

UNIVERSITAS GADJAH MADA STUDENT CHAPTER OF THE INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT BYLAWS

Article I—Name

The official name of the Student Chapter of Institute of Nuclear Materials Management (INMM) at the Universitas Gadjah Mada (UGM) shall be “Universitas Gadjah Mada Student Chapter of the Institute of Nuclear Materials Management,” hereinafter referred to as the Chapter. Universitas Gadjah Mada is hereinafter referred to as the Host Institution.

Article II—Purpose

Functioning within the Bylaws of the *parent organization*, the Institute of Nuclear Materials Management, this Chapter is formed to provide:

- a. Participation at a regional level 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 and professional contacts.

Article III—Membership

Membership in the Chapter shall be open to all students at the Universitas Gadjah Mada. No person may be denied membership on the basis of race, color, national origin, religion, gender, age, sexual orientation, or physical condition.

All student chapter members are encouraged to become members of the parent organization too. For the latter, students must apply and be accepted for

membership in the parent organization, according to the INMM Bylaws, Article IV.

Article IV—Headquarters

Headquarters of the Chapter shall be located within the Department of Engineering Physics at UGM.

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Student Chapter
Universitas Gadjah Mada
Department of Engineering Physics
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Article V—Officers

Section 1

The officers shall be a President, Vice-President, Secretary, and Treasurer.

Section 2

- a. There shall be an Executive Committee which shall be composed of the officers of the Chapter, the immediate past President (if he or she is still a student at the university), and three (3) members-at-large elected from the membership of the Chapter and a non-voting Faculty Advisor. The President of the Chapter shall be the Chair of the Executive Committee.
- b. The Faculty Advisor is a staff member of the Host Institution who acts in a purely advisory role. He/she 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, but may offer advice and guidance as needed.

Section 3

A student must be a paid member of the parent organization, the INMM, and in good standing with the INMM in order to serve as an officer or on the Executive Committee.

Article VI—Election of Officers

Section 1

All officers of the Chapter and the three members-at-large of the Executive Committee elected from the membership of the Chapter shall be elected by ballot sent to each chapter member. Officers and Members-at-large shall be elected by a majority.

Section 2

Elected officers and Members-at-large shall serve for a term of one year beginning on the first day after the end of the previous school year and serve through the end of the current school year. The President and Vice-President shall be eligible for one re-election to their respective offices. The Secretary and Treasurer shall be eligible for reelection to their respective office for successive terms.

Section 3

Each of the three Members-at-Large shall serve for a term of one year and shall not be eligible for re-election to a Member-at-Large position the immediate year after serving as a Member-at-Large.

Section 4

The Executive Committee shall furnish to the Secretary the names of qualified candidates for each of the elective positions on the Executive Committee for which members are to be elected by a date 45 days before the end of the school year. The Executive Committee shall also furnish to the Secretary before this same date 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.

Section 5

No individual member shall be nominated for more than one elective office or position at any one election.

Section 6

Candidates may also be named for any of the elective offices or positions by three (3) members 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 on or before the date the other officer and Executive Committee nominations are due as discussed in Section 4 of this Article.

Section 7

The Secretary shall send a ballot listing the names of the candidates and the offices or positions to which they have been nominated to each member in good standing each year. The ballot shall bear a notice to the effect that the completed ballot shall be returned to the Secretary before a specific due date, which must be before the end of the school year. In completing the ballot, the member may write in the name of a candidate for an office or position for whom he/she wishes to vote if that name is not listed on the ballot forwarded by the Secretary to the member.

Section 8

The Secretary shall notify each member of the Chapter in good standing, the INMM Secretary, INMM Chapter Relations Chair, INMM Education and Training Chair, and INMM Executive Director of the results of the election.

Section 9

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 each year.

Section 10

All officers shall serve without remuneration.

Section 11

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. All other vacancies of officers may be filled by the Executive Committee 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 advance notice of all meetings of the Chapter to each member.
- b. Record the minutes at each meeting and distribute them to the President, Vice President, and Faculty Advisor of the Chapter.
- c. Send to each member ballots for the election of officers and other elective positions and for proposed amendments to the Bylaws.

- d. Notify each member of the results of elections and of the voting on proposed amendments.
- e. Record the names of new members in the roll of members.
- f. Perform such other duties as his/her office shall require or as shall be assigned by the Executive Committee.
- g. Surrender to his/her successor all books, records, correspondence, and documents of the Chapter.
- h. Shall submit a copy of the minutes of each business meeting to the INMM Secretary.
- i. Secretary reports on chapter meetings and activities to INMM Headquarters before each INMM Executive Committee meeting; normally held in early November, early March, and in July during the Annual Meeting. A report on chapter finances is included in the July report.
- j. Secretary provides an annual report of chapter meetings and activities to INMM Headquarters in June for insertion in the Annual Report to the Membership that is distributed at the INMM Annual Meeting

Section 5

The Treasurer shall collect and disburse the funds of the Chapter as authorized by the Executive Committee. 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—Faculty Advisor

The Faculty Advisor is not an elected Chapter member position. The Faculty Advisor must be a faculty member at the Host Institution who teaches a class or conducts research related to nuclear materials management or a related field. He/she may be a professor or associate staff member. He/she must be familiar with the activities of INMM and the 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 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.
- c. Participate in event planning and regularly attend general chapter meetings and related officer business 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 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.

Section 7

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 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 8

In the absence of both the President and Vice President at an Executive Committee meeting, the Executive Committee shall appoint a temporary Chair.

Section 9

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.

Section 10

In the absence of a quorum, which shall be five members of the Executive Committee, called meetings of the Executive Committee shall adjourn to a later date.

Section 11

The Executive Committee shall meet at least once in each Chapter year beginning on the first day after a school year has ended and continuing through the last day of the upcoming school year.

Article VIII—Dues

The dues for membership in the Chapter shall be determined by the Executive Committee.

Article IX—Meetings

Section 1

There shall be at least one general meeting of the Chapter each year. The Executive Committee shall determine the date and place of the meeting.

Section 2

The secretary shall send a notice of each meeting to every member at least two (2) 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 X—Amendments

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

All changes to bylaws must be approved by the Executive Committee of the parent organization. The Secretary or other designated officer shall send a copy of the proposed change to the INMM Secretary.

Section 4

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 5

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. 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.