Mercyhurst College Chapter of INMM Bylaws
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02 June 2006

Bylaws

ARTICLE I — NAME

The name of this organization shall be the “Mercyhurst College Chapter of the Institute of Nuclear Materials Management”, hereinafter referred to as the MC-INMM.

ARTICLE II — PURPOSE

Section 1. In consideration of the high monetary and strategic value of nuclear materials and the necessity this value imposes for efficient management and safeguards of such materials, this organization is formed to encourage in the broadest manner:

a. The promotion of research in the field of nuclear materials management at Mercyhurst College.

b. The improvement of the qualifications and usefulness of those engaged in nuclear materials management and safeguards through high standards of professional ethics, education, and attainments, and the recognition of those who meet such standards.

c. The increase and dissemination of information through meetings, professional contacts, reports, papers, discussions, publications and Internet web services.

ARTICLE III — MEMBERSHIP

Section 1. Membership in the organization shall be open to students, alumni, faculty, and staff of Mercyhurst College. Members will consist of individuals who have an interest in nuclear non-proliferation and nuclear materials management and its related field. Only current Mercyhurst College students whom are MC-INMM members in good standing are able to hold office.

Section 2. All members of MC-INMM are required to pay their dues online (http://www.inmm.org/) and show proof of membership to the Executive Committee.

Section 3. A candidate for admission to the INMM must file a completed application form as issued by the INMM designating the type of membership applied for, request identification with MC-INMM, accompanied by the membership fee as established by the Executive Committee. The application shall be reviewed by all members of the Membership Committee. Upon approval of the application by the Membership Committee, the applicant shall be advised by the Membership Chair and shall have their name recorded on the roll of members. The membership fee submitted with the application shall be considered as payment of dues for the year during which the application was accepted. In the event the application was accepted between July 1 and September 30, the fee shall be considered as payment of dues for the remainder of the current year and for the year following.

Section 4. If an application for admission is rejected by the Membership Committee, the applicant will be informed of the reason(s) for the rejection and the originally submitted membership fee shall be returned to the applicant. The applicant shall be able to re-apply to correct the identified
deficiencies or appeal the decision of the Membership Committee to the Executive Committee who shall have the final decision regarding the admission of the applicant.

Section 5. Membership dues for each MC-INMM year beginning shall be due on September 1st. Proof of payment must be printed from the www.inmm.org and given to the Secretary of the MC-INMM.

Section 6. A member of any grade in the MC-INMM may resign their membership by a written communication to the Executive Committee. If all dues and other indebtedness have been paid, the resignation in good standing shall be accepted. A member who has failed to remit current dues by Winter Term of the operating year shall be considered as having resigned from the INMM. The Executive Committee may grant such temporary dues relief as they deem proper.

ARTICLE IV — OFFICERS

Section 1. The officers shall be a President, Vice President, Secretary, and Treasurer, all of whom hold membership in the INMM and are collectively identified as the Executive Committee.

Section 2. Elections of officers will be held during the Fall Semester of each year. Officers will hold their positions for one-year (the full school year). If an elected official cannot meet his/her obligations, a meeting shall take place between all the members and new elections for the vacant post shall be conducted.

Section 3. If an officer wishes to resign from his/her post, a formal letter must be presented to the Executive Committee within one week.

Section 4. A majority vote is required for all executive committee decisions.

ARTICLE V — MEETINGS

Section 1. There shall be at least one meeting of the MC-INMM each trimester. The Executive Committee shall determine the date and place of meetings.

Section 2. The Secretary shall notify every member of each meeting at least one (1) week in advance of such meetings.

ARTICLE VI — OPERATIONS MANUAL

Section 1. The MC-INMM shall maintain an Operations Manual that defines additional requirements MC-INMM activities and which shall not be in conflict with the intent of the requirements outlined in the INMM Constitution and Bylaws and the MC-INMM Bylaws.

ARTICLE VII — ELECTION OF OFFICERS

Section 1. All officers of the MC-INMM shall be elected by ballot.

Section 2. Elected officers shall serve for a term of one year beginning September 1 (Fall Trimester) of each year, or in the event of a delayed election, until their successors are elected. In the event of a delayed election, the newly elected officers shall serve until September 30 of the year following their election or until their successors are elected. The President and Vice President shall be eligible for re-election to their respective offices for the succeeding year, but thereafter shall not be eligible to serve in their respective offices until after expiration of one year.
The Secretary and Treasurer shall be eligible for re-election to their respective offices for successive terms.

Section 3. The Secretary shall send a ballot listing the names of the candidates and the offices to which they have been nominated to each member in good standing.

Section 4. The Secretary shall notify each member in good standing of the results of the election via email no later than one week after elections.

Section 5. After the election each year the President of the MC-INMM shall call a meeting at which time the newly elected members of the Executive Committee shall meet with the outgoing members to arrange for the transfer of responsibility for each office by September 30 of that year.

Section 6. All officers shall serve without remuneration.

ARTICLE VIII — DUTIES OF EXECUTIVE COMMITTEE, OFFICERS, AND COMMITTEES

Section 1. The Executive Committee shall be the governing body of the CM-MC-INMM and as such, shall have full power to conduct, manage, and direct its business and affairs in accordance with its Bylaws. It shall:

a. Maintain an Operating Manual, defining additional requirements and conditions appropriate to all CM-INMM activities

b. Interpret and execute the provisions of the Constitution and Bylaws and the INMM Operating Manual.

c. Select and appoint committees as necessary.

d. Submits Chapter reports when requested by INMM Headquarters. Include a financial statement with report requested for Annual Meeting Report.

Section 2. The President shall preside at all general MC-INMM meetings and shall perform all duties customarily pertaining to that office.

Section 3. The Vice President shall assist the President in all matters referred and, in the absence of the President, shall perform all of the duties of that office.

Section 4. The Secretary shall keep a record of the proceedings of the MC-INMM. The Secretary shall also:

a. Give due advance notice of all meetings of the INMM to each member.

b. Send to each member ballots for the election of officers and for proposed amendments to the Constitution and Bylaws.

c. Notify each member of the results of elections and of the voting on proposed amendments.

d. Record the names of new members on the roll of MC-INMM members.
e. Perform such other duties as the office shall require or as shall be assigned by the Executive Committee.

f. Surrender to a successor all books, records, correspondence and documents of the MC-INMM.

**Section 4.** The Treasurer shall collect, manage, and disburse the funds of the MC-INMM, and prepare an MC-INMM budget annually. The Treasurer shall also:

a. Maintain the financial records of the MC-INMM.

b. Assure that the financial accounting is consistent with generally accepted accounting practices.

c. Surrender to a successor all funds and property of the MC-INMM.

**ARTICLE IX — AMENDMENTS**

**Section 1.** The Bylaws may be amended by the consent of two-thirds of those members voting on a ballot sent by the Secretary to each member in good standing.

**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. Seven (7) members in good standing who submit a proposed amendment in writing over their signatures to the Executive Committee through the Secretary.

**Section 3.** The Secretary shall send 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 shall notify each member of the results of the voting on a proposed amendment.

**Section 5.** All records shall be kept on file by the Secretary of MC-INMM for at least two (2) years.