the operations of the Executive  
180 Officer and Central Office, represent the Corporation to other  
181 organizations and the public, coordinate the work of the officers of the

- 182 Corporation, make appointments to committees, and have such other  
183 powers and duties as may be assigned by the Board of Trustees.
- 184 B. The President-elect, in the absence or disability of the President, shall act  
185 in the place of the President, and perform such duties of the Corporation  
186 that may be assigned by the President or by the Board of Trustees. In the  
187 absence of both the President and the President-elect, a chairperson pro-  
188 tem shall be elected by the members of the Board of Trustees present.
- 189 C. The Immediate Past-president shall provide advice on policies and  
190 activities of the Corporation, and may represent the Board in the  
191 continuation of such activities as assigned by the President.
- 192 D. The Secretary, or his or her designee, shall record, verify, and distribute all  
193 minutes of all meetings of the Board of Trustees, including executive  
194 committee sessions and teleconferences. The secretary shall perform all  
195 duties incident to the office as directed by the President.
- 196 E. The Treasurer shall ensure that true and accurate accounts of the financial  
197 transactions of the Corporation are kept, be involved in all decisions  
198 regarding major expenditure or investment of the funds of the Corporation  
199 and of any securities which are the property of the Corporation, chair the  
200 Finance Committee, compile and provide quarterly reports of the  
201 Corporation's financial status to the Executive Committee, determine  
202 when an audit of the fiscal records of the Corporation is needed and to be  
203 completed by a certified public accountant satisfactory to the Board of  
204 Trustees, and oversee implementation of the Corporation's investment  
205 plan. The Treasurer shall work closely with the Executive Officer and  
206 ABPP Central Office staff in their routine operations, including financial  
207 matters necessary for office operations.

## 208 Chapter 6

### 209 Executive Officer

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- 213 I. The Executive Officer shall be a nonvoting employee of the corporation,  
214 appointed by the Board of Trustees. The Executive Officer of the Corporation  
215 shall direct the activities of the Central Office, and shall perform such duties  
216 as may be assigned by the President, Board of Trustees and these Bylaws. The  
217 Executive Officer shall designate an individual to direct office activities in his  
218 or her absence. The Executive Officer reports to the Board of Trustees  
219 through the President. Salary and the financial matters relating to the  
220 Executive Officer's position are reviewed by the Board of Trustees upon the  
221 recommendation of the President.
- 222 II. The Executive Officer shall be responsible for the preservation of minutes of  
223 the meetings of the Board of Trustees and Executive Committee, and shall  
224 conduct correspondence and keep the records of the Corporation, including  
225 data with respect to any examination held, board certification granted,  
226 reviewed, and maintained, and other official transactions, and shall keep and  
227 organize the Policy and Procedures of the Corporation. The Executive Officer

- 228 shall be the custodian of the seal of the Corporation and shall affix the same  
229 whenever and wherever proper.
- 230 III. On behalf of the Corporation and under the authority of the Board of Trustees  
231 the Executive Officer shall employ and supervise such persons as are deemed  
232 necessary for the efficient conduct of its affairs.
- 233 IV. The budget of the Central Office shall be established by the Board of Trustees  
234 in consultation with the Executive Officer and the Treasurer, through  
235 consultation with the Finance Committee.

## 236 Chapter 7

### 237 Committees

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- 241 I. The President, unless otherwise directed by the Board of Trustees, shall  
242 annually appoint such standing and ad hoc committees as may be established  
243 by the Board of Trustees or required by the activities of the Corporation.
- 244 II. The Executive Committee, consisting of the President, President-elect,  
245 Immediate Past-president, Secretary, and Treasurer, shall be responsible for  
246 carrying out the affairs of the Corporation between meetings of the Board of  
247 Trustees. Periodic meetings, scheduled at the discretion of the President, may  
248 be held to insure continuity in management of the affairs of the Corporation.  
249 The Executive Committee does not have authority to amend the Bylaws, elect  
250 officers, recognize or dismiss Member Specialty Boards, make financial  
251 commitments for the Corporation in excess of \$25,000, or take action required  
252 by these Bylaws or the law to be taken by the Board of Trustees.

## 253 Chapter 8

### 254 Meetings/Quorums

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- 258 I. There shall be at least one meeting each calendar year of the Board of  
259 Trustees held after Thanksgiving, at a time and place to be fixed by the Board  
260 of Trustees. The Board of Trustees may schedule such additional meetings as  
261 may be required to conduct its work. Meetings of the Board of Trustees may  
262 be conducted using conference telephone calls or other means of  
263 communication that permit conversation and interaction.
- 264 II. Special meetings of the Board of Trustees may be called by the President or  
265 upon the written request, made to the Executive Officer, of at least one-third  
266 of the members of the Board of Trustees, provided that written notice of the  
267 time of the special meetings and the subjects to be discussed at such meetings  
268 shall have been sent to each member of the Board of Trustees not less than 20  
269 days prior to such meeting. The President shall have the right to fix the place  
270 of such meetings.
- 271 III. A majority of the members of the Board of Trustees present physically,  
272 telephonically, or through another approved medium shall constitute a quorum  
273 for the transaction of business of the Corporation. Unless otherwise required  
274 by the Bylaws, the law, or standard rules of order, the votes of a majority of

275 those present and voting shall be sufficient to pass upon business of the  
276 Corporation. There shall not be voting by proxy or in absentia.  
277 IV. The Board of Trustees shall be authorized to carry on the business of the  
278 Corporation by electronic or regular mail ballot between meetings. In such  
279 instance, it shall require a majority vote of the Trustees to pass upon any  
280 business of the Corporation except for those issues that require a larger  
281 majority as required by these Bylaws.

## 282 Chapter 9

### 283 Member Specialty Boards

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- 287 I. The Corporation recognizes Member Specialty Boards that become members  
288 of the Corporation. Each Member Specialty Board shall meet criteria for  
289 recognition, acceptance, and continued membership set by the Board of  
290 Trustees.
- 291 II. Member Specialty Boards shall:
- 292 A. Include board certified specialists in active standing in the specialty;
- 293 B. Seek broad representation of the designated specialty area;
- 294 C. Have Bylaws that conform with the standards established by the Board of  
295 Trustees;
- 296 D. Have a governing body of appropriate size and composition;
- 297 III. Specialty Board Directors
- 298 A. Board certified specialists in good standing in the ABPP as well as in the  
299 Specialty Academy are eligible to serve as Specialty Board Directors;
- 300 B. Specialty Board Directors shall be appointed by the Member Specialty  
301 Board from a slate of nominees provided by the specialty's Academy or  
302 shall be appointed by the specialty's Academy from a slate provided by  
303 the Member Specialty Board. The manner of appointment shall be agreed  
304 upon by the specialty's Academy and the Member Specialty Board.
- 305 1. Academies are membership organizations of board certified  
306 specialists of the American Board of Professional Psychology.
- 307 2. Academies may be organized as external or internal to the  
308 American Board of Professional Psychology.
- 309 3. Academies may be separate from or merged with their respective  
310 Member Specialty Board.
- 311 IV. The functions of each Member Specialty Board are to:
- 312 A. Maintain a Board of Directors as the Executive Committee of the Member  
313 Specialty Board, actively responsible for designing and implementing the  
314 function of an examining body in the specialty;
- 315 B. Act in accord with its Bylaws, policy and procedures, and those of the  
316 American Board of Professional Psychology;
- 317 C. Maintain a close, collaborative relationship with the Board of Trustees;
- 318 D. Relate and communicate with the profession, the Specialty's applicant  
319 base, the Specialty Academy and its board certified specialists;
- 320 E. Demonstrate a commitment to excellence through self-study and its  
321 relationship to the Standards Committee of the Corporation.

- 322 V. Membership of a Member Specialty Board may be rescinded by the Board of  
 323 Trustees if such Member Specialty board does not:  
 324 A. Maintain the criteria for affiliation;  
 325 B. Fulfill the functions stipulated by these Bylaws; or  
 326 C. Comply with other standards set forth by the Board of Trustees.  
 327 VI. The Board of Trustees may accept as members of the Corporation a Member  
 328 Specialty Board if it represents a specialty area not currently recognized by  
 329 the organization and demonstrates to the satisfaction of the Board of Trustees  
 330 that:  
 331 A. Its standards for certification require equivalent specialty level  
 332 competency in professional psychology to other areas of specialty of the  
 333 Corporation;  
 334 B. It has viable governance which has responsibility for an organization  
 335 comprised of individuals in that specialty;  
 336 C. It is broadly representative of the designated specialty area of psychology;  
 337 D. It will retain responsibility for self-funding in its activities until formal  
 338 membership with the Corporation is granted;  
 339 E. It is likely to attract sufficient candidates seeking board certifications to  
 340 make services reasonably available to the public;  
 341 F. It meets any additional requirements stipulated by the Board of Trustees.  
 342 VII. Upon full acceptance into the Corporation at the end of the implementation  
 343 and evaluative period, the new Member Specialty Board becomes formally  
 344 affiliated with the Corporation, and all future examinations, publicity, and  
 345 education materials of that specialty become the property of the Corporation,  
 346 subject to the review and control of the Board of Trustees.  
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## 348 Chapter 10

### 349 Maintenance of Certification, Annual Attestation, Fees and Assessments, 350 Privileges and Designation of Status

- 353 I. The Board of Trustees shall establish requirements for the maintenance of  
 354 specialty certification including means, fees, and assessments in order to  
 355 insure the integrity of ABPP certification and the fiscal stability of the  
 356 Corporation.  
 357 II. Maintenance of Certification. Under the authority, guidance, and approval of  
 358 the Board of Trustees, each Member Specialty Board shall develop, maintain,  
 359 and administer a process that affords Board Certified Specialists an  
 360 opportunity to maintain certification by demonstrating their ongoing  
 361 competent practice within the specialty every ten years as operationally  
 362 defined by the Member Specialty Board.  
 363 A. Board Certified Specialists who are certified after January 1, 2015 must  
 364 successfully maintain their certificate every ten years. Board Certified  
 365 Specialists who are certified before January 1, 2015 are encouraged to  
 366 maintain their certificate through demonstration of ongoing competent  
 367 practice every ten years, but may waive this obligation and maintain their  
 368 certificate.



- 369 B. Maintenance of certification involves Member Specialty Boards  
370 evaluating Board Certified Specialists' continuing professional  
371 development related to the foundational and functional competencies  
372 adopted by ABPP and specific to the Member Specialty Board.  
373 C. There is one level of maintenance of certification. The criteria for passing  
374 are the same for all candidates within each specialty.  
375 D. Fees associated with the administration of maintenance of certification are  
376 paid by Board Certified Specialists, but are not intended as a source of  
377 revenue enhancement for the Corporation or Member Specialty Boards.
- 378 III. Attestation and Fees. ABPP is an active credential that requires an annual  
379 attestation and a membership fee.
- 380 A. Board Certified Specialists must attest on an annual basis in order to  
381 ensure to the public, the Corporation, and the profession that the specialist  
382 is currently in active practice of the specialty, is properly licensed or  
383 certified, or retired, and is current with fees required by the Corporation.  
384 B. In order to maintain the status of Board Certified Specialist or retired  
385 board certified specialist the attestation requirements must be met within  
386 six months of the notification of the January ABPP Annual Attestation and  
387 Renewal Statement.
- 388 C. A grace period shall be extended of one (1) year past the 6 month annual  
389 time requirement for renewal of certification (July 1) within which the  
390 certified specialist may comply with the attestation requirements.  
391 D. Failing to complete attestation requirements past this one (1) year grace  
392 period shall result in the loss of Board Certified Specialist status.  
393 E. Complying with the attestation requirements during this grace period shall  
394 re-instate recognition of board certification status. Failure to meet  
395 attestation requirements past this one (1) year grace period discontinues  
396 recognition as a specialist, and specialist status may only be accorded  
397 upon payment of all unpaid fees for the lapsed period, evidence of being in  
398 good standing from the licensing board of the jurisdiction and re-  
399 application to the Member Specialty Board.
- 400 F. Under the authority of the Board of Trustees, Member Specialty Boards  
401 may establish fees and assessments in addition to those in Section I above.
- 402 IV. Designation of Board-Certified Specialist Status and Retired Status.
- 403 A. Board-Certified Specialists who are in compliance with Certification  
404 Maintenance requirements shall be designated as Board-Certified  
405 Specialists or Retired Board-Certified Specialists and are entitled to:  
406 1. Serve on the Board of Trustees of the Corporation  
407 2. Participate in the election of Directors of their Specialty Boards.  
408 3. Be listed in and have access to the on-line Directory and to  
409 receive the publications of the ABPP.  
410 4. Be selected to serve on committees of the Corporation.  
411 5. Be granted other privileges by the Board of Trustees or Specialty  
412 Boards.
- 413 B. Board-Certified Specialists or Retired Specialists who do not maintain  
414 their certificate shall be denied all privileges in V.A. above, and shall be

- 415 assigned the certification status of “Certificate not Maintained” in the  
416 ABPP Archived Directory.
- 417 V. Certification Status. ABPP shall maintain mechanisms for public and archival  
418 recognition of certification status.
- 419 A. Public Recognition.
- 420 1. A directory shall be maintained for public recognition in which  
421 “Board-Certified Specialists” and “Retired Specialists” shall be  
422 listed.
- 423 2. Board-Certified Specialists who do not maintain their certificate  
424 shall not be listed in the public directory and shall be designated  
425 as “Certificate not Maintained” in the ABPP Archival Directory.
- 426 B. Archival Recognition. The status of all Board-Certified Specialists shall  
427 be maintained in an archival directory by the Central Office and made  
428 available, upon inquiry, to the public and the profession. If a request is  
429 made concerning the status of a specialist who has been certified by the  
430 ABPP, this status shall be made known to the requestor.
- 431 VI. The Revocation, Suspension, Voluntary Resignation or Failure to  
432 Maintain Certification Status. Board-Certified Specialists whose Certification  
433 is revoked or suspended by action of the Board of Trustees, who resign  
434 voluntarily, or fail to maintain their certification lose all privileges, including  
435 those specified in IV above, and may no longer represent themselves as  
436 Specialists certified by the Corporation.

## 437 438 **Chapter 11**

### 439 440 **Income and Properties**

441  
442 The income and properties of the Corporation, whenever and however derived, shall be  
443 applied solely toward promoting the purposes of the Corporation as set forth in the  
444 Certificate of Incorporation. No portion of the income or properties shall be paid or  
445 transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit  
446 to members of the Corporation. This prohibition shall not prevent the payment of interest  
447 at prevailing bank interest rates or reasonable and proper rent for premises let by any  
448 member of the Corporation, nor repayment to any member for traveling expenses and  
449 other out-of-pocket cash disbursements and expenses actually incurred in connection with  
450 the proper and necessary business of the corporation.

## 451 452 **Chapter 12**

### 453 454 **Liabilities of the Board of Trustees**

455  
456 No member of the Board of Trustees or other officer or servant of the Corporation shall  
457 be liable for the accounts, receipts, neglects, or defaults of any other like member or  
458 agent, or for any loss or expense happening to the Corporation through the insufficiency  
459 or deficiency of any security in or upon which any of the money of the Corporation shall  
460 be invested or for any loss or damage arising from the bankruptcy, insolvency, or  
461 tortuous act of any person with whom any monies, securities, or effects shall be

462 deposited, or for any loss or damage occasioned by an error of judgment or oversight, or  
463 for any other loss, damage, or misfortune whatever which shall happen in execution of  
464 the official duties or in the relation thereto, unless the same happened through dishonesty,  
465 willful neglect, or default.

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### **Chapter 13**

#### **Indemnification of Trustees, Officer, Employees and Board Certified Specialists**

471 Each trustee, officer, and employee of this Corporation, and each Board Certified  
472 specialist who is officially engaged in Corporation business, shall be indemnified by the  
473 Corporation against all costs and expenses (including counsel fees) actually and  
474 necessarily incurred by or imposed on him/her in connection with the defense of any  
475 action, suit, or proceeding in which he/she may be involved or to which he/she may be  
476 made a party by reason of his being or having been such trustee, officer, employee, or  
477 Board Certified specialist, except in relation to matters as to which he/she shall be finally  
478 adjudged in such action, suit, or proceeding to be liable for dishonesty, willful neglect, or  
479 default. Such costs and expenses shall include amounts reasonably paid in settlement for  
480 the purpose of curtailing the costs of litigation, but only if a majority of the Board of  
481 Trustees (excluding the person indemnified) determines that the person indemnified did  
482 not commit such negligence or misconduct in any substantial way. The foregoing right of  
483 indemnification shall not be exclusive of any other rights to which he/she may be entitled  
484 as a matter of law or by agreement, by law, or otherwise. Any indemnification, however,  
485 shall not exceed the monetary limits of any insurance policy carried for such purposes by  
486 the Corporation regardless of the absolute monetary amount incurred by an individual  
487 trustee, officer, employee, or Board Certified specialist engaged in Corporation business.

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### **Chapter 14**

#### **Ethical Principles**

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493 The ethical principles of the Corporation shall be the current code of ethics promulgated  
494 by the American Psychological Association.

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### **Chapter 15**

#### **Amendments**

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500 Alterations or amendments to these Bylaws require a two-thirds majority vote of the total  
501 members of the Board of Trustees at a Board of Trustees meeting or by electronic or  
502 regular mail ballot, provided that all members of the Board of Trustees have been notified  
503 in writing of proposed changes not less than twenty days prior to the date of action.  
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## Chapter 16

### Seal

The Corporation shall have a seal and the seal of the Corporation shall bear words of the following or similar import, that is to say: “The American Board of Professional Psychology, Inc., 1947.”

These Bylaws were amended:

- December, 2002
- July, 2005
- December, 2005
- December, 2006
- December 2009
- December 2010
- May 2014