

AMERICAN NUCLEAR SOCIETY
Standard Bylaws for
Nuclear Installations Safety Division

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STANDARD BYLAWS FOR DIVISIONS OR TECHNICAL GROUPS
AMERICAN NUCLEAR SOCIETY
Incorporated

TABLE OF CONTENTS

ARTICLE B1 - NAME

1. Name Assigned

ARTICLE B2 - OBJECTIVES

1. Objectives Defined
2. Furtherance of Objectives

ARTICLE B3 - OBLIGATIONS TO THE SOCIETY

1. Activities Governed by ANS Certificate and Bylaws
2. Precedence of Society Bylaws, Rules, Procedures and Policies
3. Restricted Activity
4. Financial Stability Independent of Society
5. Restrictions on Technical and Non-Technical Positions
6. Filing of Meeting Minutes

ARTICLE B4 - MEMBERSHIP

1. Member Composition and Standing
2. Student Members
3. Member Dues
4. Member Resignation
5. Technical Group Membership to Executive Director
6. Division Participants

ARTICLE B5 - DUES, ASSESSMENTS, AND CONTRIBUTIONS

1. Dues Established
2. Right to Levy by Division (Technical Group)
3. Restrictions on Financial Contributions
4. Disbursement of Division Funds

ARTICLE B6 - EXECUTIVE COMMITTEE

1. Responsibility for Management
2. Executive Committee Composition, Term of Office and Chair
3. Filling Vacancies
4. Removal Policy
5. Rules and Regulations
6. Meetings
7. Voting

STANDARD BYLAWS FOR DIVISIONS OR TECHNICAL GROUPS
AMERICAN NUCLEAR SOCIETY
Incorporated

TABLE OF CONTENTS

ARTICLE B7 - OFFICERS

1. Terms, Qualifications, and Duties
2. Vice-Chair
3. Secretary or Secretary-Treasurer
4. Secretary-Treasurer for Divisions (Technical Groups) without Treasurers
5. Treasurer

ARTICLE B8 - ELECTION AND ELIGIBILITY

1. Officers to Be Elected
2. Officer Member Grades
3. Nominating Committee
4. Number of Candidates on Ballot
5. Ballot Return Date
6. Voting Procedure
7. Eligibility for Re-Election
8. Vice-Chair/Chair-Elect Qualifications
9. Restrictions on Retiring Chair

ARTICLE B9 - STANDING AND SPECIAL COMMITTEES

1. Composition and Purpose
2. Quorum for Committee Meetings

ARTICLE B10 - MEETINGS

1. Time and Places, Number of Meetings,
Annual Meeting Time and Notices
2. Quorum for Division Meetings

ARTICLE B11 - AMENDMENTS

1. Proposed Amendments
2. Society Review and Approval of
Amendments by Bylaws and Rules Committee
3. Vote Required
4. Effective Date of Amendment
5. Notification to Members, Printing and Distribution

ARTICLE B12 - RULES OF CONDUCT

1. Robert's Rules of Order

ARTICLE B13 – DISSOLUTION

1. Division (Technical Group) Dissolution by Board of Directors
2. Division (Technical Group) Approval of Dissolution
3. Division (Technical Group) Petition to Professional Divisions Committee on Dissolution
4. Disposition of Division (Technical Group) Assets
5. Merging of Division (Technical Group) with Another Division (Technical Group)

STANDARD BYLAWS FOR DIVISIONS OR TECHNICAL GROUPS

BYLAWS OF Nuclear Installations Safety Division

AMERICAN NUCLEAR SOCIETY
Incorporated

SOCIETY

Bylaws/Rules ARTICLE B1 - NAME

- R18.7, R18.1** 1. The official designation shall be: Nuclear Installations Safety Division of the AMERICAN NUCLEAR SOCIETY, Incorporated, hereinafter referred to as the Division (Technical Group) and Society, respectively.

ARTICLE B2 - OBJECTIVES

- B2.1, B9.2(b)** 1. The objectives of the Division shall be consistent with the objectives of the Society, as set forth in its Certificate of Incorporation and in Article B2 of its Bylaws and Rules, principally, "the advancement of science and engineering relating to the atomic nucleus and of allied sciences and arts". The Division shall provide, through a group of members of any grades particularly interested in the safety of nuclear installations, the health and safety of the public and a better understanding of the role of safety in the design, construction and operation of nuclear installation facilities, a means to promote the sciences and arts of that area, within the scope of the Society.

- B9.2(b)** 2. To further its objectives, the Division shall:
- a. Hold meetings, or conduct other activities, in accordance with the stated policy of the Society for the presentation and discussion of professional ideas relating to the safety of nuclear installations, the health and safety of the public and a better understanding of the role of safety in the design, construction and operation of nuclear installation facilities.
 - b. Disseminate knowledge and information in the the safety of nuclear installations, the health and safety of the public and a better understanding of the role of safety in the design, construction and operation of nuclear installation facilities by discussions, communications, the presentation of papers and other means of information exchange.
 - c. Encourage the formation of closer professional, and, as appropriate, personal relations among the members.
 - d. Cooperate with other scientific and professional groups having related objectives.

ARTICLE B3 - OBLIGATIONS TO THE SOCIETY

- B9.1(a), B14.1** 1. The activities of the Division (Technical Group) and its members shall be governed by the provisions of these Bylaws which shall be in accord with the provisions of the Certificate of Incorporation and the Bylaws and Rules of the Society. Operation of the Division (Technical Group) shall be governed by the laws of incorporation of the Society and their respective Bylaws, Rules, Procedures and Policies.
- R18.9.3** 2. In the event of a conflict, the Society's Bylaws, Rules, Procedures and Policies shall take precedence over the Bylaws and Rules of the Division (Technical Group).
- B9.4** 3. The Division (Technical Group) shall not have authority to act for or in the name of the Society. No action, obligation, or expression of the Division (Technical Group), shall be considered an action, obligation or expression of the Society as a whole. A statement to the effect that the Division (Technical Group) assumes sole responsibility for the contents shall be imprinted on any publication regarding an action, obligation, or expression with respect to the Society, issued by the Division (Technical Group). The Division (Technical Group) may use its website for this purpose.
- R18.10.3** 4. The Financial affairs of the Division (Technical Group) shall be conducted in such a manner that the Division (Technical Group) shall be financially independent and shall not rely on support from Society funds, except to the limit budgeted by the Board of Directors for each Division (Technical Group).The Division (Technical Group) may meet its financial obligations in accordance with the provisions in Article B5.
- B11.1** 5. The Division (Technical Group) shall not represent any opinion or position in any matter technical or non-technical as being the official position of the Society or any of its subdivisions without prior approval of the Board of Directors.
- R18.11, B7.4** 6. The Secretary of the Division (Technical Group) shall file with the Executive Director of the Society a copy of the minutes of the Division (Technical Group) Executive Committee meetings within thirty (30) days following the meeting date(s) in accordance with B7.4.

ARTICLE B4 - MEMBERSHIP

- R18.8.1, B3.4**
1. Members, in good standing in the Society shall be eligible to become members of the Division (Technical Group).
 2. Student members in good standing in the Society shall be voting members and may hold the office of Secretary-Treasurer, Secretary or Treasurer and serve on the Executive Committee in the Division (Technical Group).
 3. Society members who desire to become members of the Division (Technical Group) shall so indicate on the dues billing form issued annually to all Society members by the Executive Director. Society members desiring to join at other times may do so by notifying the Executive Director and paying the associated fee, if necessary.
 4. Society members who desire to terminate their membership in the Division (Technical Group) shall so indicate on the annual dues billing form. Society members desiring to resign at other times may do so by notifying the Executive Director. Upon resignation, the member's name shall be dropped from the Division (Technical Group) roster and mailing list.
- R18.4**
5. The names and addresses of all members initially comprising a Technical Group shall be furnished by its Executive Committee to the Executive Director of the Society. Initial Executive Committee membership of new Technical Groups is enumerated in Section B6.2.
- R18.8.2**
6. At the discretion of the Executive Committee, the Division may enroll non-Society members as "Division Participants" for a non-renewable period of up to two years. Division Participants shall be "non-Society" members who qualify by submitting an application and paying a fee of an amount and via a path approved by the Executive Committee of any Professional Division, voluntarily choosing to enroll them. Division Participants may be entitled: 1) to receive newsletters and notices of activities of the Division and 2) to participate as non-Society members in Division activities excluding voting and holding elective or appointed offices in the Division. Division Participants shall be encouraged to apply for Society membership.

ARTICLE B5 - DUES, ASSESSMENTS, AND CONTRIBUTIONS

- R18.10.3**
1. The Division (Technical Group) may collect dues from its members as provided in the Division (Technical Group) Rules. The dues for membership in a Division (Technical Group) shall be shown on the

annual statement sent to each member of the Society by the Executive Director.

R18.10.3 2. The Division (Technical Group) may levy special and reasonable assessments to implement the sponsorship of special or topical meetings when authorized by affirmative vote of not fewer than two-thirds (2/3) of the members present at a regular or special meeting called as provided in these Bylaws.

R18.10.3 3. The Division (Technical Group) may also accept non-compulsory financial contributions, but solicitation and acceptance of such contributions shall be subject to the written approval by the Board of Directors and the Executive Director.

4. The funds derived from these and from any other authorized sources shall be disbursed for the Division (Technical Group) by the Executive Director of the Society in response to requests from the Treasurer (Secretary-Treasurer) and Chair and in accordance with the annual operating budget prepared by the Finance Committee of the Division (Technical Group) and subject to the limitation stipulated in Article B3.4 of these Bylaws.

ARTICLE B6 - EXECUTIVE COMMITTEE

R18.10.1 1 The Division (Technical Group) shall be managed by an Executive Committee. This committee shall constitute the governing body of the Division (Technical Group) and shall have power to act for the Division (Technical Group) in all matters, subject to these Bylaws and to the Certificate of Incorporation and the Bylaws and Rules of the Society.

R18.10.1, R18.6.3, R18.2 2. The Executive Committee of the Division shall consist of not fewer than six (6) members. The members, elected at large, other than the officers shall have terms not exceeding four (4) years, and the term designated for each shall commence at the close of the Annual Meeting of the Society and shall be such as to maintain effective continuity of experience in conducting the affairs of the Division and in performing the duties of the Executive Committee. The Chair of the Division most recently retired shall be an ex officio member, with- voting privileges. The Chair of the Professional Divisions Committee of the Society shall be an ex officio member without vote. The Chair of the Division shall be the Chair of the Executive Committee, and the other officers, as defined in Articles B7.2, B7.3, B7.4, and B7.5, shall also serve on the Executive Committee. A quorum shall be a majority of the voting members of the Executive Committee.

For a Technical Group, the initial Executive Committee shall be composed of not fewer than six (6) members elected by the petitioners. This committee shall be subject to approval by the Professional Divisions Committee and by the Board of Directors at the time of approval for organization. The initial Executive Committee of the Division shall be the Executive Committee of the predecessor Technical Group.

R18.10.1

3. Any vacancy among the officers or on the Executive Committee occurring during their terms shall be filled by appropriate action of the Executive Committee until the next regular election, except that a vacancy in the office of Chair shall be filled by the Vice-Chair (the designated Chair-Elect if there is more than one Vice-Chair), who shall continue also to perform the duties of Vice-Chair until installed as Chair for the following year.
4. The Executive Committee may remove members missing more than two (2) consecutive meetings, unless appropriate reasons are provided for missing such meetings.

R18.5.2, R18.9.2

5. In order to provide for handling the affairs of the Professional Division (Technical Group), the Executive Committee shall prepare and adopt, in connection with these Bylaws, suitable Rules. Professional Division (Technical Group) Rules, and proposed changes to them, must be reviewed for consistency with Society Bylaws and Rules by the Bylaws and Rules Committee of the Society. A copy of such Rules shall then be filed with the Executive Director of the Society. The procedure for amending the Rules shall be specified in the Rules.
6. The Executive Committee shall meet at least twice each year, once during the Annual Meeting and once during the Winter Meeting of the Society, or as appropriate. Other meetings (e.g., at Division- (Technical Group)-sponsored Topical Meetings) or teleconferences, e-mail communications, and by other appropriate medium of the Executive Committee may be called at any time by the Chair, or at the request of any three or more members of the Committee.
7. Voting shall be by an appropriate voting system, under the general procedure stipulated for voting and for handling the ballots in the Bylaws and Rules of the Society. The Executive Director shall declare elected to each position the candidate receiving the most votes for that position. If a tie occurs, the Division (Technical Group) shall resolve the tie by a vote of the members of the Executive Committee. The elected candidates shall be installed and their terms of office shall commence at the close of the Annual Meeting of the Society.

ARTICLE B7 - OFFICERS

- R18.10.1** 1. The officers of the Division (Technical Group) shall be a Chair, at least one Vice-Chair, a Secretary and a Treasurer. The duties of the Secretary and Treasurer may be combined into a single office (i.e., Secretary-Treasurer). All officers shall hold their offices for a one-year or two-year term or until their qualified successors are elected or appointed.
2. The Vice-Chair (or one of them if there is more than one) at the time of election shall be designated Chair-Elect, and at the expiration of that term will automatically succeed to the office of Chair.
- B9.3, R18.11** 3. The Secretary or Secretary-Treasurer shall record and file with the Executive Director within thirty (30) days after the meeting date(s) the minutes of the Division (Technical Group) Executive Committee meetings. Separate teleconference meetings minutes may be recorded by the Division (Technical Group) and do not have to be filed with the Executive Director.
4. For Divisions (Technical Groups) that do not have a Treasurer, the Secretary-Treasurer shall also serve as a member of the Division's Finance Committee, and shall be the responsible custodian of any special funds of the Division (Technical Group), The Secretary-Treasurer shall have the same duties as the Treasurer.
5. The Treasurer shall send the Division (Technical Group) budget to the Executive Director after approval of the Executive Committee.

ARTICLE B8 - ELECTION AND ELIGIBILITY

- R18.10.1** 1. The members of the Division (Technical Group) Executive Committee and the Officers (except the Chair) shall be elected as specified in Article B6.2 and B7.1 of these Bylaws, respectively.
- R18.2** 2. Executive Committee members shall be Fellows, Members, Student Members, Emeritus or Honorary Life Members of the Society.
3. The Nominating Committee shall place in the hands of the Secretary or Secretary-Treasurer and Executive Director no later than the completion of the Winter Meeting (or seven [7] months before the Annual Meeting for Divisions [Technical Groups] that were unable to meet during the Winter Meeting) the names of candidates for the Executive Committee and for Division (Technical Group) officers. The Executive Director shall prepare and forward to each member of the Division (Technical Group) a ballot containing the nominations submitted by the Nominating Committee, and

others made by petition of not fewer than ten (10) members of the Division (Technical Group), received in writing either by the Nominating Committee or by the Secretary or Secretary-Treasurer at least twenty-two (22) weeks before the Annual Meeting.

4. At least one candidate shall be named by the Nominating Committee for each Executive Committee membership expiring or vacated and for each elective office other than the office of Chair, which will be filled by the Vice-Chair. The ballot shall also contain spaces for writing in additional candidates.
5. Ballots, in order to be counted, shall be postmarked as instructed and shall be validated by the Executive Director as having been received from a Division (Technical Group) member in good standing. The Division (Technical Group) shall be responsive to future electronic voting initiatives introduced by the Society, as appropriate.
6. Voting shall be by secret ballot under the general procedure stipulated for voting and for handling the ballots in the Bylaws and Rules of the Society. The Executive Director shall declare elected to each position the candidate receiving the most votes for that position. If a tie occurs, the Division (Technical Group) shall resolve the tie by a vote of the members of the Executive Committee. The elected candidates shall be installed and their terms of office shall commence at the close of the Annual Meeting of the Society.
7. Members, elected at large, shall not be eligible for election to more than two consecutive terms on the Executive Committee, or more than two consecutive terms of office as Secretary, Treasurer or Secretary-Treasurer. After one full term in office, the Chair shall automatically be succeeded by the Vice-Chair. Except as provided in these Bylaws, no member shall hold more than one office simultaneously.
8. No member shall be eligible for the office of Vice-Chair/Chair-Elect until having served on the Executive Committee in any capacity for at least one year except during the initial year of the Division (Technical Group) or in the event the office of the Chair is declared vacant.
9. The retiring Chair shall not be eligible for election as Vice-Chair/Chair-Elect for the term immediately succeeding the term as Chair.

ARTICLE B9 - STANDING AND SPECIAL COMMITTEES

1. A Division (Technical Group) may establish Standing and Special

Committees.

2. A simple majority of the members of the committee shall constitute a quorum at all committees' meetings.

ARTICLE B10 - MEETINGS

- R18.10.2**
1. Meetings of the Division (Technical Group) shall be held as determined by the Executive Committee, at times and places it shall designate. If a business meeting is held, it shall be scheduled to coincide with the Annual Meeting of the Society and shall precede the annual reorganization of the Division (Technical Group) Executive Committee. The Secretary or Secretary-Treasurer shall mail an advance notice of all intended meetings of the Division (Technical Group) to the Executive Director of the Society not less than six (6) weeks before the date of that meeting. In addition, notices of all meetings will be sent to the members of the Division (Technical Group) not less than six (6) weeks before the meeting. These meetings are open to all members in good standing in the Division (Technical Group).
 2. A quorum for the transaction of business at all Division (Technical Group) meetings shall consist of fifteen (15) qualified voters or twenty (20) percent of the qualified voters of the Division (Technical Group), whichever is greater.

ARTICLE B11 - AMENDMENTS

- B18.9.1**
1. Amendments to these Standard Bylaws may be proposed by any Division (Technical Group), the Professional Divisions Committee, the Society Bylaws and Rules Committee, or the Society Board of Directors. Amendments must be of a nature that they can be applied equitably to all Divisions (Technical Groups), in keeping with the intent of the Standard Bylaws.

All proposed amendments shall be forwarded to each Division (Technical Group) for comment. Comments should be filed with the Professional Divisions Committee Chair no later than forty-five (45) days prior to the next ANS national meeting. Further detailed procedures for approval of amendments to the Standard Bylaws are in the ANS Rule R18.9.1.

- R18.9.1**
2. The Professional Divisions Committee shall notify all Divisions (Technical Groups) of approved amendments to the Standard Bylaws. Each Division (Technical Group) shall be responsible for reviewing approved amendments to determine if corresponding changes to the Division's (Technical Group's) Rules are required.

ARTICLE B12 - RULES OF CONDUCT

- B14.1**
1. In all procedural matters not covered by the Bylaws and Rules of the Division (Technical Group), Robert's Rules of Order, latest edition, shall be used as the authority for parliamentary procedures.

ARTICLE B13 – DISSOLUTION

- B9.5**
1. Any Division (Technical Group) may be dissolved at the discretion of the Board of Directors of the Society, after proper consultation with the Executive Committee of the Division (Technical Group) and the Professional Divisions Committee.
 2. The Division (Technical Group) membership must approve dissolution by a 2/3 vote before a petition is submitted
 3. A Division (Technical Group) considering dissolution should prepare and submit a petition to the Professional Divisions Committee that clearly states the reasons the Division (Technical Group) cannot fulfill its obligations and mission. The PDC with the Division/Technical Group will forward the petition to the Board of Directors.
 4. Assets of a dissolved Division (Technical Group) shall become the property of the American Nuclear Society.
 5. Any Division (Technical Group) that merges with another Division (Technical Group) may do so at the discretion of the Board of Directors after receiving a request from the Professional Divisions Committee and the involved Divisions (Technical Groups).
 - a. Assets of merged Divisions (Technical Groups) will be combined under the newly established Division (Technical Group).