

INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT

CALIFORNIA CHAPTER

CONSTITUTION

Article I – Name

- Section 1. The name of this membership organization shall be the “California Chapter of the Institute of Nuclear Materials Management,” hereinafter referred to as the “Chapter.”

Article II - Purpose

- Section 1. Functioning within the Constitution and Bylaws of the parent organization, the Institute of Nuclear Materials Management (INMM), this Chapter is formed to provide:
- a. Participation at the regional level in the activities of the INMM by those members in good standing of the parent organization and associate members of the Chapter.
 - b. Encouragement of participation by those interested in activities relating to nuclear material control and accountability, physical protection, international safeguards, nonproliferation and arms control, packaging and transportation, and waste management.
 - c. The promotion of research in the fields identified in (b) above.
 - d. The increase and dissemination of nuclear materials management knowledge through meeting and professional contacts.

Article III - Membership

- Section 1. Membership in the Chapter shall be open to members in good standing of the parent organization, and to those persons who have expressed interest in Chapter membership.

Article IV - Officers

- Section 1. The officers shall be a President, Vice President, and Secretary/Treasurer.
- Section 2. There shall be an Executive Committee, which shall be comprised of the current officers of the Chapter, three members-at-large, and the immediate

past-President of the Chapter. The President of the Chapter shall be the President of the Executive Committee.

- Section 3. All members of the Executive Committee shall be members in good standing of the parent organization.

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(s).
- Section 2. The Secretary/Treasurer shall send a notice of each meeting to every Chapter member at least three weeks in advance of such meeting(s).

Article VI – Headquarters

- Section 1. Headquarters of the Chapter shall be located within that area referred to as the San Francisco Bay Area, California.

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/Treasurer in accordance with the voting procedures specified in Bylaws, Article III, Section 1 and 5.
- 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 Chapter members who submit a proposed amendment in writing, over their signatures, to the Executive Committee through the President of the Chapter.
- Section 3. The Secretary/Treasurer shall provide to each Chapter member a copy of the proposed amendment along with the ballot referred to in Section 1 of this Article.
- Section 4. The Secretary/Treasurer shall notify each Chapter member of the results of the voting on a proposed amendment.

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CALIFORNIA CHAPTER

Bylaws

Article I - Membership

Section 1. Grades

The constituted membership of the California Chapter of the Institute of Nuclear Materials Management (INMM) shall consist of members and associate members. Voting privileges in the Chapter shall be extended to both members and associate members. Only members may hold offices of President, Vice President, Secretary/Treasurer and members-at-large on the Executive Committee.

Section 2. Members

- a. Members of the Chapter will be “regular members” in good standing of the parent organization as described in Article I, Sections 1-4, of the National Bylaws of the INMM.
- b. Associate members will be all other persons who have expressed interest in Chapter membership.

Article II - Dues

- Section 1. The dues for membership in the Chapter shall be determined by the Executive Committee.

Article III – Election of Executive Committee

- Section 1. All seven members of the Executive Committee (EC) elected from the membership of the Chapter shall be elected by ballot provided (by e-mail, fax, or regular mail) to each member of the Chapter or on a officially established website. The candidate for each elective position receiving a plurality of the votes shall be elected. If votes are cast for more than two candidates for a given elective position, and if none of the candidates receive a majority of the votes, then a special election shall be held in which the two candidates who received the highest number of votes in the first election shall be candidates for the special election. The candidate receiving the vote of a majority of those voting in the special election shall be elected. If a tie results in the balloting for two or more candidates for an elective office, the Executive Committee will determine the method for resolving said tie.

Section 2. Elected officers shall serve for a term of one year beginning October 1 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 September 30 of the year following their election or until their successors are elected. The President and Vice-President shall be eligible for re-election to their respective offices for the succeeding year, but thereafter shall not be eligible to serve in their respective offices until after expiration of one year. The Secretary/Treasurer shall be eligible for re-election to his/her respective office for successive terms.

Section 3. Each of the three members-at-large of the Executive Committee elected from the membership shall serve for a term of two years. In the event that a vacancy occurs in these three positions of 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 shall furnish to the Secretary/Treasurer by August 1 of each year the names of one or more members as candidates for each of the offices of President, Vice-President, Secretary/Treasurer; and each of the other elective positions on the Executive Committee to which members are to be elected. No individual member shall be nominated for more than one elective office or position in any one election. Candidates may also be nominated for any of the elective offices or positions by fifteen (15) Chapter members who submit to the Secretary/Treasurer 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/Treasurer before August 1, preceding the election.

Section 5. Not later than August 15 of each year in which elections are to occur, the Secretary/Treasurer shall provide (using email, fax, hand delivery or mail) a ballot to each member in good standing, listing the names of the candidates and the offices or positions to which they have been nominated. The ballot shall bear a notice to the effect that the response (an email message reply or voting on a password protected website qualify as responses, as well as a faxed, mailed, or hand delivered ballot) shall be returned to the Secretary/Treasurer before September 15.

In marking the ballot, the Chapter member may write in the name of a candidate for an office or position for whom he wishes to vote if that name is not listed on the ballot forwarded by the Secretary/Treasurer to the Chapter member.

- Section 6. The Secretary/Treasurer will tabulate the ballots and will present the results to the President of the Chapter by September 22.
- Section 7. After the election, the outgoing President of the Chapter will call a meeting of the EC at which time any newly elected members of the Committee will meet with their respective outgoing members to arrange for the transfer of responsibility for each office and elective position by October 1 of that year.
- Section 8. The Secretary/Treasurer will notify each Chapter member in good standing of the results of the election by October 1 of that year.
- Section 9. All Executive Committee members will serve without remuneration.
- Section 10. In the event of a vacancy in the office of President, the Vice President will vacate his or her office and become President for the unexpired term of office. All other vacancies of offices may 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 other duties as may be assigned from time to time by the Executive Committee.
- Section 2. The President shall preside 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:
- a. Assist the President in all matters referred to him/her by the President.
 - b. Perform all of the duties of the President in the absence of the President.
 - c. Give advance notice of all meetings of the Chapter to each member.
 - d. Advise new members of their acceptance into membership by the Chapter.
- Section 4. The Secretary/Treasurer shall keep a record of the proceedings of the Chapter and shall serve as Secretary of the Executive Committee. He/she shall also:

- a. Provide ballots to each member for the election of officers and other elective positions and for proposed amendments to the Constitution and Bylaws.
- b. Notify each member of the results of elections and of the voting on proposed amendments.
- c. Record the names of new members in the roll of members.
- d. Submit a copy of the minutes of each business meeting to the Secretary of the Institute.
- e. Present a financial report to the Executive Committee at the end of each fiscal year and at other times as requested by the Head of the Executive Committee.
- f. Perform 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.

Section 5. 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 Constitution and Bylaws. It shall:

- a. Maintain a record of minutes of all proceedings at its meetings.
- b. Interpret and execute the provisions of the Constitution and Bylaws.
- c. Fill any vacancy in any office of the Chapter or Executive Committee except that of President.
- d. Select and appoint a Nominating Committee, chaired by the Vice President and at least one other chapter member.
- e. Select and appoint a Program Committee, chaired by the President and at least two other chapter members.
- f. Select and appoint other committees as may be appropriate for conducting Chapter business.

Section 6. If the President is temporarily unavailable, he/she may request the Vice President to serve in his or her place for the purpose of calling and presiding over an Executive Committee meeting. In the absence of both

the President and Vice President at an Executive Committee meeting, the Committee shall elect a temporary President.

- Section 7. 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 to the President. In the absence of a quorum, which shall be four members of the Executive Committee, called meetings of the Executive Committee shall adjourn to a later date. The Executive Committee shall meet at least once in each calendar year.
- Section 8. 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 other duties as may be assigned to it by the Executive Committee.
- Section 9. 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 10. All appointed committees shall maintain a record of all proceedings of their meetings and otherwise provide for their own operation.
- Section 11. Members of committees appointed by the Executive Committee shall serve for a term of one year or until their successors have been appointed.

Article VI – Meetings

- Section 1. 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 20% of the Chapter members and in the absence of a quorum, no business shall be transacted.

Article VII – Amendments

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

End of Bylaws.