

**INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT
UKRAINIAN CHAPTER
CONSTITUTION**

Article I—Name

Section 1.

The name of this membership organization shall be the *Ukrainian Chapter of the Institute of Nuclear Materials Management*.

Article II—Purpose

Section 1.

Functioning within the Constitution and Bylaws of the parent organization, the Institute of Nuclear Materials Management, this chapter is formed to provide:

- a. Participation at a regional level in the activities of the INMM by those members in good standing of the parent organization.
- b. The promotion of research in the field of nuclear materials management.
- c. The increase and dissemination of nuclear materials management knowledge through meetings and professional contacts.

Article III—Membership

Section 1.

Membership in the Chapter shall be open to members in good standing of the parent organization, and to those persons who have expressed a written bona fide interest in Chapter membership and nuclear materials management.

Article IV—Officers

Section 1.

The Officers shall be a Chairman, Vice-Chairman and Secretary/Treasurer.

Section 2.

There shall be an Executive Committee which shall be composed of the current officers of the Chapter, three (3) members at-large elected from the membership of the Chapter, and the immediate past-Chairman. The Chairman of the Chapter shall be the Chairman of the Executive Committee.

Article V—Meetings

Section 1.

There shall be at least one meeting of the Chapter each year. The Executive Committee shall determine the date and place of the meeting(s).

Section 2.

The Secretary/Treasurer shall send a notice of each meeting to least two (2) weeks in advance of such meeting(s).

Article VI—Headquarters

Section 1.

Headquarters of the Chapter shall be located in Kiev, Ukraine.

Article VII—Amendment

Section 1.

This Constitution may be amended by the consent of two-thirds of those members voting on a sealed ballot presented to each member in good standing. The Secretary/Treasurer shall assure that each member voting is so qualified. Each ballot is to be mailed at least four (4) weeks before the date specified for the receipt by the Secretary/Treasurer of the returned marked, sealed ballot.

Section 2.

Proposed amendments may be originated by:

- a. The Executive Committee upon approval of the proposed amendment by a majority of the members of that Committee.
- b. Five (5) members in good standing who submit a proposed amendment in writing over their signatures to the Secretary/Treasurer.

Section 3.

The Secretary/Treasurer shall mail to each member in good standing a copy of the proposed amendment along with the ballot referred to in Section 1 of this Article.

Section 4.

The Secretary/Treasurer shall notify each member in good standing of the results of the voting on a proposed amendment.

**INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT
UKRAINIAN CHAPTER
BY-LAWS**

Article I - Membership

Section 1.

The constituted membership of the Ukrainian Chapter shall consist of regular and associate members. Voting privileges in the Chapter will be extended to both regular and associate members. Only regular members may hold offices of Chairman, Vice-Chairman and Secretary/Treasurer. Both members and associate members may hold positions as members-at-large on the Executive Committee.

Section 2.

Members

- a. Members of the Chapter will be *regular members* in good standing of the parent organization as described in Article I, Sections 1-4, of the By-laws of the Institute of Nuclear Materials Management.
- b. Associate members will be all other persons who have submitted a request in writing to the Secretary/Treasurer. The written request shall provide associate membership in the Chapter for a period not to exceed three (3) years.

Article II—Dues

Section 1.

The dues for membership in the Chapter shall be determined by the Executive Committee.

Article III—Election of Officers

Section 1.

All officers of the Chapter and the three members of the Executive Committee elected from the membership of the Chapter shall be elected by ballot mailed to each member of the Chapter. The candidate for each elective position receiving the vote of the majority of those voting shall be elected. If votes are cast for more than two candidates for a given elective position and if none of the candidates receive a majority of the votes, then a special election shall be held in which the majority of those voting in the special election shall be elected. If a tie results in the balloting for two or more candidates for an elective office, the Executive Committee will determine the method for resolving the said tie.

Section 2.

Elected officers shall serve for a term of one year beginning October 1 of each year, or in the event of a delayed election, the newly elected officers shall serve until September 30 or the year following their election or until their successors are elected. The Vice-Chairman shall succeed to the position of Chairman at the end, of the year in which elected; the outgoing Chairman shall serve as a member of the Executive Committee for one year. The Secretary/Treasurer shall be eligible for reelection to his/her respective office for successive terms.

Section 3.

Each of the three members of the Executive Committee elected from the membership shall serve for a term of two years. Terms of membership shall be arranged to elect two members in odd number years, and the remaining number in even number years. The retiring members of the Executive Committee shall not be eligible for election to the Executive Committee until the expiration of two years. In the event that a vacancy occurs in these three positions of the Executive Committee, the Executive Committee shall appoint a successor to fill the unexpired term in which the vacancy occurs.

Section 4.

The Nominating Committee shall furnish to the Secretary/Treasurer before August 15 of each year the names of one or more members as candidates for each of the elective positions on the Executive Committee for which members are to be elected. The Nominating Committee shall also furnish to the Secretary/Treasurer before August 15 of each year the names of one or more members as candidates for each of the offices of Chairman, Vice-Chairman, and Secretary/Treasurer. No individual member shall be nominated for more than one elective office or position at any one election. Candidates may also be named for any of the elective offices or positions by five (5) members who submit to the Secretary/Treasurer in writing over their signatures a petition naming the candidate and the office or position to which that candidate is thus nominated. Such petitions shall be submitted to the Secretary/Treasurer on or before August 1 preceding the election.

Section 5.

The Secretary/Treasurer shall mail a ballot listing the names of the candidates and the offices of positions to which they have been nominated to each member in good standing not later than September 1 of each year. The ballot shall bear a notice to the effect that the marked ballot shall be returned to the Secretary/Treasurer before September 15. The Secretary/Treasurer shall supply with the ballot an envelope within which the marked ballot shall be sealed. The sealed ballot shall be returned to the Secretary/Treasurer in an outer envelope bearing the member's signature. In marking the ballot the member may write in the name of a candidate for an office or position for whom he wishes to vote if that name is not listed on the ballot forwarded by the Secretary/Treasurer to that member.

Section 6.

The Secretary/Treasurer shall tabulate the ballots and shall present the results to the Chairman of the Chapter week prior October 1.

Section 7.

After the election each year the outgoing Chairman of the Chapter shall call a meeting of the Executive Committee at which time the newly elected members of the Committee shall meet with the outgoing members to arrange for the transfer of responsibility for each office and elective position by October 1 of each year.

Section 8.

The Secretary/Treasurer shall notify each member in good standing of the results of the election by October 15 of each year.

Section 9.

All officers shall serve without remuneration.

Section 10.

In the event of a vacancy in the office of the Chairman, the Vice-Chairman shall vacate his office and become Chairman for the unexpired term of office. All other vacancies of officers may be filled by the Executive Committee by interim appointment for the unexpired term of office.

Article IV—Duties of Officers and Committees

Section 1.

The duties of the officers shall be those customarily performed by such officers together with those specifically mentioned in these By-laws and such other duties as may be assigned from time to time by the Executive Committee.

Section 2.

The Chairman shall preside at all general meetings and meetings of the Executive Committee and shall perform all duties customarily pertaining to such an office.

Section 3.

The Vice-Chairman shall assist the Chairman in all matters referred to him/her by the Chairman and shall perform all of the duties of the Chairman in the absence of the Chairman.

Section 4.

The Secretary/Treasurer shall keep the record of the proceedings of the Chapter and shall serve as Secretary of the Executive Committee. He/she shall also:

- a. Give due advance notice of all meetings of the Chapter to each member.
- b. Mail to each member ballots for the election of officers and other elective positions and for proposed amendments to the Constitution and By-laws.
- c. Notify each member of the results of elections and of the voting on proposed amendments.
- d. Record the names of new members in the roll of members and advise new members of their acceptance into membership by the Chapter.
- e. Perform such other duties as his/her office shall require or as shall be assigned by the Executive Committee.
- f. Surrender to his/her successor all books, records, correspondence and documents of the chapter.
- g. Shall submit a copy of the minutes of each business meeting to the Secretary of the Institute.
- h. Maintain financial records for the chapter and submit a treasurer's report to the Institute when requested.

Section 5.

The Secretary/Treasurer shall mail a ballot listing the names of the candidates and the offices of positions to which they have been nominated to each member in good standing not later than September 1 of each year. The ballot shall bear a notice to the effect that the marked ballot shall be returned to the Secretary/Treasurer before September 15. The Secretary/Treasurer shall supply with the ballot an envelope within which the marked ballot shall be sealed. The sealed ballot shall be returned to the Secretary/Treasurer in an outer envelope bearing the member's signature. In marking the ballot the member may write in the name of a candidate for an office or position for whom he wishes to vote if that name is not listed on the ballot forwarded by the Secretary/Treasurer to that member.

Section 6.

If the Chairman is temporarily unavailable he may request the Vice-Chairman to serve in his place for the purpose of calling and presiding over an Executive Committee meeting. The Executive Committee shall elect a temporary Chairman.

Section 7.

The Executive Committee shall meet upon due notice to its members at the call of the chairman or upon the written request of a majority of the members

of the Committee directed to the Chairman of the Committee. In the absence of a quorum, which shall be four members of the Executive Committee, called meetings of the Executive Committee shall be adjourned to a later date. The Executive Committee shall meet at least once in each calendar year.

Section 8.

The Nominating Committee shall nominate members as candidates for each office and position as referred to in Article III, Section 4, of these By-laws and shall perform such other duties as may be assigned to it by the Executive Committee.

Section 9.

All appointed committees shall maintain a record of all proceedings of their meetings and otherwise provide for their own operation.

Section 10.

Members of the committees appointed by the Executive Committee shall serve for a term of one year or until their successors have been appointed.

Article V—Meetings

Section 1.

At regular meetings of the Chapter the order of business shall be established by the Chairman. The rules of the order in the conduct of meetings not specifically provided in these By-laws shall be acceptable parliamentary procedures. A quorum shall consist of 60% of the members and in the absence of a quorum no business shall be transacted.

Article VI—Amendments

Section 1.

These By-laws may be amended by the same procedures provided for the amendment of the Constitution of the Ukrainian Chapter of the Institute of Nuclear Materials Management as described in Article VII, Sections 1, 2, 3 and 4 of the Constitution.

***MEMBERSHIP DUES STRUCTURE OF THE UKRAINIAN CHAPTER
SUBMITTED FOR REVIEW AND APPROVAL BY THE INMM
EXECUTIVE COMMITTEE***

It is proposed that, upon approval by the INMM Executive Committee, in accordance with Article II of the submitted By-laws of the Ukrainian Chapter and taking into account the prevailing economic and currency conditions in Ukraine, the membership dues of the Ukrainian Chapter to be in the amount of fifty hryven (50 grn.).

When the inflation rate in the county subsides and the existing official currency regulations allow, the intention is for the Chapter Executive Committee to reconsider the dues structure so that they be partially or in full be paid in local currency a portion of which may be passed on to INMM Headquarters.

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