

INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT  
VIENNA CHAPTER

CONSTITUTION

Article I - Name

- Section 1. The name of this membership organization shall be the "Vienna Chapter of the Institute of Nuclear Materials Management".

Article II - Purpose

- Section 1. Functioning within the Constitution and Bylaws of the parent organization, the purpose of this Chapter is to further the purposes of the Institute within the defined regional area. More specifically, with regard to the broad field of nuclear management and international safeguards, this Chapter is formed to:

- a. Provide for participation in the activities of INMM at a Regional level.
- b. Provide a medium for the exchange of ideas on practical application and implementation.
- c. Encourage and promote both research and the dissemination of the findings of research.
- d. Provide a forum, through meetings and professional contacts, for the growth and dissemination of knowledge.

Article III - Membership

- Section 1. Membership in the Chapter shall be open to members in good standing of the parent organization.

Article IV - Officers

- Section 1. The officers shall be a Chairman, Vice Chairman, Secretary and Treasurer.

- Section 2. There shall be an Executive Committee which shall be composed of the officers of the Chapter, the immediate past Chairman of the Chapter, and two (2) members-at-large elected from the membership of the Chapter. The Chairman of the Chapter shall be the Chairman of the Executive Committee.

Article V - Meetings

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

Section 2. The Secretary shall provide a written notice of each meeting to every Chapter member at least four (4) weeks in advance of such meeting.

## Article VI - Headquarters

Section 1. Headquarters of the Chapter shall be located in Vienna, Austria.

## Article VII - Amendments

Section 1. This Constitution may be amended by the consent of two thirds of those Chapter members voting on a ballot provided by the Secretary to each member in good standing at least four (4) weeks before the date specified for the receipt by the Secretary of the returned marked, sealed ballot. The Secretary shall supply with the ballot an envelope within which the marked ballot shall be sealed and returned to the Secretary in an outer envelope bearing the member's signature.

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) Chapter members in good standing who submit a proposed amendment in writing over their signatures to the Executive Committee through the Chairman of that Committee.

Section 3. The Secretary shall provide to each member in good standing a copy of the proposed amendment along with the ballot referred to Section I of this Article.

Section 4. The Secretary shall notify each member of the results of the voting on a proposed amendment.

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BYLAWS

Article I - Membership

- Section 1. Membership shall be open to all members in good standing of the parent organization as described in Article I, Section 1-5 of the Bylaws of the Institute of Nuclear Materials Management who reside or work in or near Vienna, Austria. Questions of geographical eligibility shall be resolved by the Executive Committee.

Article II - Dues

- Section 1. The dues for membership in the Chapter shall be determined by the Executive Committee. Membership in the parent organization shall be a requirement for Chapter membership.

Article III - Election of officers

- Section 1. All officers of the Chapter and the two members of the Executive Committee shall be elected from the members of the Chapter by secret ballot provided to each Chapter member on the current roll of members maintained by the Secretary according to Article IV Section 4d.
- Section 2. Elected officers shall serve for a term of one year beginning 1 July of each year, or in the event of a delayed election, until their successors are elected. In the event of a delayed election, the newly elected officers shall serve until 30 June of the year following their election or until their successors are elected. The Chairman and Vice Chairman shall be eligible for re-election to their respective offices for the succeeding year but thereafter shall not be eligible for election to their respective offices until after expiration of one year. The Secretary and Treasurer shall be eligible for re-election to their respective offices for successive terms.
- Section 3. The two members of the Executive Committee elected from the Chapter members shall each serve for a term of two years. The retiring members of the Executive Committee shall not be eligible for election to the Executive Committee until the expiration of two years. In the event that a vacancy occurs in the Executive Committee, the Executive Committee shall appoint a successor to fill the unexpired term in which the vacancy occurs.
- Section 4. The Nominating Committee, appointed as laid down in Article IV, Section 5e, shall furnish to the Secretary before April 1 of each year the names of at least two members as candidates for each of the positions

on the Executive Committee for which members are to be elected. The Nominating Committee shall also furnish to the Secretary before April 1 of each year the names of one or more members as candidates for each of the offices of Chairman, Vice Chairman, Secretary, and Treasurer. Candidates shall be selected, with their consent, from the current roll of members of the Chapter. No individual member shall be nominated for more than one elective office or position at any one election. Candidates may also be named for any of the elective offices or positions by ten (10) 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 April 1 preceding the election.

Section 5. The Secretary shall provide a 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 not later than April 15 of each year. The ballot shall bear a notice to the effect that the marked ballot shall be returned to the Secretary before May 15. The Secretary shall supply with the ballot an envelope within which the marked ballot shall be sealed. The sealed ballot shall be returned to the Secretary in an outer envelope bearing the member's signature. In marking the ballot the member may write in the name of a candidate for an office or position for which he wishes to vote if that name is not listed on the ballot forwarded by the Secretary to the member.

Section 6. The Secretary shall notify each Chapter member in good standing of the results of the election by September 30 of each year.

Section 7. After the election each year the outgoing Chairman 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 by 30 June of each year.

Section 8. All officers shall serve without remuneration.

Section 9. In the event of a vacancy in the office of Chairman, the Vice Chairman shall vacate his office and become Chairman for the unexpired term of office. All other vacancies of officers shall be filled by the Executive Committee by interim appointment for the unexpired term of office.

#### Article IV - Duties of Officers and Committees

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 Chairman shall preside at all general meetings and at all meetings of the Executive Committee and shall perform all duties customarily pertaining to such an office.

Section 3. The Vice Chairman shall assist the Chairman in all matters referred to him by the Chairman and shall perform all of the duties of the Chairman in the absence of the Chairman.

Section 4. The Secretary shall keep a record of the proceedings of the Chapter and shall serve as Secretary of the Executive Committee. He shall also:

a. Give due advance notice of all meetings of the Chapter to each member.

b. Provide 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 office shall require or as shall be assigned by the Executive Committee.

f. Surrender to his successor all books, records, correspondence and documents of the Chapter.

Section 5. The Treasurer shall collect and disburse the funds of the Chapter. The Treasurer may make disbursements for routine expenditures up to and including 500 AS without prior approval of the Executive Committee. Non-routine disbursements and all expenditures over 500 AS must have prior approval of the Executive Committee. He shall also:

a. Present a financial report to the Executive Committee at the end of each fiscal year.

b. Receive applications for membership and membership fees and forward applications for membership to the Chairman of the Membership Committee of the parent organization.

c. Perform such other duties as his office may require or as assigned by the Executive Committee.

d. Collect and disburse funds in the name of the Treasurer of INMM under circumstances and procedures agreed by the Executive Committees of the INMM and of the Chapter. Present financial reports to the Treasurer of INMM for funds so collected or disbursed

e. Surrender to his successor all funds and property of the Institute and 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 the Bylaws. It shall:
- a. Maintain a record 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 Chairman shall designate a temporary Secretary to record the proceedings of that meeting.
  - b. Interpret and execute the provisions of the Constitution and Bylaw.
  - c. Fill any vacancy in any office of the Chapter or Executive Committee except that of Chairman.
  - d. Select and appoint a Membership Committee composed of a Chairman and at least one other member and designate the Chairman of that Committee.
  - e. Select and appoint a Nominating Committee composed of a Chairman and at least one other member and designate the Chairman of that Committee.
- Section 7. Decisions of the Executive Committee shall, unless otherwise specified in these bylaws, be by majority vote of those present and voting. For this purpose a quorum shall consist of four members.
- Section 8. If the Chairman is temporarily unavailable he may request the Vice Chairman to serve in his place for the purposes of calling and presiding over an Executive Committee meeting. In the absence of both the Chairman and Vice Chairman at an Executive Committee meeting, the Executive Committee shall elect a temporary Chairman.
- Section 9. The Executive Committee shall meet upon due notice to its members at the call of the Chairman or upon the written request of a majority of the members of the Committee directed to the Chairman of the Committee. in the absence of a quorum, called meetings of the Executive Committee shall adjourn to an agreed date. The Executive Committee shall meet at least once in each fiscal year.
- Section 10. The Nominating Committee shall nominate members as candidates for each office and position as referred to in Article III, Section 4 of these Bylaws and shall perform such other duties as may be assigned to it by the Executive Committee.
- Section 11. All appointed committees shall maintain a record of all proceedings of their meetings and otherwise provide for their own operation.

Section 12. Members of committees appointed by the Executive Committee shall serve for a term of one year or until their successors have been appointed.

#### Article V - Meetings

Section 1. At regular meetings of the Chapter the order of business shall be established by the Chairman. A quorum shall consist of 20% of the members. In the absence of a quorum the meeting shall adjourn to the alternate time stated in the call of the meeting. A meeting so adjourned and re-convened shall be empowered to conduct business without regard to the presence of a quorum.

#### Article VI - Amendments

Section 1. These Bylaws may be amended by the same procedure as provided for the amendment of the Constitution as described in Article VII, Section 1, 2, 3, and 4 of the Constitution.