

Pandit Deendayal Petroleum University (PDPU)-India Student Chapter of the Institute of Nuclear Materials Management Bylaws

Article I – Name

The official name of this membership organization shall be the Pandit Deendayal Petroleum University (PDPU) Institute of Nuclear Materials Management Student Chapter, herein referred to as “Chapter.” The PDPU is herein referred to as the “Host Institution.”

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 foster, promote, and further within the Host Institution 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 and education, and the recognition of those who meet such standards;
- (e) Provide leadership opportunities to students studying nuclear materials management and related disciplines;
- (f) Increase interest throughout the Host Institution’s student body in nuclear energy technology and policy;
- (g) And increase and disseminate information through meetings, professional contacts, reports, papers, discussions, and publications.

Article III—Membership

Section 1. All graduate and undergraduate students that are enrolled in academic courses, at the Host Institution, concerned with the administrative and/or technical aspects of the management of nuclear material are eligible for membership in the Chapter.

No person may be denied membership on the basis of race, color, national origin, religion, gender, age, sexual orientation, or physical condition.

Article IV—Officers

Section 1. The Chapter elected officer positions are President, Vice President, Treasurer, Secretary, Joint Secretary, and Webmaster. The Faculty Advisor is not an elected Chapter member.

Section 2. Executive Committee.

- a. The Executive Committee shall be composed of the officers of the Chapter, three members-at-large selected by the Faculty Advisor, 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 the Host Institution who acts in a purely advisory role. He/she 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, but may offer advice and guidance as needed.
- e. The Executive Committee shall serve as the approving body of the Chapter's annual budget, which will only go into effect once the Executive Committee has approved it.
- f. The Treasurer shall furnish financial reports on income and expenditures to the Executive Committees, annually and upon request by the President and/or Faculty Advisor.

Article V—Election of Officers

Section 1. All officer position elections shall be scheduled at each spring academic semester prior to the beginning of the Second week of February. Members must be given a one month notice of the election in order to properly prepare nominations. The Secretary shall plan and preside over election. Nominations for elected Chapter officer positions shall be carried out by either 1.) Electronic correspondence (i.e., email) to the residing Chapter president or 2.) during the election meeting itself, prior to voting. Nominees must accept the nomination of the position to be considered a candidate. If a nominee is not present at the election meeting and was not nominated prior to the election via email correspondence, he/she shall not be considered for any position available.

The election process will consist of ballots in which the voting privileged members will cast a vote for each position and candidate receiving a plurality of votes for a given position will be the winner of the vote. There must be one person elected to each position available and an elected official may hold a position for a maximum of two (2) years. The President and Vice President of the Chapter must be members of INMM. The newly elected officers will meet with the outgoing officers to formally assume their positions after meeting which will be scheduled within one week after announcement of election result. At this meeting, Chapter property, including ledgers and funds, shall be transferred to the newly elected officers. When after election results are announced on next fourteen (14) working day of the university such a meeting will take place in within one week.

Article VI—Duties of Officers

Section 1. Officers. The duties of the officers shall be those customarily performed by such officers together with those specifically outlined in these Bylaws. Additional duties may be assigned to officers by decision of the Executive Committee

Section 2. President. The President will be the head of Executive Committee. Only students of master's are eligible for the nominee of President. The President shall perform all duties customarily pertaining to that office, including:

- a. Supervise all Chapter's business and activities.
- b. Serve as the Chapter's official spokesperson.
- c. Preside over Chapter meetings.

- d. Appoint committees to conduct Chapter business.
- e. Serve as liaison to regional and national INMM organizations.
- f. Inform faculty advisor of all meetings, activities and Chapter business.

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 that office's duties. Only students of master's are eligible for the nominee of President. Specifically, the Vice President's duties shall include:

- a. Assist the President in planning meetings.
- b. Serve as the chairperson for meetings when requested or when the President is unavailable or unable to attend.
- c. Plan and preside over elections.
- d. Assist Secretary in the recruitment of new members and speakers.

Section 4. Treasurer. The Treasurer shall collect and disburse Chapter funds. The Treasurer shall also:

- a. Be responsible for all financial operations.
- b. Account for all income and expenditures.
- c. Monitor cash flow.
- d. Reconcile bank statements.
- e. Collect membership dues and inform Secretary of new members.
- f. Be responsible for financial aspects of fundraising.
- g. Present a financial report at the end of each fiscal year and at other times as requested by the INMM Treasurer or Executive Committee.
- h. Prepare an annual budget and present before Executive Committee.

Section 5. Secretary. The Secretary shall perform the following duties:

- a. Record the minutes at each meeting and distribute them to the President, Vice President, and Faculty Advisor of the Chapter.
- b. Maintain the current member list and contact information for all Chapter members.
- c. Inform Chapter members of upcoming meetings and events.
- d. Monitor the Chapter's recognition status with the Host Institution.
- e. Recruit new members, and speakers for Chapter activities.
- f. Secretary verifies and confirms the new members of student chapter. The detail of new members will be informed by Secretary via electronic mail
- g. Inform new members of their acceptance into the Chapter and provide electronic copies of the Chapter's bylaws.
- h. Make the necessary arrangements for meetings and events (i.e., reserve rooms, order food, etc.).
- i. Send thank you letters to speakers.
- j. Advertise meetings or events if necessary.
- k. Prepare reports to INMM's Executive Committee and submit a copy of minutes of each business meeting to the Secretary of the INMM.

Section 6. Joint Secretary. The Joint Secretary shall perform the following duties:

- a. Assist the Secretary in planning meetings.
- b. Serve as Secretary upon request or when the Secretary is unavailable.
- c. Assist Secretary with all duties delegated.

Section 7. Webmaster. The Webmaster will be responsible for developing and maintaining the Chapter's webpage, archiving photographs and other media related to Chapter activities, and working with the Secretary to advertise upcoming events and activities.

Section 8. Faculty Advisor. The Faculty Advisor is not an elected Chapter member position. The Faculty Advisor must be a faculty member at the Host Institution who teaches a class or conducts research related to nuclear materials management or a related field. He/she may be a professor or associate staff member. He/she must be familiar with the activities of INMM and the Chapter. The Faculty Advisor must 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 INMM.
- b. Meet with 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 and plans for the academic year.
- c. Participate in event planning and regularly attend general chapter meetings and related officer business meetings when possible. He/she should be available outside those meetings for advice and consultation related to the Chapter's operations.
- d. Identify a suitable replacement Faculty Advisor following the guidelines prescribed here when leaving the Host Institution or abdicating the role of Faculty Advisor.
- e. Certify the results of Chapter elections.

Article VII—Dues

Section 1. To be considered a fully privileged member of the Chapter, members must pay dues in the amount of hundred rupees (₹ 100.00) to the Chapter Treasurer. These dues will be used to sustain the structural foundation as well as further promote the purposes and objectives of the Chapter.

Article VIII—Meetings

Section 1. The Chapter shall hold no fewer than two (2) meeting each academic year that contribute to professional development or education in the realm of nuclear material management and associated topics.

Section 2. A notice of a Chapter meeting shall be provided in print or electronically at least fourteen (14) calendar days prior to the meeting taking place.

Section 3. The order of business at regular meetings of the Chapter shall be as follows:

- i. The Secretary reads the minutes of the last business meeting.
- ii. The Treasurer reports the Chapter's financial status.
- iii. The President or Vice President report on the status of unfinished or ongoing Chapter business.
- iv. The President or Vice President report on the status of new business and open the meeting to proposals of new business from the Chapter membership.
- v. Professional presentations, debates, technical programs and other enriching experiences.

Section 4. A quorum for the transaction of business at Chapter meetings shall consist of not fewer than twenty-five (25) qualified voters, or twenty percent (20%) of the membership, whichever is less.

Article IX—Headquarters

Section 1. The Host Institution is the geographical area in which the Chapter shall conduct its business. The physical address of the Chapter is as follows:

Pandit Deendayal Petroleum University,
School Of Technology, Department of Nuclear Energy,
Raisan, Gandhinagar-382007
Gujarat, India.

Article X—Amendments

Section 1. These Bylaws may be amended by the consent of two-thirds of Chapter members voting on a ballot which the Secretary distributes electronically (i.e., via email) to all members. The Secretary shall distribute the ballot at least three (3) weeks before the date specified for the receipt by the Secretary for the return of the ballot.

Section 2. Proposed amendments may originate from:

- a. The Executive Committee, upon approval of the proposed amendment by a majority of the members of that committee.
- b. Eight (8) Chapter members 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.

Section 4. The Secretary shall notify each member of the results of the voting on a proposed amendment within 14 days of the ballot deadline.

Section 5. Amendments to these bylaws must be submitted to the INMM parent organization for approval prior to implementation.