

# INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT

## Monterey Institute of International Studies

### Student Chapter

### Bylaws

#### ARTICLE I — NAME

**Section 1.** The name of this membership organization shall be the *Monterey Institute of International Studies Institute of Nuclear Materials Management Student Chapter*.

#### ARTICLE II — PURPOSE

**Section 1.** Functioning within the Bylaws of the parent organization, the Institute of Nuclear Materials Management (INMM), this Chapter is formed to foster, promote and further within the Monterey Institute of International Studies (MIIS), the purposes and objectives of INMM and to:

- (a) Advance nuclear materials management in all its aspects;
- (b) Promote research in the field of nuclear materials management;
- (c) Establish standards, consistent with existing professional norms;
- (d) Improve the qualifications of those engaged in nuclear materials management through high standards of professional ethics, education, and attainments, and the recognition of those who meet such standards;
- (e) And increase and disseminate information through meetings, professional contacts, reports, papers, discussions, and publications.

#### ARTICLE III — MEMBERSHIP

**Section 1.** Membership in the Chapter shall be open to all students at MIIS, the Naval Postgraduate School (NPS) and all student employees at the James Martin Center for Nonproliferation Studies (CNS).

#### 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 INMM and the INMM Chapter.

#### Section 2. EXECUTIVE COMMITTEE.

- (a) The Executive Committee shall be composed of the officers of the Chapter, two 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 Host Institution 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 V — ELECTION OF OFFICIALS

**Section 1.** All officers of the Chapter and the two (2) Members-at-large of the Executive Committee elected from the membership of the Chapter shall be elected by ballot. 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.** Two elections shall be held each year. The first election, held in the spring, shall be for the office of President. A second election, held in the fall, will be held for all other officers and the Members-at-large. The deadlines for each election are described in Section 6.

**Section 3.** Elected officers shall serve for a term of one year beginning June 1 (for the President) and October 1 (all other officer positions) of each year, or in the event of a delayed election, until their successors are elected. In the event of a delayed election, newly elected officers shall serve until September 30, or until their successors are elected in the event of a subsequent delayed election.

**Section 4.** The two (2) Members-at-large of the Executive Committee elected from the membership shall each serve for a term of one (1) year. In the event that a vacancy occurs in any of these two (2) 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.

**Section 6.** The Secretary shall send an electronic 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 May 1 of each year for Presidential elections and September 15 for all other positions. 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 Secretary to the member.

**Section 7.** The Secretary shall notify each member in good standing of the results of the Presidential election no later than June 1 of each year and the results of the election for all other positions no later than Sept 30.

**Section 8.** After the fall election each year the President of the Chapter shall call a meeting of the Executive Committee at which time the newly elected members of the Committee shall meet by September 30 each year.

**Section 9.** All officers shall serve without remuneration.

**Section 10.** 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.

## **ARTICLE VI — DUTIES OF OFFICERS 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 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 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. 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 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 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 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 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) 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 6. Faculty Advisor.** The advisor must be a faculty member at MIIS, NPS, or CNS 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 INMM. 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 INMM.

- (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.

**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 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 at meetings of the Executive Committee, which shall be four (4) members of the Executive Committee, 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 VII — DUES**

**Section 1.** The Chapter shall aim to have no dues; however, the Executive Committee may choose to enact dues of up to \$10 per semester.

## **ARTICLE VIII — MEETINGS**

**Section 1.** There shall be at least one meeting of the Chapter each semester. The Executive Committee shall determine the date and the place of the meetings.

**Section 2.** The Secretary shall send a notice of each meeting to every Chapter member at least one (1) week 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 at least six (6) members or 40% of the Chapter membership, whichever is greater.

## **ARTICLE IX — HEADQUARTERS**

**Section 1.** Headquarters of the Chapter shall be located in the James Martin Center of Nonproliferation Studies building. The physical address of the Chapter is as follows:

James Martin Center for Nonproliferation Studies  
460 Pierce Street  
Monterey, California  
93940

## **ARTICLE X — 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 two (2) weeks before the date specified for the receipt by the Secretary 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) Six (6) members of the Chapter in good standing who submit a proposed amendment in writing 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, and the latest version of the Chapter bylaws, 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 Executive Committee for approval prior to implementation.