

Technical Division Charter Template

Article I—Purpose

Technical Divisions shall be established to provide focus on the Institute's recognized technical strengths. The Technical Divisions are focal points of the Institute for information and activities related to their specialties. They are responsible for making recommendations in all areas related to their specialties, for encouraging publication of articles on their topical interests in the *Journal of the Institute of Nuclear Materials Management* (JNMM), and may organize workshop meeting or seminars as they deem appropriate. Technical Divisions can be established in the following manner:

- a. A recommendation is made to the INMM Executive Committee by the Immediate Past Chair of the Institute; and
- b. The recommendation is endorsed by the majority vote of the Executive Committee.

A general guideline to be followed in providing a recommendation shall be the demonstrated interest by the Institute membership that a Technical Division is warranted. A metric for consideration is the involvement by the Institute membership in the specific technical strength in the Technical Program of Annual Meeting of the Institute.

Each Technical Division shall have a Charter, as approved by the majority vote of the Executive Committee. All Charters of the Technical Divisions shall be attached as an Appendix to this document. A review of all Technical Divisions shall occur on an annual basis, at the fall meeting of the Institute's Executive Committee, and this document shall be signed and acknowledged by the present INMM Chair and Technical Division Chairs.

The Chair of a Technical Division shall be nominated by the Chair of the Institute, and appointment shall require the majority vote of the Executive Committee. Appointments shall be reviewed and approved on an annual basis by the Executive Committee at the fall meeting.

A Technical Division, at the discretion of the Technical Division Chair, can identify and establish standing committees to further provide focus on specific technological areas that reflect the descriptions and responsibilities of the Division's Charter. The Chair of each standing committee shall, promptly after his/her appointment, prepare a charter describing the proposed scope of the activities of the standing committee, and shall submit it to the Division Chair. Upon approval thereof by the Division Chair, the charter shall constitute the official charter of the standing committee.

Standing committees that are active on the occasion of the fall meeting of the Executive Committee shall be noted in the attachment for each Division, including Standing Committee charters. However, a new standing committee can be established by the Division Chair at any time during the Institute's fiscal year.

Oversight of the Technical Divisions shall be provided by the immediate past chair of the INMM.

Article II—Membership

Membership in the Division shall be open to qualified individuals who have an interest in supporting the Charter of the Division, and who have an interest in advancing the objectives of the Division. Only individuals who are members of INMM may become Division members; the Division, however can accept non-members of the INMM as active participants with no voting privileges.

Article III—Officers

- a. The officers of the Division shall be a Chair, Vice Chair and Secretary, all of whom are members of INMM.
- b. There shall be an Executive Board which shall be composed of the officers of the Division and chairs of the standing committees of the Division..
- c. The Chair shall be appointed by and serve at the pleasure of the INMM Executive Committee. The Vice Chair and Secretary shall be appointed by and serve at the pleasure of the Division Chair. The Chair of standing committees of the Division shall be appointed by and serve at the pleasure of the Division Executive Board.

Article IV . Officers' Duties

- a. The Chair shall have the principal management authority over the activities of the Division and shall preside at all general meetings and meetings of the Division's Executive Board. The Chair shall:
 1. represent the Division's interest in. formulating sessions and supporting the Chair of the Technical Program Committee of the Institute;
 2. provide to the Treasurer of the Institute, by August 1, the budget of the Division for the subsequent fiscal year (Oct. 1 - Sept. 30); and
 3. along with the Division members solicit and provide papers for consideration in the Journal of the Institute; and
- b. The Vice Chair shall serve as a deputy to the Chair, and in the capacity of Chair in the event of his/her absence.
- c. The Secretary shall maintain a record of the proceedings of the Division and shall serve as Secretary of the Division Executive Board. The Secretary shall also:
 1. give due advance notice of all meetings of the Division to each member thereof;
 2. record and maintain the names of all Division members on a Divisional membership roll;

3. perform such other duties as may be assigned by the Chair; and
 4. surrender to any successor all books, records, correspondence, and documents of the Division.
- d. The Executive Board shall:
1. establish such technical and administrative committees as it shall deem to be appropriate for the conduct of Division business;
 2. select and appoint committee Chairs, Vice Chairs and Secretaries; and
 3. establish such technical programs as it may deem to be appropriate to advance the interests of INMM and the Division, and assure that the Division's technical program of Annual Meeting of the Institute reflects the competencies of the Division.

Article V—Meetings

- a. The Division Executive Board is encouraged to meet at least two times each operating year (October 1 -September 30).
- b. Notice shall be sent of each meeting of the Executive Board in advance of each meeting.
- c. A quorum shall consist of the members in attendance at the meeting.

Article VI—Reports

The Division shall submit a report of its activities of the 1NMM Executive Committee 7 days prior to each meeting of the Executive Committee, or on such other frequency that the Executive Committee shall request.

Article VII—Compliance with INMM Practices

- a. All activities of the Division shall be conducted in full compliance with the INMM constitution and bylaws, specific directives of the INMM Executive Committee, and operating practices of INMM, under the oversight of the Immediate Past Chair of the Institute.
- b. The INMM Treasurer shall be responsible for receiving income and disbursing funds for operation of the Division in accordance with a Division budget that is approved by the INMM Executive Committee, or otherwise as approved by the aforesaid committee.
- c. The INMM Membership Committee shall be responsible for consideration of applications for membership in INMM for prospective Division members in accordance with its authorities under the INMM Bylaws.
- d. The INMM Executive Director shall assist the Division in any way requested by the Division Chair with the concurrence of the INMM Chair.