

**INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT (INMM)
NIGERIA CHAPTER
BYLAWS**

ARTICLE I. NAME

Section 1.

The name of this membership organization shall be the **Nigeria Chapter** of the Institute of Nuclear Materials Management (INMM).

ARTICLE II. PURPOSE

Section 1.

Functioning within the Constitution and Bylaws of the Institute of Nuclear Materials Management (INMM), the Chapter is formed to foster and promote within Nigeria the purposes and objectives of INMM and to provide:

- a) Participation in the activities of INMM by those members in good standing of the parent organization;
- b) The promotion of research and establishing standards to improve the qualification and skill of those in the field of nuclear materials management;
- c) The increase and dissemination of nuclear materials management knowledge through meetings, seminars, and professional contacts.

ARTICLE III. HEADQUARTERS

Section 1.

The Headquarters of the Chapter shall be located at:
Nigeria Atomic Energy Commission (NAEC)
9 Kwame Nkruma Crescent, Asokoro
Abuja, Nigeria.

ARTICLE IV. MEMBERSHIP

Section 1.

Membership in the Chapter shall be open to Nigerian citizens, both in Nigeria and elsewhere, who are members in good standing of INMM and are active or interested in nuclear materials management or related fields.

Section 2.

GRADES The membership of the Nigeria Chapter of the INMM shall consist of *Regular* members and *Associate* members. Voting privileges in the Chapter will be extended to both *Regular* and *Associate* members. Only *Regular* members may hold offices of President, Vice-President, Secretary, and Treasurer. Both *Regular* and *Associate* members may hold positions as Member-at-Large on the Executive Committee.

- a) **REGULAR MEMBERS**: Members of the Chapter must be members in good standing of the parent Organization, INMM.
- b) **ASSOCIATE MEMBERS**: Associate members of the Chapter will be all others persons, such as non-Nigerians who are active in the field of nuclear materials management and /or related fields, Nigerians who are active in the nuclear materials management fields but not dues-paying members of INMM, and Nigerians who are not active in the field of nuclear materials management but are interested in the activities of INMM and have submitted a request to the Secretary. The Secretary shall present the list of eligible Associate members to the Executive Committee for approval whenever there is an Executive Committee meeting.

ARTICLE V. OFFICIALS

Section 1. OFFICERS

The officers shall be a President, Vice-President, Secretary, and Treasurer, all of who shall be members in good standing of INMM.

Section 2. EXECUTIVE COMMITTEE

- a) The Executive Committee (EC) shall be composed of the officers of the Chapter, the Immediate Past President, and four Members-at-Large elected from the membership of the Chapter;

- 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 and smooth functioning of the Chapter.

ARTICLE VI. ELECTION OF OFFICIALS

Section 1.

All officers of the Chapter and the four Members-at-Large of the Executive Committee 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 compete. 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 majority of votes.

Section 2.

Two elections shall be held each year. The first election shall be for officer positions. A second election will be held for Members-at-large. Candidates not elected for officer positions may choose to run for a Member-at-Large position. The deadlines for each election are described in Sections 6 and 7.

Section 3.

Elected Officers shall serve for a term of two years beginning October 1 of the election year or, in the event of a delay, until their successors are elected. In the event of a delayed election, 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 a second term, but thereafter shall not be eligible to serve in their respective offices until the expiration of one term. The Secretary and Treasurer shall be eligible for re-election to their respective offices for a maximum of three successive terms.

Section 4.

The four Members-at-large of the Executive Committee elected from the membership of the Chapter shall each serve for a term of two years. Each election year, the terms for which two of these members were elected shall expire, and two members shall be elected to fill those positions. After the first term of two years of coming into existence of the Chapter, the four (4)

Members-at-Large of the Executive Committee can stand for re-election for the same position provided that only the first two shall be considered re-elected while two new Members-at-Large shall be elected to replace the other two. No Member-at-Large of the Executive Committee shall serve for more than two consecutive terms in that position.

In the event that a vacancy occurs in any of these four positions of the Executive Committee, the Executive Committee shall appoint a successor to fill the unexpired term of that vacancy.

Section 5.

The Executive Committee shall furnish to the Secretary by August 1 of each election year the names of the one or more members as candidates for each of the offices of President, Vice-President, Secretary, and Treasurer. No individual member shall be nominated for more than one officer position in any one election. Eligible candidates may also nominate themselves, or be nominated by any Chapter member, for any elective officer positions. Nominations must be submitted to the Secretary in writing, specifying the candidate and the office or position to which that candidate is being nominated. Such nominations shall be submitted to the Secretary before August 1, preceding the election.

Section 6.

The Secretary shall send an electronic ballot, listing the names of the candidates and the offices or positions to which they have been nominated, to each Chapter member no later than August 10 of each year. The ballot shall bear a notice to the effect that the ballot shall be returned to the Secretary before August 25. In marking the ballot, the member may write in the name of another member as a candidate for an office and vote for that member.

Section 7.

Following the announcement of officer election results, the Secretary shall request nominations from all Chapter members for conducting a second election for the four Member-at-Large positions of the Chapter's Executive Committee. Members may nominate themselves or any other Chapter member to stand for a Member-at-Large position. The Secretary shall instruct Chapter members to nominate candidates by September 7.

Once all nominations are collected, the Secretary shall distribute a second ballot in the same manner as the ballot for the officer election not later than September 12, with instructions to return the completed ballot not later than September 17 to the Secretary.

Section 8.

The ballot shall be counted by the Secretary and at least two other Chapter officials, nominated by the Executive Committee. The Secretary after due consultation with the President shall notify each member in good standing of the results of the officer election before September 3 and of the Executive Committee elections before September 22 of each year.

Section 9.

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 transfer of responsibility for each office and elective position by September 30 each year.

Section 10.

All officers shall serve without remuneration.

Section 11.

In the event of a vacancy in the office of the President, the Vice President shall vacate his/her office and become President for the unexpired term of the office. All other Executive Committee (EC) vacancies, including those of other officer positions, may be filled by the Executive Committee by interim appointment for the unexpired term of office, from amongst the Chapter EC Members-at-Large, then filling the Members-at-Large vacancy/vacancies by appointing chapter member/members.

ARTICLE VII. DUTIES OF OFFICIALS

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.

PRESIDENT. The President shall preside over the general meetings and all meetings of the Executive Committee, and shall perform all other duties customarily pertaining to that office. The President shall be one of two signatories for the Chapter Bank Account and must approve all payments made by the Treasurer.

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. The Vice-President shall also have responsibility to organize and publicize the activities of the Chapter, such as seminars, workshops, and conferences.

Section 4.

SECRETARY. The Secretary shall keep a record of the proceedings and correspondences of the Chapter and shall serve as Secretary of the Executive Committee. The Secretary shall

- a) Give due advance notice (at least 21 calendar days) of all meetings of the Chapter to each Chapter member;
- b) Send to each member ballots for the election of officers and other elective positions and for proposed amendments to the Chapter Bylaws;
- c) Notify each member of the results of the elections and of the voting or proposed amendments;
- d) Record the names of new members on the official distribution lists 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 and quarterly reports, due every November 1, March 1, and July 1 of the Chapter's activities to the Secretary of INMM and Chair of INMM's Chapter Relations Committee;
- f) Perform such other duties as the office shall require or as shall be assigned by the Executive Committee;
- g) Surrender to a successor all funds, books, records, correspondences, documents and property of the Chapter;
- h) Shall receive and submit to the Executive Committee a proposed amendment to the Bylaws.

Section 5.

TREASURER. The Treasurer shall disburse funds appropriated by Executive Committee on behalf of the Chapter, as well as collect and keep records of all monies and disbursements made in respect of the finances of the Chapter. In addition to the Chapter President, the Treasurer is a signatory to the Chapter Bank Account. The Treasurer shall present an annual financial report to the Chapter and send same to Treasurer of the INMM Executive Committee or as requested by the INMM Treasurer. The Treasurer shall perform other duties as shall be assigned by the

Executive Committee and surrender to a successor all books, records, correspondences, documents and property of the Chapter.

Section 7.

EXECUTIVE COMMITTEE. The Executive Committee shall be the governing board 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 Bylaws. It shall:

- a) Maintain a book of minutes of all the 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 the Presidency, which shall be assumed by the Vice President;
- d) Select and appoint Committees or Officers as may be appropriate for conducting business;
- e) The Executive Committee shall meet at *least once* each operating year upon due notice (at least 21 calendar days) 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. In the absence of a quorum, which shall consist of five members of the Executive Committee, called meetings of the Executive Committee shall adjourn to a date when quorum is present/ formed. In the absence of the President and Vice President at the Executive Committee or Chapter meeting, the Executive Committee shall elect a member present to preside.

ARTICLE VIII. 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 meetings. The operating and fiscal year shall begin on October 1 and end on September 30.

Section 2.

At the regular meetings of the Chapter, the President shall establish the order of business. A quorum shall consist of at least 20% of the Chapter membership or 5 members, whichever is larger. In the absence of a quorum, no business shall be conducted.

ARTICLE IX. DUES

Section 1.

The Chapter shall collect monetary dues of three thousand Naira (N3,000.00) only per year.

ARTICLE X. 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 on the Chapter's official distribution list at least three weeks before the date specified for receipt of the ballot by the Secretary.

Section 2.

The proposed amendment may be originated by:

- a) The Executive Committee upon approval of the proposed amendment by a majority of the members of the Committee.
- b) Eight (8) members of the Chapter in good standing who submit a proposed amendment in writing with their signatures 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 along with a ballot referred to in Section 1 of this Article. The ballot shall be returned three weeks from when it was sent.

Section 4.

The Secretary shall notify each member of the results of the voting on the proposed amendment.

Section 5.

Amendments of these bylaws, after Chapter approval, must be submitted to the INMM Executive Committee for approval prior to implementation.