INSTITUTE OF NUCLEAR MATERIALS MANAGMENT
SOUTHWEST REGIONAL CHAPTER
BYLAWS

ARTICLE I. NAME

Section 1. The name of this membership organization shall be the Southwest Regional 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 (INMM), this Chapter is formed to foster, promote, and further within the states of Arizona, Colorado, Wyoming, Utah, Nevada, New Mexico, and Texas, the purposes and objectives of the INMM and to provide:

a. Support at a regional level for the purposes of the INMM by those members in the Chapter,

b. Participation at a regional level in the activities of the INMM by those members in the Chapter,

c. Leadership at a regional level in support of the current INMM Officers and Executive Committee and experienced leadership candidates for future INMM offices and positions by those members in the Chapter.

d. Support for those engaged in nuclear materials management by those members in the Chapter through meetings and professional contacts.

ARTICLE III. MEMBERSHIP

Section 1. Membership in the Chapter shall be open to qualified members in good standing of the INMM and those qualified individuals who are active in nuclear materials management and related fields who have expressed an interest in Chapter membership.

Section 2. GRADES. The constituted membership of the Southwest Regional Chapter of the Institute of Nuclear Materials Management shall consist of Members and Associate members. Voting privileges in the Chapter will be extended to both Members and Associate Members. Only Members may hold offices of President, Vice-President, and Secretary/Treasurer. Both Members and Associate Members may hold positions as Members-at-Large on the Executive Committee.

a. MEMBERS. Members of the Chapter will be Regular Members in good standing of the parent organization, the Institute of Nuclear Materials Management (INMM), as

described in Article I, Sections 1-4 of the Bylaws of the Institute of Nuclear Materials Management (INMM) who reside or work in one of the Chapter states: Arizona, Colorado, Wyoming, Utah, Nevada, New Mexico, or Texas.

b.. ASSOCIATE MEMBERS. Associate Members of the Chapter will be all other persons who are active in nuclear materials management and related fields who reside in one of the Chapter states and who have submitted a request to the Secretary/Treasurer. Associate members may be employed by an organization designated as a Sustaining Member of the INMM parent organization.

ARTICLE IV. OFFICIALS

Section 1. OFFICERS. The officers shall be a President, Vice-President, and Secretary/Treasurer, all of whom are members in good standing of the INMM.

Section 2. EXECUTIVE COMMITTEE.

a. The Executive Committee shall be composed of the officers of the Chapter, the immediate past President of the Chapter, and four (4) 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 functioning of the Chapter.

ARTICLE V. ELECTION OF OFFICIALS

Section 1. All officers of the Chapter and the four (4) Members-at-large of the Executive Committee elected from the membership 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. Members-at-Large shall be elected by a majority of votes.

Section 2. Elected officers shall serve for a term of one year beginning October 1 of each year, or in the event of a delayed election, until their successors are elected. In the event of a delayed election, the 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 the succeeding year, but thereafter shall not be eligible to serve in their respective offices until after

expiration of one year. The Secretary/Treasurer shall be eligible for re-election to his/her respective office for successive terms.

Section 3. The four (4) Members-at-large of the Executive Committee elected from the membership shall each serve for a term of two (2) years. Each year the terms for which two of these members were elected shall expire, and two members shall be elected to fill those positions. In the event that a vacancy occurs in any of these four (4) positions of the Executive Committee, the Executive Committee shall appoint a successor to fill the unexpired term of that vacancy.

Section 4. The Executive Committee shall furnish to the Secretary/Treasurer by August 15 of each year the names of one or more members as candidates for each of the offices of President, Vice-President, Secretary/Treasurer; and each of the other elective positions on the Executive Committee to which members are to be elected. No individual member shall be nominated for more than one elective office or position in any one election. Candidates may also be nominated for any of the elective offices or positions by fifteen (15) Chapter members who submit to the Secretary/Treasurer in writing 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/Treasurer before August 15, preceding the election.

Section 5. The Secretary/Treasurer shall send a paper or electronic ballot listing the names of the candidates and the offices or positions to which they have been nominated to each Chapter member in good standing no later than September 1 of each year. The ballot shall bear a notice to the effect that the ballot shall be returned to the Secretary/Treasurer before September 15. 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 that member, if that name is not listed on the ballot forwarded by the Secretary/Treasurer to the member.

Section 6. The Secretary/Treasurer shall notify each member in good standing of the results of the election before October 1 of each year.

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 out-going members to arrange for the transfer of responsibility for each office and elective position by October 31 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 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.

Article VI. 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 at all general Chapter meetings and all meetings of the Executive Committee, and shall perform all duties customarily pertaining to that office. The President shall also have Chapter bank account authorization along with the Secretary/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.

Section 4. SECRETARY/TREASURER. The Secretary/Treasurer shall keep a record of the proceedings of the Chapter and shall serve as Secretary of the Executive Committee. The Secretary/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 Secretary/Treasurer to disburse appropriate funds, The Secretary/Treasurer (or designee) shall also:

a. Give due advance notice 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 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. Present an annual financial report to the Treasurer of the INMM Executive Committee or as requested by the INMM Treasurer or Executive Committee.

f. Submit a copy of the minutes of each business meeting and a quarterly report of the Chapter's activities to the Secretary of the INMM.

g. Perform such other duties as the office shall require or as shall be assigned by the Executive Committee.

h. Surrender to a successor all funds, books, records, correspondence, documents, and property of the Chapter.

Section 5. THE 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:

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. Select and appoint committees or officers as may be appropriate for conducting Chapter business.

e. The Executive Committee shall meet at least once each operating year 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. In the absence of a quorum, which shall be five (5) members of the Executive Committee, called meetings of the Executive Committee shall adjourn to a date. In the absence of both the President and Vice-President at an Executive Committee or Chapter meeting, the Executive Committee shall elect a member present to preside.

ARTICLE VII. DUES

Section 1. There are no dues for membership in the Chapter.

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 the place of the meetings. The operating and fiscal year shall begin on October 1 and end on September 30.

Section 2. The Secretary/Treasurer shall send a notice of each meeting to every Chapter member 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 the members in attendance.

ARTICLE IX. HEADQUARTERS

Section 1. Headquarters of the Chapter shall be located in a central location convenient to the majority of the Executive Committee, and will be chosen by the Executive

Committee.

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/Treasurer to each member of the Chapter on the Chapter's official distribution list) at least three (3) weeks before the date specified for the receipt by the Secretary/Treasurer 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 the committee.

b. Eight (8) members of the Chapter in good standing who submit a proposed amendment in writing over their signatures to the Executive Committee through the Secretary/Treasurer.

Section 3. The Secretary/Treasurer shall send to each Chapter 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/Treasurer shall notify each member of the results of the voting on a proposed amendment.

Section 5. Amendments to these Bylaws must be submitted to the INMM for approval prior to implementation.