

INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT  
UFRJ STUDENT CHAPTER (BRAZIL)  
BYLAWS

**ARTICLE I – NAME**

1. The name of this membership organization shall be the Institute of Nuclear Material Management (INMM) Federal University of Rio de Janeiro (UFRJ) Student Chapter.

**ARTICLE II – PURPOSE**

1. The purpose of the INMM UFRJ Student Chapter is to promote the mission of the INMM and to perform any special functions appropriate for a student organization. INMM and UFRJ Student Chapter are dedicated to the development and promulgation of practices for the safe, secure and effective stewardship of nuclear materials through the advancement of scientific knowledge, technical skills, policy dialogue, and enhancement of professional capabilities. The UFRJ Student Chapter is not organized for profit and no part of its net earnings inure to the benefit of any private individual. The Chapter shall at all times be subject to the Bylaws of the INMM and to all rules and regulations prescribed from time to time by the Executive Committee and those defined in the INMM Operations Manual for the conduct of INMM as a whole. Additionally, this Student Chapter is formed to foster, promote, and further the purposes and objectives of the INMM as contained in its Bylaws and as promulgated by the INMM Executive Committee. Within UFRJ, this Student Chapter will:
  - a. Advance nuclear materials management in all its aspects through Chapter activities,
  - b. Promote research and development in the field of nuclear materials management.
  - c. Improve the qualifications of those engaged in nuclear materials management and safeguards through education and the development of professional ethics.
  - d. Disseminate nuclear materials management information through meetings, professional contacts, reports, papers, discussions, and publications.
  - e. Increase interest in students of UFRJ in nuclear materials management disciplines.
  - f. Provide leadership opportunities to students at UFRJ studying in fields related to nuclear materials management.
  - g. Submit reports to INMM as required.
  - h. Interact with the other INMM Professional or Student Chapters to create synergies, foster information exchange, share best practices and pursue potential joint activities

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**ARTICLE III – HEADQUARTERS**

1. Headquarters of the chapter shall be located at Nuclear Engineering Program/UFRJ in Brazil.  
Programa de Engenharia Nuclear – PEN/UFRJ – Av. Horácio Macedo, 2030, Bloco G – Sala 206 – CT, Fundão – Rio de Janeiro – RJ, Brasil.

**ARTICLE IV – MEMBERSHIP**

1. Membership in the Chapter shall be open to students at UFRJ who are full time students studying courses related to nuclear materials management and not engaged in full time employment.
2. No person may be denied membership on the basis of race, color, national origin, religion, gender, age, sexual orientation, or physical condition.
3. All members of the UFRJ Student Chapter, as well as at least one Faculty Advisor, shall maintain INMM membership, unless an exception is granted by the INMM Executive Committee.
4. All members elected in Office should be duly registered in the INMM Membership Directory.
5. The Chapter’s Executive Committee shall establish whatever dues structure is to be adopted by the Chapter, including a no dues option.

**ARTICLE V – EXECUTIVE COMMITTEE**

1. The Executive Committee shall serve as the governing body of the INMM UFRJ Student Chapter and have full authority and responsibility for the supervision, control and direction of this Chapter in accordance with these Bylaws.
2. The Executive Committee shall be composed of its Officers (President, Vice-President, Secretary, Treasurer), the Immediate Past President, up to four (4) members-at-Large elected from the Chapter membership, and at least one Faculty Advisor.
3. Duties of the Executive Committee include:
  - a. Provide financial oversight act as the Financial/Internal Review Committee for the Chapter.
  - b. Maintain minutes of all Executive Committee meetings
  - c. Interpret and execute the provisions of the Bylaws.
  - d. Fill any vacancy in any office of the Executive Committee except that of President.

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- e. Establish and dissolve committees as may be appropriate to facilitate the Chapter's work toward accomplishing the INMM mission.
  - f. Select and appoint the Chair of all Standing and Ad-Hoc Committees. No member of the Executive Committee shall be the Chair of a Standing or Ad-Hoc Committee
  - g. Appoint a Nominating Committee, chaired by a member of the Executive Committee who is not under consideration for any of the positions to be filled. The Nominating Committee shall provide a list of candidates for each office and position referred to in paragraph 1 above.
  - h. Review and approve the Chapter Bylaws.
    - a. Review all Chapter reports submitted to INMM.
4. 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 vacancies of elected or appointed positions may be filled by the Executive Committee by interim appointment for the unexpired term of office.
5. Any member of the Executive Committee, except for the Immediate Past President, may be removed from office by a vote of 2/3 of the Chapter membership.

**ARTICLE VI – ELECTION OF OFFICERS AND MEMBERS AT LARGE**

- 1. The Chapter Officers shall be the President, Vice-President, Secretary, and Treasurer.
  - a. The President must be at least in the second year of a Master Degree program.
  - b. The Vice-President must be at least in the first year of a Master degree program.
- 2. Chapter Officers should not all graduate in the same year thereby preserving institutional memory and enhancing chapter sustainability
- 3. The nominating committee shall furnish to the Secretary before June 1st of each year the names of one or more qualified candidates for each of the offices of President, Vice-President, Secretary, and Treasurer; and up to four Members-at-Large of the Executive Committee to which Members are to be elected for the upcoming operating year. No individual member shall be nominated for more than one elective office or position in 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, a written 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 **May 1st** preceding the election.

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4. All Officers of the Chapter and up to four Members-at-Large of the Executive Committee shall be elected from the membership of the Chapter by ballot sent to each Chapter member in good standing. Officers and Members-at-Large shall be elected by a majority of the ballots received.
5. The Secretary shall send a ballot containing the names of the candidates and the offices or positions to which they have been nominated to each member in good standing not later than **June 1st** of each year. The ballot shall include a notice that the completed ballot must be returned to the Secretary before **July 1st**.
6. A member may write in the name of any Chapter Member candidate for any position up for election if that name is not listed on the ballot.
7. If votes are cast for more than two candidates for a given Officer position and if no candidate receives a majority of the votes, 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 plurality.
8. Elected officers shall serve for a term of two years beginning from **August 1st**, or in the event of a delayed election, until their successors are elected. All elected officers are eligible for only one re-election to their respective offices for a successive term.
9. Members-at-Large of the Executive Committee shall serve for a term of **two years**, with two of the four terms expiring each year. The retiring members of the Executive Committee shall not be eligible to serve on the Executive Committee until the expiration of two years. In the event that a vacancy occurs in the Members-at-Large, the Executive Committee shall appoint a successor to fill the unexpired term of office.
10. 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.
11. The Secretary shall notify each member in good standing of the results of the election.
12. 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 outgoing members to arrange for the transfer of responsibility for each office and elective position by **August 30th** of each year.

**ARTICLE VI – MEETINGS**

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1. There shall be at least one general membership meeting of the Chapter each year. The Executive Committee shall determine the date, time and place of the meeting. 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. Either the President or Vice President must be present for a general membership meeting of the Chapter.
2. The Executive Committee shall meet at least once in each Chapter semester beginning on **August 1st**, 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 Executive Committee.
3. The Secretary shall provide notice of each Executive Committee meeting to every member at least two (2) weeks in advance.
4. In the absence of a quorum, which shall be 50% of the Executive Committee members, the Committee shall adjourn to a later date.
5. In the absence of both the President and Vice President, the Executive Committee shall elect an Executive Committee member present to preside.
6. The minutes of the Executive Committee meeting will be send to every member within one (1) month after the meeting.

**ARTICLE VII – DUTIES AND REQUIREMENTS OF ELECTED OFFICERS AND COMMITTEES**

1. All Officers and Members-at-Large of the Executive Committee shall be full time students at UFRJ and Student Members in good standing with the INMM.
2. The Faculty Advisor shall be member of the faculty at UFRJ and a Regular or Emeritus Member in good standing with INMM.
3. The Faculty Advisor shall not be an Officer of the Chapter nor have any decision-making authority.
4. The Faculty Advisor shall not vote on issues as part of the Executive Committee, but may offer advice and guidance as needed.
5. All governing positions of this Student Chapter shall serve without remuneration.
6. The duties of 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.

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7. The President shall preside over all general Chapter meetings and all meetings of the Executive Committee and shall perform all duties customarily pertaining to that office. The President shall also:
  - a. Supervise all Chapter activities.
  - b. Serve as the Chapter's official spokesperson.
  - c. Serve as liaison to Professional and other Student INMM Chapters (where relevant).
  - d. Inform the Faculty Advisor(s) of all Chapter meetings and activities.
8. The Vice-President shall assist the president in all matters referred and, in the absence of the President, shall perform all the duties of that office. The Vice President shall also:
  - a. Assist the President in planning meetings.
  - b. Preside at all general membership meetings of the Chapter when the President is unable to attend.
  - c. Preside at all Executive Committee meetings when the President is unable to attend.
  - d. Assist Secretary in the recruitment of new Student members and organization of activities.
9. The Secretary shall keep a record of the proceedings of the chapter, serve as Secretary of the Executive Committee and preside over all elections. The Secretary shall also:
  - a. Send to each member ballots for the election of officers and other elective positions and for proposed amendments to the Bylaws.
  - b. Record the results of elections and voting on proposed amendments and notify each member of these results.
  - c. Give advance notice of all general membership meetings and meetings of the Executive Committee to all members at least two (2) weeks in advance of the meetings.
  - d. Provide minutes of the Executive Committee Meetings to each member of the Chapter.
  - e. Ensure that the INMM Member Directory accurately reflects the Chapter Membership.
  - f. Ensure that new members are advised of their acceptance into INMM membership.
  - g. Submit a copy of the minutes of each Executive Committee meeting to INMM HQ.
  - h. Submit reports on Chapter activities to INMM Headquarters approximately 3 weeks before each INMM Executive Committee meeting, which are normally held in early November, early March, and in July during the Annual Meeting. A financial report must be included

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in the July report. The meeting notification from INMM will specify the actual due dates for these reports.

- i. Provide an annual report of Chapter activities to INMM Headquarters in June for insertion into the INMM Annual Report to the Membership, which is distributed at the INMM Annual Meeting
  - j. Perform such other duties as his/her office shall require or as shall be assigned by the Executive Committee.
  - k. Surrender to his/her successor all books, records, correspondence, and documents of the Chapter.
10. The Treasurer shall collect, manage, and disburse the funds of the Chapter and prepare a Chapter budget annually. Approval by the Executive Committee of the annual budget and any revisions to that budget during the operating year, shall constitute authority to the Treasurer to disburse appropriated funds. Disbursement shall be made by check or the Chapter credit card. The Treasurer shall also:
- a. Manage the financial records of the Chapter.
  - b. Provide a financial report to the Secretary for inclusion in the July report to the INMM Executive Committee.
  - c. Provide a financial report to the Executive Committee at the end of the fiscal year and at other times as requested by the Executive Committee. Receive and deposit all fees and dues forwarded to him/her by any all officers or members authorized to collect such on behalf of the Chapter.
  - d. Disburse any authorized refunds of such fees or dues authorized by the Executive Committee.
  - e. Perform such other duties as the office may require or as determined by the Executive Committee
  - f. Surrender to successor all funds and property of the Chapter.
11. The Immediate Past President shall:
- a. Attend all Executive Committee meetings and vote on questions presented;
  - b. Mentor the President
12. Faculty Advisors are not elected by the Chapter Executive Committee. They must be faculty members at UFRJ who teach a class or conduct research related to nuclear materials

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management. They may be a professor or associate staff member and must be familiar with the activities of both the INMM and the Student Chapter. The Faculty Advisor must also:

- a. Have a priori (or be willing to obtain) an appropriate level of experience, resources, and knowledge related to those activities and the mission of the Chapter as defined by INMM.
  - b. Meet with elected officers of the Chapter to discuss expectations for roles and responsibilities after Chapter elections. Additionally, he/she should assist the Chapter in developing realistic goals and plans for the academic year and support the activities.
  - c. Participate in event planning and regularly attend general chapter meetings and related Executive Committee meetings when possible. He/she should be available outside those meetings for advice and consultation related to the Chapter's operations.
  - d. Liaise, as appropriate, with Faculty Advisors of other INMM Student Chapters.
  - e. Participate, to the extent possible, to the INMM Annual Meeting, to meet with the INMM Chapter Relations Committee and other INMM Chapter Faculty Advisors.
  - f. Identify a suitable replacement Faculty Advisor following the guidelines prescribed here when leaving the Host Institution or abdicating the role of Faculty Advisor.
13. All appointed Standing or Ad-Hoc Committees shall maintain a record of all proceedings of their meetings and otherwise provide for their own operation.
14. Members of Standing or Ad-Hoc committees appointed by the Executive Committee shall serve for a term of one year or until their successors have been appointed.
15. The Chapter President shall not have a right of veto, in matters considered by the Executive Committee.

**ARTICLE VIII – AMENDMENTS**

1. These Bylaws may be amended by the consent of two-third of those members voting on a ballot sent by the Secretary to each member in good standing.
2. Proposed amendment may be organized by:
  - a. The Executive Committee upon approval of the proposed amendment by a majority of the members of the committee.
  - b. Five (5) members in good standing who submit a proposed amendment to the Secretary.
3. The Secretary shall send each member in good standing a copy of the proposed amendment along with the ballot referred to in section 1 of this article.



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4. The Secretary shall notify each member of the result of the voting on a proposed amendment.
5. Amendments to these Bylaws must be submitted to INMM Headquarters for approval prior to implementation.

**ARTICLE IX INMM – POLICY ON POLICY POSITIONS**

1. Nuclear material management involves technology and policy. Official policy is the domain of governments. It is INMM policy that INMM does not take a stand on policy matters. Student Chapters are required to follow this INMM policy in the conduct of its activities. Students are free to support whatever policy positions they choose so long they do not associate their position with the INMM.