

# INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT IDAHO STATE UNIVERSITY STUDENT CHAPTER BYLAWS

## ARTICLE I — NAME

**Section 1.** The name of this membership organization shall be the *Idaho State University Institute of Nuclear Materials Management Student Chapter*.

## ARTICLE II — PURPOSE

**Section 1.** Functioning within the Bylaws of the parent organization, the Institute of Nuclear Materials Management (INMM), this Chapter is formed to foster, promote and further within Idaho State University (ISU), the purposes and objectives of INMM and to:

- (a) Advance nuclear materials management in all its aspects;
- (b) Promote research in the field of nuclear materials management;
- (c) Establish standards, consistent with existing professional norms;
- (d) Improve the qualifications of those engaged in nuclear materials management and safeguards through high standards of professional ethics, education, and attainments, and the recognition of those who meet such standards;
- (e) And increase and disseminate information through meetings, professional contacts, reports, papers, discussions, and publications.

## ARTICLE III — MEMBERSHIP

**Section 1.** Membership in the Chapter shall be open to all students at ISU and the University of Idaho (UI) who are interested in nuclear materials management. This organization will not deny membership to any person on the basis of race, age, religion, sex, sexual orientation, physical handicap, color, marital status, national origin, language or creed.

## ARTICLE IV — OFFICIALS

**Section 1. OFFICERS.** The officers shall be a President, Vice President, Secretary, Treasurer, and University of Idaho Liaison, all of whom are official members in good standing of the INMM Chapter and the INMM parent organization.

- (a) Only officially registered students with a minimum GPA of 2.0 shall be eligible to serve as elected or appointed officers.
- (b) The President must be a student at Idaho State University.
- (c) The University of Idaho Liaison must be a student at University of Idaho.
- (d) All other officers must be students at ISU or UI.

## Section 2. EXECUTIVE COMMITTEE.

- (a) The Executive Committee shall be composed of the officers of the Chapter and a non-voting faculty advisor.
- (b) The President of the Chapter shall be the Head of the Executive Committee.
- (c) The Executive Committee may appoint other Designated Officers to perform specific functions as necessary to ensure efficient functioning of the Chapter.
- (d) The faculty advisor is a staff member of ISU who acts as in a purely advisory role, but is not an officer of the Chapter and does not have decision-making authority. The Faculty Advisor does not vote on issues as part of the Executive Committee.
- (e) The Faculty Advisor does not have to be a member of the parent organization.

## **ARTICLE V — ELECTION OF OFFICIALS**

**Section 1.** All officers of the Chapter shall be elected by ballot sent to each member of the Chapter. The candidate for each given officer position receiving the vote of a majority of those voting shall be elected. If votes are cast for more than two candidates for a given officer position, and if no candidate receives 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 the candidates for the special election. The candidate receiving the vote of a majority of those voting in the special election shall be elected.

**Section 2.** One election shall be held each year. The deadlines for each election are described in Section 7.

**Section 3.** Elected officers shall serve for a term of one year beginning on the first day after the end of the academic school year and serve until the last day of the following school year. In the event of a delayed election, elected officers shall serve until their successors are elected.

**Section 4.** An officer may run for re-election for a second year in the same office one time.

**Section 5.** In the event that a vacancy occurs in any of the Officer positions, the Executive Committee shall appoint a successor to fill the unexpired term of that vacancy by majority vote of the Executive Committee.

**Section 6.** The Executive Committee shall solicit nominations and/or applications from members as candidates for each of the offices of President, Vice-President, Secretary, Treasurer, and University of Idaho Liaison at least 30 days prior to the election. No individual member shall be nominated for more than one officer position in any one election.

**Section 7.** The election shall be held during the month of April each year during a meeting of the Chapter.

**Section 8.** The Secretary shall prepare a ballot listing the names of the candidates and the offices to which they have been nominated to each Chapter member in good standing no later than two weeks prior to the meeting during which the election will be held. The Secretary will provide each member the opportunity to submit a ballot in advance of the meeting during which the election will be held in the event the member is unable to attend the meeting.

**Section 9.** The Secretary shall notify each member in good standing of the results of all elections no later than two weeks following the election.

**Section 10.** 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 out-going members to arrange for the transfer of responsibility for each office.

**Section 11.** All officers shall serve without remuneration.

**Section 12.** In the event of a vacancy in the office of President, the Vice-President shall vacate that office and become President for the unexpired term of office. All other Executive Committee vacancies occurring may be filled by the Executive Committee by interim appointment for the unexpired term of office. Appointments must be approved by a majority vote of the Executive Committee.

## **ARTICLE VI — DUTIES**

**Section 1. OFFICERS.** 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. PRESIDENT.** The President shall preside at all general Chapter meetings and all meetings of the Executive Committee, and shall perform all duties customarily pertaining to that office such as:

- (a) Supervising all Chapter business and activities;
- (b) Supervising all public and external relations;
- (c) Serving as the chapter's official spokesman at all external events and activities.

**Section 3. VICE PRESIDENT.** The Vice President shall assist the President in all matters referred and, in the absence of the President, shall perform all of the duties of that office.

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

- (a) Give due advance notice of all meetings of the Chapter to each Chapter member and the Faculty Advisor.
- (b) Send to each member ballots for proposed amendments to the Chapter Bylaws.
- (c) Notify the chapter members of the results of elections, and of the voting on proposed amendments.
- (d) Record the names of new members on the official distribution list of members, advise new members of their acceptance into membership by the Chapter, and provide each new member with a copy of the Chapter's Bylaws.
- (e) Submit a copy of the minutes of each business meeting to the Secretary of the INMM.
- (f) Send thank you letters to speakers.
- (g) Monitor the Chapter's recognition status with the University.
- (h) Perform such other duties as the office shall require or as shall be assigned by the Executive Committee.
- (i) Surrender to a successor all books, records, correspondence, documents, and property of the Chapter.

**Section 5. TREASURER.** The Treasurer shall also collect and disburse the funds of the Chapter. Approval of the Chapter's budget by the Executive Committee shall constitute authority to the Treasurer to disburse appropriate funds, provided that such individual disbursements shall have been approved by the responsible Head or individual designated by the Executive Committee. The Treasurer shall also:

- (a) Present a financial report to the Executive Committee at the end of each fiscal year and at other times as requested by the INMM Treasurer or Executive Committee.
- (b) Prepare an annual budget to be approved by the Executive Committee.
- (c) Reconcile and approve all monthly budget.
- (d) Be responsible for financial aspects of fundraising.
- (e) Surrender to a successor all funds, records, and documents, of the Chapter.
- (f) Will execute the appropriate process in order to request and obtain funds from ASISU.
- (g) Will collect all membership dues and provide a report of full paying members to the Chapter Executive Committee at the beginning of each fiscal year.

**Section 6. UNIVERSITY OF IDAHO LIAISON.** The University of Idaho Liaison shall represent UI student interests at Executive Committee meetings. The University of Idaho Liaison shall also:

- (a) Inform all interested UI students about INMM activities and meetings.
- (b) Present possible lecturers from UI faculty and staff to the Executive Committee.
- (c) Assist other officers as needed.

**Section 7. Executive Officer Attendance.** Executive Officers are required to attend all regularly scheduled Executive Committee meetings. If an officers misses two meetings a warning will be issued; if a third meeting is missed, the individual will be subject to removal.

**Section 8. Removal of Officers.** Any officer not fulfilling his/her duties can be recommended to the Executive committee for removal. A recommendation is passed to the membership for a vote by a unanimous vote of the Executive Committee; the officer in question is not allowed to vote. The officer can be removed by two-thirds majority vote of the voting membership of the Chapter at two consecutive meetings.

**Section 9. Faculty Advisor.** The advisor must be a faculty member at ISU who teaches a class or conducts research related to nuclear materials management. He/she may be a professor or associate staff member. He/she must be familiar with the activities of the Chapter and Organization. The Faculty Advisor shall also:

- (a) Have a priori (or be willing to obtain) an appropriate level of experience, resources, and knowledge related to those activities and the mission of the Chapter defined by the Organization.
- (b) Meet with the elected officers of the Chapter to discuss expectations for roles and responsibilities after Chapter elections. Additionally, he/she should assist the Chapter in developing realistic goals for the academic year.
- (c) Participate in event planning and regularly attend Executive Committee as well as general chapter meetings when possible. He/she should be available outside those meetings for advice and consultation related to the Chapter's operations.
- (d) Recommend a suitable Faculty Advisor replacement following the guidelines prescribed here when leaving the Host University or abdicating the role as Faculty Advisor.

**Section 10. Removal of Advisor.** A advisor not fulfilling his/her duties can be recommended for removal. The advisor can be removed by two-thirds majority vote of the voting membership of the Chapter at two consecutive meetings.

**Section 11. EXECUTIVE COMMITTEE.** 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 Bylaws. It shall also:

- (a) Maintain a book of minutes of all proceedings at its meetings.
- (b) Interpret and execute the provisions of the Chapter's Bylaws.
- (c) Fill any vacancy in any office of the Chapter or Executive Committee except that of President.
- (d) Meet at least once each semester upon due notice to its members at the call of the President, or upon written request of a majority of the members of the Executive Committee directed to the President.
- (e) In the absence of a quorum, which shall be three (3) members of the Executive Committee, meetings of the Executive Committee shall adjourn to an alternate date. In the absence of both the President and Vice-President at an Executive Committee or Chapter meeting, the Executive Committee shall select a member present to preside.
- (f) Select and appoint other committees as may be appropriate for conducting Chapter business.

## **ARTICLE VII — DUES**

**Section 1.** The dues for this Chapter are twofold: national dues set by INMM, and local dues may be set by the Executive Committee. Members will be encouraged but not required to join the parent organization, unless otherwise required by their duties as officers.

## **Article VIII — Finance**

**Section 1.** The treasurer will be responsible for the collection/distribution of funds and opening a student organizations account in the ASISU office. Major expenditures (\$100 or more) will be authorized by the majority vote of the Executive Committee and then the membership. Minor expenditures (less than \$100) will be authorized by the majority vote of the Executive Committee. All expenditures shall require the signature of one of the officers and the advisor.

## **ARTICLE IX — MEETINGS**

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

**Section 2.** The Secretary shall send a notice of each meeting to every Chapter member at least two (2) weeks in advance of such meeting

**Section 3.** 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 at least six (6) members or 40% of the Chapter membership, whichever is greater.

## **ARTICLE X — HEADQUARTERS**

**Section 1.** Headquarters of the Chapter shall be located in the Nuclear Engineering Department of ISU. The physical address of the Chapter is as follows:

ISU INMM Student Chapter  
921 S. 8<sup>th</sup> Ave Stop 8170  
Pocatello ID, 83201

## **ARTICLE XI — AMENDMENTS**

**Section 1.** These Bylaws may be amended by the consent of two-thirds of those Chapter members voting on a ballot sent by the Secretary to each member of the Chapter in good standing using the Chapter's official distribution list at least three (3) weeks before the date specified for the receipt by the Secretary of the returned ballot.

**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) Eight (8) members of the Chapter in good standing who submit a proposed amendment in writing to the Executive Committee through the Secretary.

**Section 3.** The Secretary shall send to each Chapter member in good standing a copy of the proposed amendment, and the latest version of the Chapter bylaws, 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.

**Section 5.** The proposed amendment is not ratified until approved by both ASISU and the INMM Executive Committee.

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Chapter President, INMM

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Faculty Advisor, INMM

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Faculty Advisors University Title

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Date Submitted