

# **University of Tennessee – Knoxville Student Chapter of the Institute of Nuclear Materials Management Bylaws**

## **Article I – Name**

The official name of the Student Chapter of INMM at the University of Tennessee shall be The University of Tennessee-Knoxville Student Chapter of the Institute of Nuclear Materials Management, hereinafter referred to as the Chapter and Organization, respectively. The University of Tennessee – Knoxville is hereinafter referred to as the Host Institution.

## **Article II – Purpose**

Functioning within the Bylaws of the Organization to advance nuclear materials management, promote research in this field, establish standards, improve the qualifications and usefulness of those employed in this field, and increase and disseminate information of nuclear materials management, this 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) 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
- (d) Support for those engaged in nuclear materials management and safeguards by those members in the Chapter through meetings and professional contacts.

## **Article III – Headquarters**

The Host 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 Host Institution concerned with the political and/or technical aspects of the management of nuclear material

# **University of Tennessee – Knoxville Student Chapter of the Institute of Nuclear Materials Management Bylaws**

are eligible for membership in the Chapter. The physical address of the Chapter is as follows:

University of Tennessee  
210 Pasqua Engineering Bldg  
1001 Estabrook Blvd.  
Knoxville, TN 37996

## **Article IV – Membership**

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.

No person may be denied membership on the basis of race, color, national origin, religion, gender, age, sexual orientation, or physical condition.

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.

## **Article V – Officers**

The Chapter elected officer positions are President, Vice President, Treasurer, Secretary, and Webmaster. The Faculty Advisor is not a Chapter member elected position.

# **University of Tennessee – Knoxville Student Chapter of the Institute of Nuclear Materials Management Bylaws**

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

All officer position elections shall be scheduled at the end of each Spring academic semester prior to the beginning of the third week of April. 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. The election process will consist of ballots in which the voting privileged members will cast a vote for each position and majority rules the outcome for each position available. 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. The President and Vice President of the Chapter must be members of the Organization and Local Regional INMM Chapter. Other elected officials and members of the Chapter are recommended to become members of the Organization and Regional INMM Chapter as well.

## **Duties of Officers**

- I. President
  - a) Supervises all Chapter business and activities
  - b) Serves as the Chapter's official spokesperson
  - c) Presides over Chapter meetings
  - d) Appoints committees
  - e) Serves as liaison to regional and national INMM organizations
  - f) Informs faculty advisor of all meetings and activities
- II. Vice President

# University of Tennessee – Knoxville Student Chapter of the Institute of Nuclear Materials Management Bylaws

- a) Assists the president in planning meetings
- b) Serves as the chair person for meetings when requested or when the president is unavailable to attend
- c) Plans and presides over elections
- d) Assists Secretary in the recruitment of new members and speakers

## III. Treasurer

- a) Responsible for all financial operations
- b) Accountable for all income and expenditures
- c) Monitors cash flow
- d) Reconciles bank statements
- e) Collects membership dues and informs secretary of new members
- f) Responsible for financial aspects of fundraising and dealings with Organization and regional INMM chapters
- g) Prepares financial reports requested by the president of the Chapter
- h) Prepares an annual budget

## IV. Secretary

- a) Records the minutes at each meeting and distributes them to President, Vice President, and Faculty Advisor of Chapter.
- b) Maintains the current member list and contact information of all Chapter members
- c) Informs Chapter members of upcoming meetings and events
- d) Monitors the Chapter's recognition status with the university
- e) In charge of recruiting new members and speakers
- f) Makes the necessary arrangements for meetings and events (i.e., reserves rooms, orders food, etc.)
- g) Sends thank you letters to speakers
- h) Advertises meetings or events if necessary
- i) Prepares reports for the Organization's Executive Committee

# **University of Tennessee – Knoxville Student Chapter of the Institute of Nuclear Materials Management Bylaws**

## **V. Webmaster**

- a) Develops and maintains the Chapter webpage
- b) Archives photos and events
- c) Works with Secretary to advertise upcoming events

## **VI. Faculty Advisor (Not a Chapter member elected position)**

- (a) The advisor must be a Host University employee as defined by the Human Resources Department and be a faculty member, professional, or associate staff member. He/she must be familiar with the activities of the Chapter and Organization.
- (b) Must 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.
- (c) The advisor should meet with the elected officers of the Chapter to discuss expectations for roles and responsibilities every spring semester after Chapter elections. Additionally, he/she should assist the Chapter in developing realistic goals for the academic year.
- (d) The advisor should participate in event planning and regularly attend executive as well as general body meetings when possible. He/she should be available outside those meetings for advice and consultation related to the operations of the organization.
- (e) Must identify a suitable faculty advisor replacement following the guidelines prescribed here when leaving the Host University.

## **Article VIII – 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:

# **University of Tennessee – Knoxville Student Chapter of the Institute of Nuclear Materials Management Bylaws**

- 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 IX – Dues**

To be considered a fully privileged member of the Chapter a personal monetary dues of twelve dollars (\$12.00) must be collected by the currently appointed treasurer of the Chapter. These monetary dues will be used to sustain the structural foundation as well as further promote the purposes and objectives of the Organization within the Chapter as described in Article II. Upon the dissolution of the Chapter, all Chapter assets shall be distributed to the INMM Central Regional Chapter based out of Oak Ridge, TN or closest functioning INMM chapter.

## **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.