

# **Bylaws of the Institute of Nuclear Materials Management Japan Chapter**

## **ARTICLE I – NAME AND HEADQUARTERS**

The name of this organization shall be the “Institute of Nuclear Materials Management (INMM) Japan Chapter” (hereinafter “Chapter”). The Chapter shall have a secretariat in Tokyo.

## **ARTICLE II – PURPOSE**

The purpose of the Chapter is to promote various activities in the field of nuclear materials management in accordance with Article II (Purpose) of the INMM Bylaws.

## **ARTICLE III – OPERATION MANUAL AND BUSINESS TERM**

### **Section 1. Operation Manual**

In order to achieve the purpose stated in Article II, the Chapter shall conduct its business according to its Operation Manual (Chapter’s internal regulation) that contains additional requirements, detail, and explanation, and that is consistent with these Bylaws.

### **Section 2. Business Term**

In conjunction with the INMM Headquarters, the Chapter’s business term (same as financial term) shall be established beginning October 1<sup>st</sup> and ending September 30<sup>th</sup> of the next year, and the Chapter shall carry out various activities in accordance with the business plan and the Chapter’s annual budget.

## **ARTICLE IV – MEMBERSHIP**

### **Section 1. Admission**

1. Members (Regular Member and Student Member) in the Chapter shall be individuals who are active in nuclear materials management and related fields and who have an interest in advancing the Chapter’s purpose stated in Article II.
2. A private corporation, association, institute, or other organization (hereinafter “Organization”) may be a Chapter Sustaining Member under the conditions and with the rights specified in these Bylaws.

### **Section 2. Application**

1. A candidate for admission (Regular Member and Student Member) must complete a New Member Application issued by INMM Headquarters (in English) and a Membership Application prescribed by the Chapter, and submit both to the Chapter Secretary. The Secretary shall review all membership applications and determine if the applicant meets the membership qualification criteria. If these criteria are met, then the candidate is approved as an INMM and Chapter member.
2. If the Secretary concludes that the applicant does not satisfy the membership qualification criteria, then the Secretary shall consult with the President of the Chapter to determine the final disposition of the application.
3. Upon Chapter approval of the applicant for membership, the Secretary shall submit the

- membership application and the endorsement that the applicant meets membership qualification criteria to the INMM Membership Committee for membership registration.
4. Upon receipt of notification of completion of membership registration from INMM Headquarters, the Secretary shall inform the applicant and request payment from the applicant of the membership fee for the year. However, in the case of membership registration during the period beginning the first of July and ending the 30<sup>th</sup> of September, the fee shall be considered as payment of dues for the remainder of the current year and for year following.
  5. An Organization that wishes to become a Chapter Sustaining Member shall apply for membership in accordance with the Operation Manual.

### **Section 3. Rejection**

If an applicant for admission is rejected, the applicant will be informed of the reason(s) for the rejection in writing by the President of the Chapter. The applicant shall be able to re-apply after the identified deficiencies have been resolved.

### **Section 4. Dues**

1. Membership dues for each business term (October 1<sup>st</sup> – September 30<sup>th</sup>) shall be due and payable by the end of March of the term. However, the due date for the Sustaining Membership fee may be changed due to specified circumstances within the business term by request to the Secretary.
2. The Chapter's Executive Committee shall establish dues for the various types of membership.
3. No refund of dues shall be given upon membership withdrawal during the business term.
4. Rules for the payment of dues and for default of payment shall be stipulated in the Operation Manual.

### **Section 5. Student Members**

1. A Student Member, at the time of admission or renewal, shall be enrolled full time as a student at the College or University level or equivalent.
2. An applicant that is employed full time shall not be eligible to be a Student Member.
3. Regulations for Student Members shall be stipulated in the Operation Manual.

### **Section 6. Sustaining Members**

1. A private corporation, association, institute, or other organization that agrees with the objective stated in Article II and wishes to provide annual financial support for promoting and assistance of any Chapter activities conducted in accordance with the purpose of INMM may become a Chapter Sustaining Member upon approval of its application.
2. A Sustaining Members shall not have the right to vote on any matter related to operation of the Chapter.
3. Regulations for Sustaining Members shall be stipulated in the Operation Manual.

## **ARTICLE V – RESIGNATION, REINSTATEMENT AND TERMINATION OF MEMBERS**

### **Section 1. Resignation**

1. A Member of any grade may resign their membership in written communication to the Secretary. If all dues and other indebtedness have been paid, a resignation in good standing shall be accepted.

2. The Executive Committee may grant relief from the payment of dues for the business term if agreed upon, with an appropriate reason specified, such as long term unemployment. In addition, the Member shall submit the reason in writing to the Secretary no later than the end of March each year.
3. The above mentioned reason in writing may be submitted by electronic mail.

### **Section 2. Reinstatement**

1. A Member of the INMM, considered to have resigned under the conditions stipulated in Article V, Section 1, may be reinstated by submission to the Chapter Secretary of the same application as in Article IV, Section 2.1.
2. The reinstatement shall be accepted when the Secretary confirms that the applicant meets the Membership qualification criteria upon review of the application in accordance with Article IV, Section 2.1.
3. The Secretary shall perform the same procedure stipulated in Article IV, Sections 2.2-2.4.
4. Such Member may then renew all membership privileges by paying the required dues for the fiscal year in which the reinstatement occurs.
5. Reinstatement to the grade of Senior, Fellow, and Emeritus member shall require the approval of the INMM Executive Committee.

### **Section 3. Termination**

A Member of the INMM in any grade shall be terminated if the Member has not paid dues for more than two (2) business terms.

## **ARTICLE VI – ELECTION OF OFFICERS AND MEMBERS-AT-LARGE**

### **Section 1. Officers and Members-At-Large**

The Officers shall be a President, Vice President, Secretary and Treasurer, all of whom are members of the INMM. Six (6) Members-At-Large shall also be elected from the membership.

### **Section 2. Endorsement/Nomination**

1. The Executive Committee (see Article VII Section 2) shall furnish to the Secretary by July 1<sup>st</sup> of the year the names of one or more Regular Members as candidates for each of the offices of President, Vice President, Secretary, and Treasurer, and 6 Members-At-Large on the Executive Committee to which Members are to be elected. No nominees for Officers and the Members-At-Large shall be nominated for more than one position.
2. In addition, any Regular Member can become a nominee for any of the elected positions by submission of a petition with the endorsement of at least 15 Members to the Secretary by July 1<sup>st</sup>.

### **Section 3. Election**

All Officers of the Chapter and the six Members-At-Large shall be elected with voting by the Regular Members of the Chapter as described below.

1. The Secretary shall mail a ballot, or provide electronically for ballot, the names of the candidates and the Offices or positions to which they have been nominated to each Member. For the mailed ballot, the Secretary shall supply with the ballot an envelope within which the marked ballot shall be sealed. The sealed envelope shall be signed by the Member and returned to the Secretary. In marking the ballot, the Member may write in the name of another Member as a candidate for an office or position and vote for the

Member, if that name is not listed on the ballot forwarded by the Secretary to the Member.

2. If votes are cast for more than two candidates for a given Officer position and if no candidate receives the 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. Members-At-Large shall be elected by a plurality.
3. After the election, the President shall call a meeting of the Executive Committee, at which time the newly elected Members of the Executive Committee shall meet with the out-going Members to arrange for the transfer of responsibility for each office and elective position by September 30<sup>th</sup> of that year.
4. The Secretary shall notify each Member of the results of the election before October 1<sup>st</sup> of that year.

#### **Section 4. Terms of Office**

1. Elected Officers shall serve for a term of two years beginning October 1st of the year that they are elected. The Officers shall be eligible for re-election.
2. Elected Members-At-Large shall serve for a terms of two years. The Members-At-Large shall be eligible for re-election.
3. All Officers and Members-At-Large shall serve without remuneration.
4. 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 shall be filled by the Executive Committee by interim appointment for the unexpired term of office.

### **ARTICLE VII – MEETINGS**

#### **Section 1. General Meetings**

1. There shall be at least one general meeting of the Chapter each year.
2. The Executive Committee shall determine the date and place of general meetings.
3. The order of business shall be established by the President.
4. A quorum shall consist of 10% of the Chapter’s Members in attendance.

#### **Section 2. Executive Committee Meetings**

1. There shall be an Executive Committee which shall be composed of the Officers, Immediate Past President, and Members-At-Large (hereinafter “Executive Committee Member”).
2. The Chair of the Planning Committee (see Article IX, Section 2) and the Chair of the Annual Meeting Program Committee (see Article IX, Section 3) shall be Ex-Officio Members of the Executive Committee.
3. The President shall be the Chair-person of the Executive Committee. In the absence of the President at an Executive Committee Meeting, the Vice-President shall be the Chair-person of the Executive Committee Meeting. In the absence of both the President and Vice-President at an Executive Committee Meeting, the Executive Committee shall elect an Executive Committee Member who is present to preside.
4. As a general rule, the Executive Committee shall meet once every three (3) months or upon the written request of a majority of the Members of the Executive Committee directed to the President.
5. A quorum of an Executive Committee Meeting shall be more than five (5) Members of the

Executive Committee.

6. In the event that an Executive Committee's resolution is required between scheduled meetings, the resolution shall be voted on electronically in accordance with the Operation Manual.

### **Section 3. The Planning Committee and the Annual Meeting Program Committee**

1. The Planning Committee Chair and the Annual Meeting Program Committee Chair, who are designated by the Executive Committee in accordance with Article IX, Sections 2 and 3, shall organize their meetings in accordance with the Operation Manual.
2. The terms and responsibilities of the Chairs of those Committees shall be stipulated in the Operation Manual.

## **ARTICLE VIII – DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE**

### **Section 1. Duties of Officers**

The duties of the Officers shall be those customarily performed by such Officers together with those specifically mentioned in these Bylaws or the Operation Manual, and such other duties as may be assigned from time to time by the Executive Committee.

1. The President shall preside at all Chapter meetings, and shall perform all duties customarily pertaining to that office.
2. 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.
3. The Secretary shall keep a record of the proceedings of the Executive Committee and serve as Secretary of the Executive Committee. The Secretary shall also:
  - (1) Give due advance notice of General Meetings of the Chapter to each Member.
  - (2) Send to each Member ballots for the election of Officers and other elective positions.
  - (3) Notify each Member about the results of elections.
  - (4) Record the name of new Members on the roll of Members and advise new Members of their acceptance into membership by the INMM.
  - (5) Perform such other duties as the office shall require or shall be assigned by the Executive Committee.
  - (6) Surrender to a successor all books, records, correspondence and documents of the Chapter.
  - (7) Perform the duties related to the amendment of the Bylaws as stipulated in Article X.
4. The Treasurer shall collect, manage, and disburse the funds of the Chapter, and prepare the Chapter's budget annually. Approval by the Executive Committee of the Chapter's annual budget, and any revisions to that budget during the operating year, shall constitute authority to the Treasurer to disburse appropriated funds. The Treasurer shall also:
  - (1) Maintain the financial records of the Chapter.
  - (2) Assure that the financial accounting is consistent with generally accepted accounting practices.
  - (3) Present a Financial Report to the Executive Committee at the end of each financial term and at other times as required by the Chair of the Executive Committee.
  - (4) Provide annually for a notice of dues payable to be issued to each Member.
  - (5) Provide notice of annual meeting registration fees payable.
  - (6) Perform such other duties as the office shall require or shall be assigned by the Executive Committee.
  - (7) Surrender to a successor all funds and property to the Chapter.

## **Section 2. Duties of 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 its business and affairs in accordance with these Bylaws. Its duties shall include:

- (1) Maintain Operation Manual in accordance with Article III, Section 1. Amendment of the Operation Manual shall require the favorable vote of at least two-thirds of the Members of the Executive Committee.
- (2) Review the Audit Report of financial accounting performed by the external financial auditor.
- (3) Oversee all meeting reports and recommendations.
- (4) Interpret and execute the provisions of the Operation Manual.
- (5) Propose amendment of the Bylaws.
- (6) Fill any vacancy in any office of the Chapter except that of the President.
- (7) Select and appoint other committees as may be appropriate for conducting the Chapter's business.

## **Section 3. Executive Director**

1. The Executive Committee shall appoint an Executive Director.
2. The Secretary and Treasurer may delegate duties to the Executive Director with approval of the Executive Committee.

## **ARTICLE IX – AUDITOR, PLANNING COMMITTEE CHAIR, AND ANNUAL MEETING PROGRAM COMMITTEE CHAIR**

### **Section 1. Auditor**

In order to confirm that the financial activities of the Chapter are properly managed and applied by the Executive Committee, an Auditor shall be appointed by the Executive Committee. Such Auditor shall be selected from the regular membership, but shall exclude any member of the Executive Committee. The term, specific duties, and responsibilities of the Auditor will be defined and stipulated by the Executive Committee in the Operation Manual.

### **Section 2. Planning Committee Chair**

In order to discuss Chapter planning, including proposals for workshops, symposiums, forums etc., and implementation, a Planning Committee shall be established by the Executive Committee, who shall appoint a Planning Committee Chair. The Planning Committee Chair shall be selected from the regular membership including Officers and Members-At-Large. The term and responsibilities shall be stipulated in the Operation Manual.

### **Section 3. Annual Meeting Program Committee Chair**

In order to plan and implement the Chapter's Annual Meeting, an Annual Meeting Program Planning Committee shall be established by the Executive Committee, who shall appoint one Annual Meeting Program Committee Chair (hereinafter Program Committee Chair). The Program Committee Chair shall be selected from the regular membership including Officers and Members-At-Large. The term and responsibilities shall be stipulated in the Operation Manual.

## **ARTICLE X - AMENDMENT**

**Section 1. Proposal**

Amendment of these Bylaws may be proposed according to the following:

1. The Executive Committee upon approval of the proposed amendment in accordance with Article VIII, Section 2 (5) of these Bylaws, and
2. Fifteen (15) Members in good standing who submit a proposed amendment in writing over their signature to the Executive Committee through the Secretary.

**Section 2. Ballot**

1. The Secretary shall send to each Member in good standing a copy of the proposed amendment, along with a ballot allowing for each Member to record their vote regarding acceptance of the proposed amendment.
2. The proposed amendment must receive at least a two-thirds favorable vote in order to proceed with a request to the INMM Executive Committee.

**Section 3. Authorization**

Upon the amendment passing the ballot by the Regular Members of the Chapter, the Secretary shall forward the proposed amendment of the Bylaws to the INMM Executive Committee for the authorization.

**Section 4. Notification**

The Secretary shall notify each Member of the results of the authorization of the amendment by the INMM Executive Committee in a timely manner.

**Section 5. Supplementary Provision**

The amended Bylaws shall enter into force on the date that the INMM Executive Committee approves the amendment. In addition, the existing Constitution and Bylaws of the Japan Chapter shall be repealed at that time.