

INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT SOUTHEAST CHAPTER

CONSTITUTION

Rev.2

Article I - Name

Section 1. The name of this membership organization shall be the "Southeast Chapter of the Institute of Nuclear Materials Management."

Article II - Purpose

Section 2. Functioning within the Constitution and Bylaws of the parent organization, the Institute of Nuclear Materials Management (INMM), 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.
- d. Leadership at a regional level in support of the current INMM Officers and Executive Committee and experienced leadership candidates for future INMM offices and positions by those members in the Chapter.

Article III - Membership

Section 1. Membership in the Chapter shall be open to members in good standing of the parent organization who are located within the states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina and South Carolina.

The constituted membership of the Southeast Chapter of the Institute of Nuclear Materials Management shall consist of Members and Associate members. Voting privileges in the Chapter will be extended to both Members and Associate Members. Only Members may hold offices of President, Vice-President, and Secretary/Treasurer. Both Members and Associate Members may hold positions as Members-at-Large on the Executive Committee.

- a. **MEMBERS.** Members of the Chapter will be Regular Members in good standing of the parent organization, the Institute of Nuclear

Materials Management (INMM), as described in Article I, Sections 1-4 of the Bylaws of the Institute of Nuclear Materials Management (INMM) who reside or work in one of the Chapter states: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina and South Carolina.

- b. **ASSOCIATE MEMBERS.** Associate Members of the Chapter will be all other persons who are active in nuclear materials management and related fields who reside in one of the Chapter states and who have submitted a request to the Secretary/Treasurer. Associate members may be employed by an organization designated as a Sustaining Member of the INMM parent organization.

Article IV - Officers

- Section 1. The officers shall be a President, Vice-President, Secretary, and Treasurer.
- Section 2. There shall be an Executive Committee, elected biannually, and composed of the Officers of the Chapter, the immediate past President, and four members-at-large elected from the membership of the Chapter. The President of the Chapter shall be the President of the Executive Committee.
- Section 3. The President of the Chapter shall be the Head of the Executive Committee.
- Section 4. The Executive Committee may appoint other Designated Officers to perform specific functions as necessary to ensure efficient functioning of the Chapter.

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.
- Section 2. The Secretary shall send a notice of each meeting to every member at least four weeks prior of such meeting. Members may be notified by electronic e-mail or paper mail distribution.

Article VI - Headquarters

- Section 1. Headquarters of the Chapter shall be located within the area of those states listed in Article III.

Article VII- Amendments

- Section 1. These Bylaws may be amended by the consent of two-thirds of those Chapter

members voting on a ballot sent by the Secretary/Treasurer to each member of the Chapter on the Chapter's official distribution list) at least three (3) weeks before the date specified for the receipt by the Secretary/Treasurer of the returned 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 members in good standing who submit a proposed amendment in writing over their signatures to the Executive Committee through the Secretary/Treasurer.

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. Amendments to these Bylaws must be submitted to the INMM for approval prior to implementation.

INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT

SOUTHEAST CHAPTER

BYLAWS

Article I .Membership

Section 1. Membership shall be open to those members in good standing of the parent organization as described in Article III, Section 1 of the Constitution of the Institute of Nuclear Materials Management (INMM).

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 four members of the Executive Committee elected from the membership of the Chapter shall be elected by ballot sent to each member of the Chapter. The candidate for each elective position receiving the vote of a 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 two candidates who receive the highest number of votes in the first election shall be the candidates for the special election and the candidate receiving the vote of a majority of those voting in the special election shall be elected.

Section 2. Elected Officers shall serve for a term of two years beginning October 1 of the election 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 2nd year term following their election or until their successors are elected. The President, Vice-President, Secretary and Treasurer shall be eligible for reelection to their respective offices for the 2nd two term succeeding years (two terms consecutive, or a total of four years consecutive), but thereafter shall not be eligible to serve in their respective offices until after expiration of one term.

Section 3. Each of the four Members-at-large of the Executive Committee elected from the membership shall serve for a term of two years. In the event that a

vacancy occurs in these four positions of the Executive Committee, the Executive Committee shall appoint a successor to fill the unexpired term in which the vacancy occurs. The four Member-at-large shall be eligible for re-election to his/her respective office for successive terms.

- Section 4.** The Nominating Committee shall furnish to the Secretary before August 1 of the election year the names of at least two 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 before August 1 of the election year the names of one or more members as candidates for each of the offices of President, Vice-President, Secretary, Treasurer and the four Member-at-large positions. 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 members who submit to the Secretary, 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 on or before August 1 preceding the election.
- Section 5.** The Secretary shall send a paper or electronic ballot listing the names of the candidates and the offices and positions to which they have been nominated to each member in good standing no later than September 1 of the election year. The ballot shall bear a notice to the effect that the marked ballot shall be returned to the Secretary before September 15 of the election year. In marking the ballot the member may write in the name of another member as a candidate for an office or position and vote for that member, if that name is not listed on the ballot forwarded by the Secretary to the member.
- Section 6.** The Secretary shall notify each member in good standing of the results of the election before October 1 of the election year.
- Section 7.** After the election, the out-going President 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 out-going members to arrange for the transfer of responsibility for each office and elective positions by October 30 of the election year.
- Section 8.** All Officers shall serve without remuneration.
- Section 9.** In the event of a vacancy in the office of President, the Vice-President shall vacate his/her office and become President 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 Bylaws and such other duties as may be assigned from time to time by the Executive Committee.

Section 2. The President shall preside at all general meetings and meetings of the Executive Committee and shall perform all duties customarily pertaining to such an office. The President shall also have Chapter bank account authorization along with the Treasurer.

Section 3. The Vice-President shall assist the President in all matters referred to him/her by the President and shall perform all of the duties of the President in the absence of the President.

Section 4. The secretary shall keep a record of the proceedings of the Chapter and shall serve as Secretary of the Executive Committee. The Secretary shall also:

- a. Give due advance notice of all meetings of the Chapter to each member.
- b. Send to each member ballots by electronic form or mail for the election of Officers and other elective positions 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 in the roll of members and advise new members of their acceptance into membership of 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.

Section 5. The Treasurer shall collect and disburse the funds of the Chapter. Disbursements shall be made by check. Disbursements up to \$20 may be made on the Treasurer's signature alone. Expenditures over \$20 must be approved by the Executive Committee either through approval of an operating budget or by an individual item and the check must be co-signed by one other Chapter Officer. The Treasurer shall also:

- a. Receive and deposit all fees and dues forwarded to him/her by any and all Officers or members authorized to collect such on behalf of the Chapter.
- b. Disburse any authorized refunds of such fees or dues described in Sections 5(a) above.
- c. Issue to members notices of any dues payable, showing the due date on or before which payment is to be made.
- d. Post and maintain all necessary financial records in accordance with the fiscal policies of the parent organization.
- e. Present a financial report to the Executive Committee at the end of each fiscal year and at other times as requested by the President.
- f. Perform such other duties as the office may require or as determined by the Executive Committee.
- g. Surrender to his/her successor all funds and property of the Chapter.

Section 6.

The Executive Committee shall be the governing body of the Chapter and, as such, shall have full power to conduct, manage, and direct the business and affairs of the Chapter in accordance with its Chapter. It shall:

- a. Maintain a book of minutes of all proceedings at its meetings. The Secretary of the Chapter shall serve as Secretary of the Executive Committee. In the absence of the Secretary, the President shall designate a temporary Secretary to record the proceedings of that meeting.
- b. Interpret and execute the provisions of the Constitution and Bylaws.
- c. Fill any vacancy in any office of the Chapter or Executive Committee except that of the President.
- d. Select and appoint committees or officers as may be appropriate for conduction Chapter business.
- e. Select and appoint a Nominating Committee composed of a President and at least one other member and designate the President of the Committee.

Section 7.

If the President is temporarily unavailable, he/she may request the Vice-President to serve in his/her place for the purpose of calling and presiding over an Executive Committee meeting. In the absence of both the President

and Vice-President at an Executive Committee meeting, the Executive Committee shall elect a temporary President.

Section 8. The Executive Committee shall meet upon due notice to its members at the call of the President or upon the written request of a majority of the members of the Committee directed to the President of the Committee. In the absence of a quorum, which shall be comprised of four members of the Executive Committee, called meetings of the Executive Committee shall adjourn to a new date. The Executive Committee shall meet at least once in each Chapter year.

Section 9. The Nominating Committee shall nominate members as candidates for each office and position as referred to in Article III, Section 4 of these Bylaws and shall perform such duties as may be assigned to it by the Executive committee.

Section 10. All appointed committees shall maintain a record of all proceedings of the meetings and otherwise provide for their own operation.

Section 11. Members of 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. There shall be at least one meeting of the Chapter each year. The Executive Committee shall determine the date and the place of the meetings. The operating and fiscal year shall begin on October 1 and end on September 30.

Section 2. The Secretary shall send a notice of each meeting to every Chapter member in advance of such meeting.

Section 3. At regular meetings of the Chapter the order of business shall be established by the President. The rules of order in the conduct of meetings not specifically provided in these Bylaws shall be Robert's Rules of Order. A quorum shall consist of the members in attendance.

Article VI- Amendments

Section 1. These Bylaws may be amended by the same procedure as provided for the amendment of the Constitution of the Southeast Chapter of the INMM as described in Article VII, Sections 1, 2, 3, and 4 of the Constitution.