

INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT (INMM)

Texas A&M University Student Chapter Constitution

I. Purpose

Functioning within the Constitution and Bylaws of the parent organization, the Institute of Nuclear Materials Management (INMM), this Chapter is formed to provide:

- (a) Support at a student level for the purposes of the INMM by those members in the Chapter.
- (b) Participation at a student level in the activities of the INMM by those members in the Chapter
- (c) Leadership at a student 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 and safeguards by those members in the Chapter through meetings and professional contacts.

II. Membership dues

Dues of \$20 are to be paid each academic school year.

III. Membership eligibility

Members are required to be students enrolled at Texas A&M University.

IV. Procedures for disciplining and/or removing a member and/or officer

Discipline/removal of a member/officer must be done according to the following guidelines.

- (a) Complaints about the member/officer in question must be submitted to the president in writing.¹
- (b) The president, vice president, and treasurer must decide whether action should be taken regarding the complaint, and discipline/removal requires an unanimous decision between these officers.²
- (c) The president must inform the member/officer in question that they are being disciplined/removed from the organization.
- (d) The member/officer in question has two weeks to contest the decision before the executive body (elected officers).

¹ If the president is the member in question, the vice president takes the role of the president in the preceding guidelines

² If the president, vice president, or treasurer is the member in question, the secretary takes his or her place in deciding whether or not to take action.

V. Officer selection process

Elected positions for the organization include a president, vice president, treasurer, secretary, public relations officer, and webmaster. Elections are to be held at the end of each spring semester. Notification of the election date must be given to members 1 month prior to the election. Candidates are required to have been an INMM member for at least 1 semester. All Chapter members can vote in elections, and the officers are decided by which candidate receives the most votes in their respective categories.

VI. Officer duties

Officers are expected to perform the following duties.

(a) President

- Supervises all Chapter business and activities
- Serves as the Chapter's official spokesperson
- Presides over Chapter meetings
- Appoints committees
- Serves as liaison to regional and national INMM organizations
- Inform advisor of all meetings and activities

(b) Vice President

- Assists the president in planning meetings
- Serves as the chair person for meetings when requested or when the president is unavailable to attend
- Plans and presides over elections
- Assists the public relations officer in recruiting new members and speakers

(c) Treasurer

- Responsible for all financial operations
- Accountable for all income and expenditures
- Monitors cash flow
- Reconciles bank statements
- Collects membership dues and informs secretary of new members
- Responsible for financial aspects of fundraising and dealings with national or regional INMM organizations
- Prepares financial reports requested by the president
- Prepare an annual budget

(d) Secretary

Records the minutes at each meeting and distributes them as needed
Maintains the current member list and contact information of members
E-mails members to inform them of upcoming meetings and events
Monitors the Chapter's recognition status with the university

(e) Public Relations Officer

In charge of recruiting new members and speakers
Makes the necessary arrangements for meetings and events (i.e., reserves rooms, orders food, etc.)
Sends thank you letters to speakers
Advertises meetings or events if necessary

(f) Webmaster

Develops and maintains the Chapter webpage
Archives photos and events

VII. Officer eligibility

The officers of this organization must meet the following requirements:

(a) Have a minimum grade point ratio (GPR) as stated below and meet that minimum GPR in the semester immediately prior to the election, the semester of election, and semesters during the term of office.

1. For undergraduate students, the minimum GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).
2. For graduate students, the minimum GPR is 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

(b) Be in good standing with the university and enrolled:

1. as least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during term of office, and
 2. at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements prescribed in (a) and (b).

VIII. Financial Procedures

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

IX. Advisor expectations

The advisor is expected to offer guidance as needed. The advisor will help to train officers, provide warning of any impending issues (either compliance, safety, security, or financial), and help to maintain any equipment or facilities. The advisor will facilitate intelligent, fair, and reasonable decision-making by the officers and members of the organization.

X. Constitutional amendment procedure

Amendments to the constitution may be made at any time and require a simple majority of officers for approval.

XI. Free of discriminatory statement

Texas A&M is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, Texas A&M encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. All decisions and actions involving students and employees should be based on applicable law and individual merit.

Texas A&M University, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Students should contact the Office of the Dean of Student Life at 845-3111, faculty members should contact the Office of the Dean of Faculties and Associate Provost at 845-4274, and staff members should contact the Human Resources Department Employee Relations Office at 862-4027.