

# INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT NORTHEAST REGIONAL CHAPTER BYLAWS

*Approved by vote on November 17, 2015*

## ARTICLE I — NAME

**Section 1.** The name of this membership organization shall be the *Northeast Regional 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 (INMM), this Chapter is formed to foster, promote and further within the states of Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia, and the District of Columbia, the purposes and objectives of INMM and to provide:

- a. Support at a regional level for the purposes of the INMM by those members in the Chapter.
- b. Participation at a regional level in the activities of the INMM by those members in the Chapter.
- c. 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.
- d. Support for those engaged in nuclear materials management and safeguards by those members in the Chapter through meetings and professional contacts.

## ARTICLE III — MEMBERSHIP

**Section 1.** Membership in the Chapter shall be open to qualified members in good standing of the INMM and those qualified individuals who are active in nuclear materials management and related fields who have expressed an interest in Chapter membership.

**Section 2. GRADES.** The constituted membership of the Northeast Regional Chapter of the Institute of Nuclear Materials Management shall consist of Members. Voting privileges in the Chapter will be extended to all Members. Only Members may hold offices of President, Vice-President, Secretary, and Treasurer and positions as Members-at-large on the Executive Committee.

- a. MEMBERS. Members of the Chapter will be *Regular Members, Senior Members, Student Members, Fellows, and Emeritus 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 the states of Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia, and the District of Columbia.
- b. SUSTAINING MEMBERS. Each Sustaining Member of the INMM, as defined in Article IV, Section 11 of the INMM Bylaws, shall designate and be represented by an individual employed by or associated with it who is also qualified under Article IV, Section 6 of the INMM Bylaws; and such individual shall,

on behalf of the Sustaining Member, have all the rights and privileges of a Member of the Northeast Chapter if the representative is located within the region defined in Section 2a of this Article.

## **ARTICLE IV — OFFICIALS**

**Section 1. OFFICERS.** The officers shall be a President, Vice-President, Secretary and Treasurer, all of whom are members in good standing of the INMM. The Executive Committee shall have the option of combining the duties of Secretary and Treasurer into a single position.

**Section 2. EXECUTIVE COMMITTEE.**

- a. The Executive Committee shall be composed of the officers of the Chapter, the immediate past President of the Chapter, and four (4) Members-at-large elected from the membership of the Chapter.
- b. The President of the Chapter shall be the Head of the Executive Committee.
- c. The Executive Committee may appoint other Designated Officers to perform specific functions as necessary to ensure efficient functioning of the Chapter.

## **ARTICLE V — ELECTION OF OFFICIALS**

**Section 1.** All officers of the Chapter and the four (4) Members-at-large 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 given officer 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 officer position, and if no candidate receives a majority of the votes, then a special election shall be held in which the two candidates who received the highest number of votes in the first election shall be the candidates for the special election. The candidate receiving the vote of a majority of those voting in the special election shall be elected. Members-at-large shall be elected by a majority of votes.

**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, 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 in the event of a subsequent delayed election. 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/Treasurer shall be eligible for re-election to his/her respective office for successive terms, irrespective of whether it is a single combined position or two separate positions.

**Section 3.** The four (4) Members-at-large of the Executive Committee elected from the membership shall each serve for a term of two (2) years. Each year the terms for which two of these members were elected shall expire, and two members shall be elected to fill those positions. The retiring Members-at-large of the Executive Committee shall not be eligible to serve as such Members-at-large until the expiration of one year. In the event that a vacancy occurs in any of these four (4) positions of the Executive Committee, the Executive Committee shall appoint a successor to fill the unexpired term of that vacancy. In the absence of sufficient numbers of volunteers to serve as Executive Committee Members at Large, The President may propose that the Executive Committee allow retiring Members at Large to run for one successive 2 year term. A majority of the Executive Committee must approve the

President's proposal. The Member at Large for whom this waiver is requested may not vote on the proposal.

**Section 4.** The Executive Committee shall determine whether the duties of Secretary and Treasurer will be combined into a single position or separated into two individual positions prior to each annual meeting and advise the membership accordingly in the minutes of that Annual Meeting, as well as inclusion in the call for nominations. The Immediate Past President shall furnish to the Executive Committee by August 15 of each year the names of one or more members as candidates for each of the offices of President, Vice-President, Secretary, Treasurer; and each of the other elective positions on the Executive Committee to which members are to be elected. Candidates may also be nominated for any of the elective offices or positions by fifteen (15) Chapter members who submit to the Immediate Past President 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 Immediate Past President before August 15, preceding the election. No individual member shall be nominated for more than one elective office or position in any one election.

**Section 5.** The Immediate Past President shall send a ballot listing the names of the candidates and the offices or positions to which they have been nominated to each Chapter member in good standing no 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 Immediate Past President before a specified date. For electronic balloting, the Immediate Past President shall ensure adequate instructions are provided for completing and returning the ballots to the Immediate Past President. 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 provided by the Immediate Past President to the member.

**Section 6.** The Immediate Past President shall notify each member in good standing of the results of the election no later than October 1 of each year.

**Section 7.** After the election each year 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 position by October 31 each year.

**Section 8.** All officers and members-at-large shall serve without remuneration.

**Section 9.** In the event of a vacancy in the office of President, the Vice-President shall vacate that office and become President for the unexpired term of office. All other Executive Committee vacancies occurring may be filled by the Executive Committee by interim appointment for the unexpired term of office.

## **ARTICLE IV — DUTIES OF OFFICIALS AND COMMITTEES**

**Section 1. OFFICERS.** 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. PRESIDENT.** The President shall preside at all general Chapter meetings and all meetings of the Executive Committee, and shall perform all duties customarily pertaining to that office.

**Section 3. VICE-PRESIDENT.** 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. SECRETARY.** 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 Chapter member.
- b. Send to each member ballots for proposed amendments to the Chapter Bylaws.
- c. Notify the chapter members of the results of elections and of the voting on proposed amendments.
- d. Record the names of new members on the official distribution list of members, advise new members of their acceptance into membership by the Chapter, and provide each new member with a copy of the Chapter's Bylaws.
- e. Submit a copy of the minutes of each business meeting to the Secretary of the INMM.
- f. Perform such other duties as the office shall require or as shall be assigned by the Executive Committee.
- g. Surrender to a successor all records, correspondence, documents, and property of the Chapter.

**Section 5. TREASURER.** The treasurer shall collect and disburse the funds of the Chapter. Approval of the Chapter's budget by the Executive Committee shall constitute authority to the Treasurer to disburse appropriate funds, provided that such individual disbursements shall have been approved by the responsible Head or individual designated by the Executive Committee. The Treasurer shall also:

- a. Present a financial report to the Executive Committee at the end of each fiscal year and at other times as requested by the INMM Treasurer or Executive Committee.
- b. Ensure a member of the Executive Committee is listed on Chapter's bank account as a back-up.
- c. Perform such other duties as the office shall require or as shall be assigned by the Executive Committee.
- d. Surrender to a successor all funds, books, records, documents, and property of the Chapter.

**Section 6. IMMEDIATE PAST PRESIDENT.** The Immediate Past President shall oversee the election and perform such other duties as may be assigned to him or her by the Executive Committee.

Responsibilities relating to the election of officers shall include but are not limited to:

- a. Nominate members as candidates for each office and position as referred to in Article III, Section 4 of these Bylaws.
- b. Collecting nominations from chapter members for each office and position.
- c. Determining which candidates will stand for election for each office and position.
- d. Send to each member ballots for the election of officers and other elective positions.

**Section 7. EXECUTIVE COMMITTEE.** 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 Bylaws. It shall:

- a. Maintain a book of minutes of all proceedings at its meetings.
- b. Interpret and execute the provisions of the Chapter's Bylaws.
- c. Fill any vacancy in any office of the Chapter or Executive Committee except that of President.
- d. The Executive Committee shall meet at least once each operating year upon due notice to its members at the call of the President, or upon written request of a majority of the members of the

Executive Committee directed to the President.

e. In the absence of a quorum, which shall be five (5) members of the Executive Committee, called meetings of the Executive Committee shall adjourn to an alternate date. In the absence of both the President and Vice-President at an Executive Committee or Chapter meeting, the Executive Committee shall elect a member present to preside.

f. Select and appoint other committees as may be appropriate for conducting Chapter business.

## **ARTICLE V — DUES**

**Section 1.** There are no dues for membership in the Chapter.

## **ARTICLE VI — 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 at least three (3) weeks 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 VII — HEADQUARTERS**

**Section 1.** Headquarters of the Chapter shall be located either in the Secretary's, the Treasurer's or the President's city of residence as directed by the Executive Committee.

## **ARTICLE VIII — 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 to each member of the Chapter in good standing using the Chapter's official distribution list at least three (3) weeks before the date specified for the receipt by the Secretary of the returned ballot. The Secretary shall supply with mailed ballots an envelope within which the marked ballot shall be sealed and returned to the Secretary in an outer envelope bearing the member's signature.

**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. Eight (8) members of the Chapter 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 Chapter 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.

**NORTHEAST REGIONAL CHAPTER  
OF THE  
INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT  
BYLAWS**

\_\_\_\_\_ I approve the enclosed Bylaws for adoption by the Northeast Regional Chapter of the INMM.

\_\_\_\_\_ I have read the enclosed Bylaws and ask that the following comments be considered before they are approved for adoption by the Northeast Regional Chapter of the INMM. (Attach an extra page if necessary)

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Name (please print): \_\_\_\_\_