

INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT (INMM) KOREA ADVANCED INSTITUTE OF SCIENCE AND TECHNOLOGY (KAIST) STUDENT CHAPTER BYLAWS

ARTICLE I: NAME

The official name of this membership organization shall be *the Institute of Nuclear Materials Management (INMM) Korea Advanced Institute of science and technology (KAIST) Student Chapter*.

ARTICLE II : PURPOSE

Functioning within the Bylaws of the Institute of Nuclear Materials Management to advance nuclear materials management in all its aspects, promote research related to nuclear materials management, protection and nonproliferation issues, establish standards, Improve qualifications and preparation of those who are, or seek to be employed in areas of nuclear materials management, and increase and disseminate information of nuclear materials management, this KAIST Student Chapter has been formed to provide:

- (a) Support at a student level for the purposes of the INMM by those members in the Chapter
- (b) Participation at a student level in the activities of the INMM by those members in the Chapter
- (c) Improvement of the qualifications 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
- (d) Leadership at a student 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
- (e) Support for those engaged in nuclear materials management by those members in the Chapter through meetings, reports, papers, professional contacts and publications.

ARTICLE III: HEADQUARTERS

This INMM KAIST institution is the geographical area in which the Chapter shall conduct its business. All graduate and undergraduate students that are enrolled in academic courses at the Korea Advanced Institute of science and technology concerned with the political and/or technical aspects of the management of nuclear material are eligible for membership in the Chapter. Headquarters of the Chapter shall be located in the Department of Nuclear & Quantum Engineering of KAIST. The physical address of the Chapter is as follows:

INMM KAIST Student Chapter
Department of Nuclear & Quantum Engineering
Building N7-1, 291 Daehak-ro
Yuseong-gu, Daejeon, Republic of Korea
305-701

ARTICLE IV: MEMBERSHIP

Section 1. All graduate and undergraduate students that are enrolled in academic courses at the Host Institution concerned with the political, administrative, and/or technical aspects of the secure handling, treatment, detection, and/or nonproliferation of nuclear material and their respective byproducts are eligible for membership in the Chapter. Membership shall also be open to Alumni of the Host Institution who uphold the principles and purposes of INMM. Created as a graduate student organization, the majority of INMM student chapter members (50+ %) must be graduate students. All student chapter members are encouraged to become members of the INMM too. For the latter, students must apply and be accepted for membership in INMM, according to the INMM Bylaws.

Section 2. Any disciplinary actions or discharge of a member for any reasons beyond the non-payment of Chapter dues shall be determined and implemented by the elected President, Vice President, and Faculty Advisor of the Chapter. In the event that disciplinary action is recommended by any Chapter member or official or Host Institution faculty or staff the accused member shall informally meet with the elected President to discuss the event. A unanimous decision on disciplinary action of the accused shall be determined by the elected President, Vice President, and Faculty Advisor of the Chapter.

Section 3. Eligibility Requirements.

- (a) Only registered students are eligible for active membership.
- (b) All other persons, including but not limited to, faculty, staff, and community members, are eligible for associate membership.
- (c) Current, active student members are allowed to vote, preside, represent, or solicit funding on the organization's behalf.
- (d) Requirement of 10 active members in the organization must be fulfilled at all times.

ARTICLE V: OFFICIALS

Section 1. OFFICERS.

The officers shall be a President, Vice President, Secretary, and Treasurer, all of whom are official members in good standing of the INMM Chapter and students at KAIST. For active communication between graduate and undergraduate student, the condition of officers is below.

- (a) The President must be a graduate student.

Section 2. EXECUTIVE COMMITTEE.

- (a) The Executive Committee shall be composed of the officers of the Chapter, three Members-at-large elected from the membership of the Chapter, and a non-voting faculty advisor.
- (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.

- (d) The faculty advisor is a staff member of the KAIST who acts as in a purely advisory role, but is not an officer of the Chapter and does not have decision-making authority. The Faculty Advisor does not vote on issues as part of the Executive Committee.

ARTICLE VI: ELECTION OF OFFICIALS

Section 1. All officers of the Chapter and the three (3) 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. All officer position elections shall be scheduled at the end of each autumn academic semester prior to the beginning of the third week of September. Members must be given a one month notice of the election in order to properly prepare nominations. Nominations for elected Chapter positions shall be carried out by either 1) electronic correspondence (i.e. email) to the residing Chapter president or 2) during the election meeting itself. Nominees must accept the nomination of the position to be considered a candidate. If a nominee is not present at the election meeting and was not nominated prior to the election via email correspondence he/she shall not be considered for any position available.

Section 3. 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. There must be one person elected to each position available and an elected official may hold a chair for a maximum of two (2) years.

Section 4. The three (3) Members-at-large of the Executive Committee elected from the membership shall each serve for a term of one (1) year. 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 three (3) positions of the Executive Committee, the Executive Committee shall appoint a successor to fill the unexpired term of that vacancy by majority vote of the Executive Committee.

Section 5. The Executive Committee shall solicit nominations and/or applications from 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 at least 30 days prior to the election. No individual member shall be nominated for more than one officer position in any one election.

Section 6. 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 30 each year.

Section 7. All officers shall serve without remuneration.

Section 8. 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. Appointments must be approved by a majority vote of the Executive Committee.

Section 9. Elected officials and members of the Chapter are recommended to become members of the Organization and Regional INMM Chapter as well.

ARTICLE VII: DUTIES OF OFFICIALS AND COMMITTEES

Section 1. 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 such as:

- (a) Supervising all Chapter business and activities;
- (b) Supervising all public and external relations;
- (c) Serving as the chapter's official spokesman at all external events and activities.

Section 2. 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. The Vice President shall also:

- (a) Assist the Secretary in the recruitment of new members and guest speakers;
- (b) Assist the President in any other task as required;
- (c) Maintain the Chapter's webpages, Facebook group, and other online activity.

Section 3. 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 and the Faculty Advisor.
- (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) Send thank you letters to speakers.
- (g) Monitor the Chapter's recognition status with the University.
- (h) Perform such other duties as the office shall require or as shall be assigned by the Executive Committee.
- (i) Surrender to a successor all books, records, correspondence, documents, and property of the Chapter.

Section 4. TREASURER. The Treasurer shall also 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) Prepare an annual budget to be approved by the Executive Committee.
- (c) Reconcile and approve all bank statements.
- (d) Be responsible for financial aspects of fundraising.
- (e) Surrender to a successor all funds, records, and documents, of the Chapter.

Section 5. FACULTY ADVISOR. The advisor must be a faculty member at KAIST who teaches a class or conducts research related to nuclear materials management. He/she may be a professor or associate staff member. He/she must be familiar with the activities of the Chapter and Organization. The Faculty Advisor shall 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 defined by the Organization.
- (b) Meet with the 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 for the academic year.
- (c) Participate in event planning and regularly attend Executive Committee as well as general chapter meetings when possible. He/she should be available outside those meetings for advice and consultation related to the Chapter's operations.
- (d) Identify a suitable Faculty Advisor replacement following the guidelines prescribed here when leaving the Host University or abdicating the role as Faculty Advisor.
- (e) Participate, to the extent possible, to the INMM Annual Meeting, to meet with the INMM Chapter Relations Committee and other Faculty Advisors

Section 6. 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 also:

- (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) Meet at least once each semester 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 four (4) members of the Executive Committee, 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 select a member present to preside.
- (f) Select and appoint other committees as may be appropriate for conducting Chapter business.

ARTICLE VIII: DUES

Chapter membership dues will not be collected the first year. However, the issue will be reviewed by the Chapter in subsequent years to determine whether it will be appropriate to collect dues from its members.

ARTICLE IX: MEETINGS

The Chapter shall hold no fewer than four (4) meetings each academic year that contribute to professional development or education in the realm of nuclear material management and associated topics. A notice of a Chapter meeting shall be provided in print or electronically at least seven (7) calendar days prior to the meeting taking place.

The order of business at regular meetings of the Chapter shall consist of:

- a) The secretary reading of the minutes
- b) The treasurer's reporting of Chapter's financial status
- c) President or Vice-President report on the status of unfinished business
- d) President or Vice-President report on the status of new business
- e) Professional Presentations, debates, technical programs, etc.

A quorum for the transaction of business at Section meetings shall consist of not fewer than twenty-five (25) qualified voters, or twenty percent (20%) of the membership, whichever is less.

ARTICLE X: AMENDMENTS

Amendments to the Chapter Bylaws may be proposed by any member of the Chapter. Amendments to the Chapter Bylaws must be of a nature that they maintain or strengthen the integrity of the bylaws. The amendments must be approved by the Chapter membership and the Organization's Executive Committee.

Article XI: INMM Policy on Policy Positions

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.