

1 The American Board of Forensic Psychology (ABFP)  
2 A Member Board of The American Board of Professional Psychology (ABPP), Inc.

3  
4 BYLAWS

5  
6 Chapter 1

7  
8 Name

9  
10 The name and title by which this organization shall be known is the American Board  
11 of Forensic Psychology (ABFP) (also referred to as “the Organization”). ABFP is  
12 affiliated with the American Board of Professional Psychology (ABPP) (also referred  
13 to as “the Corporation”) as a Member Specialty Board, with representation through  
14 a Board of Trustees (BOT). These Bylaws are consistent with those of ABPP, and  
15 ABFP has signed the Articles of Agreement between ABPP and ABFP (January 17,  
16 2007) in accord with the ABPP Affiliations Manual.

17  
18 Chapter 2

19  
20 Purposes and Goals

21  
22 To serve the public and the profession by ensuring that psychologists certified by  
23 ABFP in forensic psychology have completed and maintain the education, training,  
24 experience, and standard ethical requirements of this specialty. These requirements  
25 include an examination designed to assess the competencies required to provide  
26 quality forensic psychology services and routine demonstration that these  
27 competencies and ethical standards are maintained.

28  
29 The mission of ABFP, a non-profit corporation under the law of the Commonwealth  
30 of Pennsylvania, is to protect the consumers of forensic psychology services. It shall  
31 do this by:

- 32  
33 a. establishing, promoting, and revising, as necessary, standards and  
34 qualifications for those who practice forensic psychology;  
35 b. certifying as ABFP Specialists those voluntary applicants who qualify under  
36 the standards established by the ABFP Board of Directors (hereinafter  
37 referred to as “Board”); and  
38 c. identifying for the public, psychologists who have demonstrated an  
39 advanced level of competency in forensic psychology practice

40  
41 The Board shall review its mission no less than every 3 years at a regularly  
42 scheduled board meeting. It may revise its mission as long as the revision advances  
43 forensic psychology as a profession and promotes activities for a non-profit entity  
44 under the United States Tax Code.

46 ABFP is recognized as a Specialty Board among the other Specialty Boards that  
47 comprise ABPP. Therefore, ABFP shall abide by the rules and policies of ABPP as  
48 they exist now or as they are promulgated in the future.

49  
50 ABFP may choose to exist independently of ABPP based upon a finding that its goals  
51 and objectives will be more readily advanced by emancipation from ABPP. To  
52 withdraw, consent from at least three-fourths of all ABFP Specialists is required.

### 53 Chapter 3

#### 54 Composition of the Board of Directors ("Board")

##### 55 Officers

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57  
58  
59  
60 The Board shall consist of no fewer than nine but no more than 11 ABFP Specialists,  
61 one of whom shall be the President of the American Academy of Forensic  
62 Psychology (AAFP). Board members shall be in good standing with ABFP and AAFP,  
63 and maintain a professional license in good standing within their state(s) of practice  
64 (i.e., no restriction, suspension, or revocation of practice). The number of members  
65 will depend on the duties and volume of work. The composition of the Board shall  
66 broadly represent forensic psychology, with special preference afforded to inclusion  
67 of an Early Career Psychologist (i.e., earned doctoral degree no more than 10 years  
68 ago). Each elected member shall have one vote on any single matter brought before  
69 the Board.

- 70  
71 a. Ordinarily, the Board shall be composed of no more than the following  
72 offices, and Board members may serve in more than one office at a time  
73 without approval by the Board:  
74  
75 1. President;  
76 2. President-Elect;  
77 3. Immediate Past-President;  
78 4. Recording Secretary;  
79 5. Corresponding Secretary;  
80 6. Treasurer;  
81 7. National Chair of Examinations;  
82 8. Chair, Practice Sample Reviews;  
83 9. Credential Reviewer;  
84 10. BOT Representative and Maintenance of Certification (MOC) Coordinator;  
85 and  
86 11. President of AAFP  
87  
88 b. With the exception of the BOT Representative, who shall serve a term of no  
89 less than 4 years in that position, Board officers shall be appointed for 1-year  
90 terms.

- 91 c. With the exception of the President, President-Elect, and Immediate Past  
92 President, who during their current tenure as members shall serve no more  
93 than 1 year in office, officers may be re-elected to office for multiple terms.  
94

#### 95 Special Members of the Board

96  
97 The Board, at its discretion, may invite any member of the professional, scientific,  
98 legal, or government communities to serve as a Special Member in an advisory  
99 capacity; as a liaison to other Specialty boards or other organizations; or to  
100 perform other duties at the pleasure of the Board. Special Members are not elected  
101 and shall not have a Board vote. Their term of service shall be at the discretion of  
102 the Board.  
103

104 The Board shall nominate one Specialist for the position of ABFP representative to  
105 the ABPP BOT. These nominees shall be selected from board members who have  
106 experience serving on professional boards and will promote the interests of ABFP  
107 and ABPP. ABPP then approves the nominee to be the representative.  
108

#### 109 Terms of Office

- 110  
111 a. Each Board member, with the exception of the BOT Representative, shall  
112 be elected to serve on the Board for a term of 6 years. No member shall  
113 serve more than a single 6-year term consecutively. At the end of term, the  
114 member must rotate off the Board for a period of at least 6 years before  
115 being re-elected to the Board.  
116 b. The BOT Representative shall serve for a term of 4 years and be eligible to  
117 serve a second 4-year term.  
118 c. Ordinarily, Board terms shall be staggered so that one or two members are  
119 elected each year, thus ensuring that membership shall include members  
120 with varying years of experience on the Board.  
121 d. Ordinarily, terms of office correspond to calendar years. Each member's  
122 term of office ordinarily begins the first day of January following election.  
123 At the Board's expense, newly elected members shall be invited to attend  
124 the Semi-Annual Meeting when held in person that precedes their terms of  
125 office. They shall participate as non-voting members.  
126 e. Exceptions may be afforded to the AAFP President, not elected by the  
127 Board, whose nomination, election, and term length are consistent with  
128 those as set forth in AAFP Bylaws.  
129

#### 130 Vacancies on the Board

- 131  
132 a. Whenever any member vacancy occurs by other than the expiration of  
133 term, the vacancy may be filled by appointment by the President with  
134 the advice and consent of the Board or following the election  
135 procedure described in Chapter 5, Section 2 (Nomination and Election  
136 of Members).

137 Removal of Members

138

139 A specialist who holds an active position on the examination faculty or Board of  
140 Directors may be removed from their office, with cause, by a majority vote of Board  
141 members present at any Annual, Semi-Annual, or Special Meeting at which a quorum is  
142 present. Voting for removal from office shall be conducted by secret ballot. A member  
143 shall be removed automatically if their professional license in any state has been  
144 suspended or revoked; if expelled from the American Psychological Association; and/or  
145 if ABFP Specialist status has been revoked.

146

147

Chapter 4

148

149 Functions of the Board of Directors ("Board")

150

151 The Board:

152

- 153 a. shall be responsible for establishing and implementing corporate policies  
154 and objectives;
- 155 b. shall exercise full legal control over corporate investments and properties;
- 156 c. shall oversee the conduct of all corporate business affairs;
- 157 d. may enter into contracts on behalf of the corporation, or authorize others to;
- 158 e. may appoint ABFP Specialists to conduct pre-specified aspects of its business,  
159 at the direction of and under the supervision of the appropriate office of the  
160 Board; and,
- 161 f. shall promulgate policies and procedures that establish qualifications for the  
162 ABFP Certificate; detail the Board's credentialing activities; specify  
163 requirements for the certification, revocation, and reinstatement of ABFP  
164 Specialist status; and describe other activities undertaken by the Board.

165

166

Chapter 5

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168

Officers and Officer Elections

169

170 Section 1: Officers

171

172 The President shall:

173

- 174 a. preside over all meetings of the Board;
- 175 b. appoint all committees and committee chairs; and
- 176 c. perform such other duties as may be appropriate to the office.

177

178 The President-Elect shall:

179

- 180 a. act under the direction of the President, subject to the authority of the Board  
181 as a whole;
- 182 b. conduct all Board meetings and perform all duties of the President in their  
183 absence;

- 184 c. supervise the nomination of ABFP Specialists to the Board and the election of  
185 members to offices by the Board;  
186 d. serve on the AAFP Elections Committee, as dictated by the AAFP Bylaws; and  
187 e. become President at the end of their term as President-Elect.  
188

189 The Immediate Past-President shall:

- 190  
191 a. serve as Immediate Past-President following their term as President;  
192 b. act under the direction of the President, subject to the authority of the Board  
193 as a whole;  
194 c. provide advice on policies and activities of the Board; and  
195 d. represent the Board in the continuation of activities as assigned by the  
196 President.  
197

198 The Recording Secretary shall:

- 199  
200 a. act under the direction of the President, subject to the authority of the Board  
201 as a whole;  
202 b. attend all meetings of the Board and record the proceedings thereat;  
203 c. provide the members with a draft of the proceeding minutes within 30 days  
204 of any meeting; and  
205 d. maintain and archive records of the Board and its proceedings.  
206

207 The Corresponding Secretary shall:

- 208  
209 a. act under the direction of the President, subject to the authority of the Board  
210 as a whole;  
211 b. serve as the official contact for candidates pursuing Specialty Certification in  
212 Forensic Psychology;  
213 c. ensure candidates have paid an initial fee to cover the costs of the written  
214 examination;  
215 d. assist in scheduling the written examination;  
216 e. notify candidates of the results of the written examination, and notify ABPP  
217 of same;  
218 f. notify candidates who have passed the written examination of the  
219 requirements for submission of the practice samples; and  
220 g. respond to candidates' questions concerning any aspects of the Specialty  
221 Certification process.  
222

223 The Treasurer shall:

- 224  
225 a. act under the direction of the President, subject to the authority of the Board  
226 as a whole;  
227 b. keep, or cause to be kept, accurate books of account, recording therein the  
228 amounts of funds of the corporation and indicating disbursements made;  
229 c. notify the Board of all obligations against its assets, and submit all Board  
230 expenses to ABPP;

- 231 d. provide semi-annual and annual reports regarding the financial position of  
232 the corporation no later than 30 days before scheduled Board meetings;  
233 e. in anticipation of Board meeting expenses and whenever notified of a budget  
234 deficit, request funds from the Treasurer of AAFP; and  
235 f. when directed to do so by the Board, render, or cause to be rendered, an  
236 account of all transactions of the Board.

237

238 The National Chair of Examinations shall:

239

- 240 a. act under the direction of the President, subject to the authority of the Board  
241 as a whole;  
242 b. inform applicants when their practice samples have been approved;  
243 c. have charge of the oral examination process and all related correspondence;  
244 d. continually monitor and administer the overall examination scheme,  
245 including the written and oral examination processes; and  
246 e. make recommendations to the Board for changes to such processes as  
247 warranted.

248

249 The Chair, Practice Sample Reviews shall:

250

- 251 a. act under the direction of the President, subject to the authority of the Board  
252 as a whole;  
253 b. receive practice samples from candidates and review them for adherence to  
254 technical requirements;  
255 c. assign practice samples to examination faculty for review;  
256 d. summarize examination results for review;  
257 e. communicate to candidates the faculty's non-approval of practice samples for  
258 use in the oral examination; and  
259 f. facilitate the onboarding process of new faculty.

260

261 The Credential Reviewer shall:

262

- 263 a. act under the direction of the President, subject to the authority of the Board  
264 as a whole;  
265 b. review applicants' materials to verify specific criteria for Specialty  
266 Certification are met;  
267 c. respond to applicants' questions regarding the credential review process;  
268 d. review materials sent by post-doctoral programs to verify criteria for 5-year  
269 post-doctoral experience waiver; and  
270 e. maintain and update the list of post-doctoral programs satisfying the 5-year  
271 post-doctoral experience waiver requirements.

272

273 The BOT Representative shall:

274

- 275 a. act under the direction of the President, subject to the authority of the Board  
276 as a whole;  
277 b. attend all meetings of the ABPP BOT;

- 278 c. provide semi-annual reports to the Board regarding BOT meetings and other  
279 ABPP Central Office business; and  
280 d. oversee all efforts related to Maintenance of Certification.

281

## 282 Section 2: Nomination and Election of Members

283

- 284 a. Nominations for membership shall occur each year under the direction of the  
285 President-Elect.  
286 b. Nominees shall be ABFP Specialists in good standing with ABPP.  
287 c. Nominations shall be solicited from each ABFP Specialist. The solicitation  
288 shall contain a description of the nomination election procedures.  
289 d. The President-Elect shall confirm each nominee's willingness to serve before  
290 finalizing the nomination.  
291 e. There shall be at least two nominees for every vacant Board position, if  
292 possible.  
293 f. Once the slate is composed, a ballot shall be provided to each Board member.  
294 Following a discussion of the nominees, Board members shall independently  
295 rank order their preferences for the ABFP Specialists on the ballot. No  
296 nominee shall be present during the discussion of candidates or allowed to  
297 vote.  
298 g. The first preference shall receive a score of 1, the second a score of 2, the  
299 third a score of 3, and so forth. If one nominee is unranked, the nominee shall  
300 be given a score equal to the total number of nominees. If two nominees are  
301 unranked, both shall be assigned a rank that is the average of the unassigned  
302 ranks.  
303 h. The ranks shall be summed by the President-Elect. The nominee(s) receiving the  
304 lowest sum of scores shall be the new Board member(s).

305

306 In the event that two or more nominees tie for a single vacancy, the Board shall repeat  
307 the processes described in Sections 5.2(f) through 5.2(h). If, following a second vote,  
308 two or more nominees remain tied for a single vacancy, the President shall appoint  
309 one of them to serve as the new Board member.

310

## 311 Section 3: Nomination and Election of President-Elect

312

- 313 a. The President shall request nominations for the next year's President-Elect  
314 from the current board members. All board members who have served on  
315 the board for at least two years are eligible to run for the President-Elect.  
316 b. The President shall confirm each nominee's willingness to serve before  
317 finalizing the nomination.  
318 c. All nominees shall provide their CV to the President who will then distribute  
319 it to the other board members ahead of the board meeting when the election  
320 will occur.  
321 d. During the board meeting, each nominee shall outline what they would like  
322 to accomplish during their Presidency. The other board members may then  
323 ask questions of the nominees. The nominees shall be excluded from hearing  
324 the other nominees' speeches.

- 325 e. A ballot shall be provided to each Board member. Following a discussion of  
326 the nominees, Board members shall select their choice for next year's  
327 President-Elect. No nominee shall be present during the discussion of  
328 candidates or allowed to vote.  
329 f. The votes shall be summed by the President.  
330

331 In the event that two or more nominees tie for a single vacancy, the Board shall repeat  
332 the processes described in Sections 5.3(d) through 5.3(f). If, following a second vote,  
333 two or more nominees remain tied for a single vacancy, the President shall appoint  
334 one of them to serve as the new President-Elect.  
335

## 336 Chapter 6

### 337 Executive Director

#### 338 Appointment of Executive Director (ED)

- 339
- 340
- 341
- 342 a. The Board may elect a Specialist to serve as ED for an initial term of 6 years.
- 343 b. Nominees for ED shall be ABFP Specialists in good standing with ABFP and
- 344 AAFP.
- 345 c. Nominations shall be solicited from each ABFP Specialist. The solicitation
- 346 shall contain a description of the nomination and election procedures.
- 347 d. The President shall determine each nominee's willingness to serve before
- 348 finalizing the nomination.
- 349 e. Once the slate is composed, a ballot shall be provided to each Board
- 350 member. Following a discussion of the nominees, each Board member
- 351 shall independently rank order their preference for the candidates on
- 352 the ballot.
- 353 f. The first preference shall receive a score of 1, the second a score of 2, the
- 354 third a score of 3, and so forth. If one nominee is unranked, they shall be
- 355 given a score equal to the total number of nominees. If two nominees are
- 356 unranked, both shall be assigned a rank that is the average of the unassigned
- 357 ranks.
- 358 g. The ranks shall be summed by the President. The nominee(s) receiving the
- 359 lowest sum of scores shall be the new ED. In the event that two or more
- 360 nominees tie for the ED vacancy, the Board shall repeat the processes
- 361 described in (e) through (f). If, following a second vote, two or more
- 362 nominees remained tied, the President shall appoint one of them to serve as
- 363 the new ED.  
364

#### 365 Qualifications of the ED

- 366
- 367 a. The ED shall be an ABFP Specialist with recognizable and documented
- 368 administrative and business skills.  
369  
370  
371



372 Salary/Renumeration

373

- 374 a. The ED may be compensated. Any remuneration shall be determined by and  
375 revised at the discretion of the Board.

376

377 Duties of the ED

378

- 379 a. The ED shall oversee the registered office of the Board and the records  
380 contained therein;  
381 b. execute contracts on behalf of the Board at its discretion;  
382 c. attend Board meetings as a non-voting member whenever feasible;  
383 d. submit a report on the activities of their office for every Board meeting;  
384 e. be responsible to the Board through the President; and,  
385 f. assume such additional responsibilities as may be determined by the Board.

386

387 Reappointment of ED

388

- 389 a. The first term of the ED shall be for a period of 6 years. Upon completion of  
390 the initial 6-year term, the ED can be reappointed for 3 additional years by a  
391 majority vote of the Board. At the expiration of this 3-year term, the ED can  
392 be reappointed for one additional 3-year term. In no case shall any one  
393 person serve as ED for more than 12 years.

394

395 Discontinuation of the Position of the ED

396

- 397 a. The position of ED may be terminated upon majority vote of the Board.

398

399 Removal of the ED

400

- 401 a. The ED may be removed by a majority vote of Board members present at  
402 any Annual, Semi-Annual, or Special Meeting at which a quorum is present.  
403 An ED shall be removed automatically upon revocation of Specialist Status.

404

405 Chapter 7

406

407 Committees

408

409 The President may appoint committees, composed of and chaired by ABFP  
410 Specialists, to study, recommend, or implement policies of the Board. An ad hoc  
411 committee shall serve until the President determines that its purpose is satisfied  
412 or eliminated.

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414

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417

418 Chapter 8

419 Meetings/Quorums

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421  
422 Meetings of the Board

- 423  
424 a. Regular Meetings: The Board shall hold two meetings per year, each  
425 approximately 6 months apart. The time and place of each meeting is  
426 designated by the Board. Board Meetings may be conducted via telephone,  
427 conference call, videoconference, or other means of communication that  
428 permit simultaneous live aural communication.  
429 b. Special Meetings: A Special Meeting of the Board may be called by the  
430 President. Ordinarily, each Member of the Board shall be provided with prior  
431 notice of such a meeting via telephone, electronic mail, or first-class mail.  
432

433 Other Participation via Electronic Means

- 434  
435 a. Board members may participate in a meeting by electronic means.  
436 Participation in this fashion shall be deemed the equivalent of a Board  
437 member's physical presence at that meeting.  
438 b. During any interval between meetings of the Board, the Board shall have the  
439 authority to take action as necessary, via any medium of communication  
440 chosen by the President, to conduct the business and manage the affairs of  
441 the Organization, in accordance with these Bylaws and with the policies of  
442 the Organization.  
443

444 Quorum

- 445  
446 a. A quorum for all meetings of the Board shall consist of a majority of Board  
447 members currently in office. The actions of the majority of the Board present  
448 at a meeting at which a quorum is present shall constitute actions of the full  
449 Board. When a quorum is not present, the members in attendance shall act as  
450 a committee of the whole, but their actions shall be subject to a majority vote  
451 of the Board.  
452

453 Procedures

- 454  
455 a. The rules contained in the most recent revision of *Keeseey's Modern*  
456 *Parliamentary Procedure* shall govern the Board in all cases to which they are  
457 applicable, except when inconsistent with these Bylaws.  
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463

464 Maintenance of Records

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- 466 a. The registered office shall maintain or archive all records of the Board,  
467 including minutes of all the meetings;  
468 b. copies of all financial statements and other data pertaining to the Board's  
469 financial status;  
470 c. originals of all documents pertaining to the Board's incorporated status;  
471 d. a master copy of the directory of ABFP Specialists;  
472 e. resolutions of the Board;  
473 f. data pertaining to the outcome of the Board's examination process for ABFP  
474 Specialists; and  
475 g. a copy of the corporate seal.

476

477 Records Maintained by Officers

478

- 479 a. Each Officer of the Board shall make reasonable efforts to maintain records  
480 relevant to fulfill the duties of their office.

481

482

Chapter 9

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484

Income and Properties

485

486 The registered office of ABFP shall be established by a majority vote of the Board.  
487 The Board may establish additional offices in any other state of the United States.

488

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Chapter 10

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491

Liabilities of the Board of Directors ("Board")

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493 Third-Party Action

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495 ABPP/ABFP assumes no liability in the unusual event of litigation against a board  
496 or faculty member in the course of board or faculty-related activities. Board and  
497 faculty members should recognize the potential of claims or litigation against  
498 board and faculty members; therefore, they are encouraged to check with their  
499 professional liability company to ensure personal professional coverage.

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501

502

Chapter 11

503

504

Indemnification of Directors, Executive Officer, Employees and Board-certified  
505 Specialists

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507 The American Board of Professional Psychology (ABPP) ("Corporation") carries a  
508 Directors & Officers Liability Insurance Policy. To the extent covered by said policy,  
509 each trustee and officer of an ABPP-affiliated Specialty Board who is officially

510 engaged in Specialty Board business shall be considered to be engaged in  
511 Corporation business, and shall be indemnified by the Corporation against all costs  
512 and expenses (including counsel fees) actually and necessarily incurred by or  
513 imposed on them in connection with the defense of any action, suit, or proceeding in  
514 which they may be involved or to which they may be made a party by reason of  
515 them being or having been such trustee or Specialty Board officer, except in relation  
516 to matters as to which they shall be finally adjudged in such action, suit, or  
517 proceeding to be liable for dishonesty, willful neglect, or default. Such costs and  
518 expenses shall include amounts reasonably paid in settlement for the purpose of  
519 curtailing the costs of litigation and as covered by the liability policy. The foregoing  
520 right of indemnification shall not be exclusive of any other rights to which they may  
521 be entitled as a matter of law or by agreement, by law, or otherwise. Any  
522 indemnification, however, shall not exceed the monetary limits of any insurance  
523 policy carried for such purposes by the Corporation regardless of the absolute  
524 monetary amount incurred by an individual trustee or Specialty Board officer  
525 engaged in Corporation business. The Corporation shall make a copy of the  
526 Directors & Officers Liability Insurance Policy available to trustees and Specialty  
527 Board officers who request to review the policy so that the requesting individual  
528 may determine what, if any, additional coverage that individual might desire to  
529 obtain independent from the Corporation. The cost of any such additional coverage  
530 will be the individual's responsibility.

531

532

## Chapter 12

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534

### Ethical Standards

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536 The American Psychological Association's current ethics code applies to the  
537 psychologist members of the Board in their work on behalf of the Board.

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539

## Chapter 13

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### Amendments

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543 These Bylaws may be amended in whole or in part at any regular or Special  
544 Meeting of the Board upon the approval of at least a majority of the entire Board  
545 at a Board meeting or by electronic or regular mail ballot, provided that all  
546 members of the Board have been notified in writing of proposed changes not less  
547 than 20 days prior to the date of action.

548

549

## Chapter 14

550

### Conflicts of Interest

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552 It is the policy of the Corporation and the Board that no contract or transaction  
553 between the corporation and one or more of its members or officers, or between the  
554 corporation and any other corporation, partnership, association, or other  
555 organization in which one or more of its members are directors or officers, or have

556 financial interest, or in which any member or officer has any other conflict of  
557 interest, shall be authorized or entered into unless the material facts as to their  
558 interest in the contract or transaction are disclosed or are known to the Board, and  
559 the Board in good faith authorizes the contract or transaction by an affirmative vote  
560 of a majority of the members other than the interested member(s). Interested  
561 members may be counted in determining the presence of a quorum at a meeting of  
562 the Board which authorizes the contract or transaction.

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## Chapter 15

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### Dissolution

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In the event of dissolution or winding-up of the corporation, the corporation's  
569 assets, after all debts and expenses have been paid or provided for, shall be  
570 distributed in the manner provided by statute or in its Articles of Incorporation.

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## Chapter 16

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### Right of Inspection

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Each Board member shall, upon written demand under oath stating the purpose  
577 thereof, have a right to examine, in person or by agent or attorney during the usual  
578 hours for business for any proper purpose, the books and records of account, and  
579 records of the proceedings of the Board and to make copies and extracts thereof.

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581

## Chapter 17

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583

### Corporate Seal and Logo

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#### Corporate Seal

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587

a. The corporate seal shall be circular in form and shall state: "American Board  
588 of Forensic Psychology, Inc., 1978."

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590

b. The seal may be used by any person authorized by the Board to conduct the  
590 Board's business.

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#### Logo

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596

The Board, at its pleasure, may design a logo to represent ABFP on its promotional  
597 literature, stationery, etc.