

**INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT  
CENTRAL REGION CHAPTER  
CONSTITUTION**

**Article I—Name**

**Section 1.** The name of this membership organization shall be the “Central Region Chapter of the Institute of Nuclear Materials Management.”

**Article II—Purpose**

**Section 1.** Functioning within the Constitution and Bylaws of the parent organization, the Institute of Nuclear Materials Management, this Chapter is formed to provide:

- a. participation at a regional level in the activities of the INMM by those members in good standing of the parent organization.
- b. the promotion of research in the field of nuclear materials management.
- c. the increase and dissemination of nuclear materials management knowledge through meetings and professional contacts.

**Article III—Membership**

**Section 1.** Membership in the Chapter shall be open to members in good standing of the parent organization who are located within the states of Illinois, Ohio, Indiana, Kentucky, Tennessee, Pennsylvania, and Missouri.

**Article IV—Officers**

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

**Section 2.** There shall be an Executive Committee which shall be composed of the officers of the Chapter, the immediate past President, and four (4) members-at-large elected from the membership of the Chapter. The President of the Chapter shall be the chair 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 send a notice of each meeting to every member at least two (2) weeks in advance of such meeting.

**Article VI—Headquarters**

**Section 1.** Headquarters of the Chapter shall be located within the area of those states listed in Article III.

## **Article VII—Amendments**

**Section 1.** This Constitution may be amended by the consent of two-thirds of those members voting on a ballot sent by the Secretary to each member in good standing.

**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) members in good standing who submit a proposed amendment in writing over their signatures to the Secretary.

**Section 3.** The Secretary shall send each member in good standing a *copy* of the proposed amendment along with the ballot referred to in Section 1 of this Article.

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

**INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT  
CENTRAL REGION CHAPTER  
BYLAWS**

**Article I—Membership**

**Section 1.** Membership shall be open to those members in good standing of the parent organization as described in Article I, Section 1-8 of the Bylaws of the Institute of Nuclear Materials Management.

**Article II—Dues**

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

**Article III—Election of Officers**

**Section 1.** All officers of the Chapter and the four members of the Executive Committee elected from the membership of the Chapter shall be elected by ballot sent to each voting chapter member. Officers and Members-at-large shall be elected by a plurality.

**Section 2.** Elected officers shall serve for a term of two years beginning October 1, or in the event of a delayed election, until their successors are elected. The President and Vice-President shall be eligible for one re-election to their respective offices and cannot serve again for two years. The Secretary and Treasurer shall be eligible for reelection to their respective office for successive terms.

**Section 3.** Each of the four members of the Executive Committee elected from the membership shall serve for a term of two years. The retiring members of the Executive committee shall not be eligible to serve on the Executive Committee until the expiration of two years. In the event that a vacancy occurs in these four 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 Executive Committee shall furnish to the Secretary before May 1 of each year the names of qualified candidates for each of the elective positions on the Executive Committee for which members are to be elected. The Executive Committee shall also furnish to the Secretary before May 1 of each year the names of one or more members as candidates for each of the elective positions which include the President, Vice-President, Secretary, Treasurer, and Members at Large. 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 five (5) 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 May 1 preceding the election.

- Section 5.** The Secretary shall send a ballot listing the names of the candidates and the offices or positions to which they have been nominated to each member in good standing not later than July 15 of each year. The ballot shall bear a notice to the effect that the completed ballot shall be returned to the Secretary before August 15. In completing the ballot, the member may write in the name of a candidate for an office or position for whom he/she 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 member in good standing of the results of the election by publication in the subsequent fall issue of the Journal of the INMM and/or other means as maybe determined.
- Section 7.** After the election each year, the out-going President 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 October 30 of each year.
- Section 8.** All officers shall serve without remuneration.
- Section 9.** In the event of a vacancy in the office of President, the Vice-President shall vacate his/her office and become President for the unexpired term of office. All other vacancies of officers 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 such other duties as may be assigned from time to time by the Executive Committee.
- Section 2.** The President shall chair 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 assist the President in all matters referred to him/her by the President and shall perform all of the duties of the President in the absence of the President.
- Section 4.** The Secretary shall keep a record of the proceedings of the Chapter and shall serve as Secretary of the Executive Committee. He/she shall also:
- a. give due advance notice of all meetings of the Chapter to each member.
  - b. send 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/her office shall require or as shall be assigned by the Executive Committee.
- f. surrender to his/her successor all books, records, correspondence, and documents of the Chapter.
- g. shall submit a copy of the minutes of each business meeting to the Secretary of the Institute.

**Section 5.** The Treasurer shall collect and disburse the funds of the Chapter. Disbursements shall be made by check. Disbursements up to \$200 may be made on the Treasurer's signature alone. Expenditures over \$200 must be approved by the Executive Committee either through approval of an operating budget or by individual item, and the check must be co-signed by one other Chapter officer. The Treasurer shall also,

- a. receive and deposit all fees and dues forwarded to him/her by any and all officers or members authorized to collect such on behalf of the Chapter.
- b. disburse any authorized refunds of such fees or dues described in Section 5(a) above.
- c. issue to members notices of any dues payable, showing the due date on or before which payment is to be made.
- d. post and maintain all necessary financial records in accordance with the fiscal policies of the parent organization.
- e. present a financial report to the Executive Committee at the end of each fiscal year and at other times as requested by the President.
- f. perform such other duties as the office may require or as determined by the Executive Committee.
- g. surrender to his/her successor all funds and property 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 its Charter. It shall:

- a. maintain a book 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 President shall designate a temporary Secretary to record the proceedings of that meeting.
- 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 special committees as they deem necessary.

**Section 7.** If the President is temporarily unavailable, he/she may request the Vice-President to serve in his/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 Executive Committee shall elect a temporary

Chair.

- Section 8.** 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 directed 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 date. The Executive Committee shall meet at least once in each Chapter year beginning October 1.
- 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 V—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 members and, in the absence of a quorum, no business shall be transacted.

#### **Article VI- Amendments**

- Section 1.** These Bylaws may be amended by the same procedure as described in Article VII of the INMM Central Chapter Constitution.