

# INSTITUTE OF NUCLEAR MATERIALS MANGEMENT

## SOUTH AFRICAN CHAPTER

### BYLAWS

#### Article 1 – Name

The name of this membership organization shall be the “South African Chapter of the Institute of Nuclear Materials Management”

#### Article 11 – Purpose

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 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, seminars and professional contacts. Promote the use of best practices in nuclear materials management to a broader audience in South Africa

#### Article III – Headquarters

The headquarters of the organisation will be based at the offices of the President currently;

The Radiation and Health Physics Unit,  
The University of the Witwatersrand, 1  
Jan Smuts Avenue,  
Braamfontein, 2000, Johannesburg,  
South Africa.

#### Article IV – Membership

Membership of the SA Chapter will be open to both students and individuals who are involved in the field of nuclear materials management and its allied disciplines in South Africa. Such disciplines as are reflected in the interests of the parent body.

Membership shall be open to all residents in the Republic of South Africa

There will be three categories of membership;

- a) **Members** – these are people who have current membership of INMM
- b) **Associate Members** – these are people who choose to only join the South African INMM chapter
- c) **Students** – these are people who are *bona fide* students registered as students at an institute of higher or further education.

To be eligible to vote all members/associate members/students must be “in good standing” with both the regional chapter and the parent organisation as appropriate, and their subscriptions paid up one calendar month prior to the meeting.

Only Members (not associate members/students) may hold the position of President, Vice President, Secretary or Treasurer on the Executive Committee

Categories of membership will be subject to periodical review

All student and associated members are encouraged to become members of the parent organization.

#### Article V – Officers

The following officers shall be elected from within the membership of the SA Chapter and will form the Executive Committee;

- a) President (Chairman of the Executive Committee)
- b) Vice President, – stands in for the President in their absence
- c) Secretary
- d) Treasurer
- e) Student representative
- f) Four members-at-large (others two taken by the Vice Secretary & Vice Treasurer)

## **Article VI – Election of Officers**

### **Section - 1**

All Named officers of the SA Chapter shall be elected from the members in good standing of the parent organization and the SA Chapter and shall be elected by written ballot at the Annual General Meeting (AGM). The four members at large shall be elected from members in good standing at least of the SA Chapter. The student members of the Regional Chapter shall elect the student representative. All candidates must be nominated and seconded one calendar month prior to the AGM. Officers and Members-at-large shall be elected by a simple majority. In the event of an equal number of votes being cast for two or more candidates, and there is no clear majority, the President will have the casting vote.

### **Section – 2**

Elected officers shall serve a term of three years (a period which may be reviewed by the Executive Committee and endorsed at the AGM) from the date of their election, or until the selection of their successors at the third AGM after their election. The President and Vice-President shall be eligible for one re-election to their

respective offices and cannot serve again. If the president or his vice has been appointed rather than elected then this condition still holds. The Secretary and Treasurer shall be eligible for reelection to their respective office for successive terms.

### **Section - 3**

Each of the four members-at-large of the Executive Committee elected from the membership shall serve for a term of three years. The retiring members of the Executive Committee shall not be eligible to serve on the Executive Committee until the expiration of three 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.

### **Section – 4**

The Executive Committee shall furnish to the Secretary one calendar month prior to the AGM the names of qualified candidates for each of the elective positions on the Executive Committee for which members are to be elected. The Executive Committee shall also furnish to the Secretary one month prior to the AGM the names of one or more members as candidates for each of the elective positions, which include the President, Vice-President, Secretary, Treasurer, and Members at Large. No individual member shall be nominated for more than one elective office or position at any one election. Candidates may also be nominated for any of the elective offices or positions by a proposer and seconder, 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 one month prior to the AGM.

#### **Section – 5**

The secretary shall produce a ballot list one week prior to the AGM and will circulate this to all members in good standing. No nominations shall be accepted after this time. Voting shall be by secret ballot. The secretary will also make proxy forms available to those people who cannot attend and vote in person. These must be signed in ink and delivered to the secretary immediately prior to any voting. No late forms will be accepted.

#### **Section – 6**

Results of the elections will be announced by the secretary immediately after the counting of all the votes and by email after the closure of the AGM.

#### **Section - 7**

After the 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 with the outgoing members to arrange for the transfer of responsibility for each office.

#### **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. The Executive Committee may fill all other vacancies of officers by interim appointment for the unexpired

term of office.

### **Article VII – Duties of Officers**

#### **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 chair at all general meetings and meetings of the Executive Committee and shall perform all duties customarily pertaining to such an office.

#### **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. He/she shall also:

- a. Give due advance notice of all meetings of the Chapter to each member.
- b. Send to each member ballots 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 by 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.
  - h. Shall report to the INMM Executive Committee, via the Secretary of the Institute, on all activities of the Chapter, as required by the frequency of the INMM EC meetings

#### **Section - 5**

The Treasurer shall collect and disburse the funds of the Chapter. Disbursements shall be made by credit card or electronic funds transfer (EFT). Disbursements up to R1000 may be made on the Treasurer's signature alone. Expenditures over R 1000 must be approved by the Executive Committee either through approval of an operating budget or by individual item.

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 Section 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 Charter. 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 President.
- d. Select and appoint special committees as they deem necessary.

#### **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 Chair.

#### **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. In the absence of a quorum, which shall be four members of the Executive Committee, called meetings of the Executive Committee shall adjourn to a date. The Executive Committee shall meet at least four times in each Chapter year beginning from the date of the AGM.

#### **Section - 9**

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

#### **Section - 10**

Members of committees appointed by the Executive Committee shall serve for a term of one year or until their successors have been appointed.

### **Article VIII – Meetings**

At regular meetings of the Chapter, the President shall establish the order of business. The rules of order in the conduct of meetings not specifically provided in these Bylaws shall be Robert's "Rules of Order."

The following meetings will be held;

- a. Annual General meeting. A quorum shall be 40% of all members present
- b. Executive Committee Meetings shall be held on a quarterly basis. A quorum shall be 60% of the members of the committee present including the President or Vice President and one other office holder.
- c. Special meetings – on an *ad hoc* basis.

### **Article IX – Dues**

Membership dues shall be set by the Executive Committee and ratified by the AGM.

### **Article X – Amendments to the By Laws.**

#### **Section - 1**

These Bylaws may be amended by the consent of two-thirds of those members voting on a ballot sent by the Secretary to each member in good standing.

#### **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 (5) members in good standing who submit a proposed amendment in writing over their signatures to the Secretary.

#### **Section 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.

#### **Section 4**

The Secretary shall notify each member of the results of the voting on a proposed amendment.

### **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. The chapter is required to follow this INMM policy in the conduct of its activities. Members are free to support whatever policy positions they choose so long they do not associate their position with the INMM.