

INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT (INMM)

VIENNA CHAPTER

BYLAWS

Article I – Name

1. The name of this membership organization shall be the "Vienna Chapter of the Institute of Nuclear Materials Management".

Article II – Purpose

1. Functioning within the Bylaws of the parent organization, the purpose of this Chapter is to further the purposes of the Institute within the regional area. More specifically, with regard to the broad field of nuclear materials management and international safeguards, this Chapter is formed to:
 - a. Provide for participation in the activities of INMM at a Regional level;
 - b. Provide a medium for the exchange of ideas on practical application and implementation;
 - c. Encourage and promote both research and the dissemination of the findings of research;
 - d. Provide a forum, through meetings and professional contacts, for the growth and dissemination of knowledge.

Article III – Headquarters

1. Headquarters of the Chapter shall be located in Vienna, Austria.

Article IV – Membership

1. Membership in the Chapter shall be open to members in good standing of the parent organization who reside or work in or near Vienna, Austria. Questions of geographical eligibility shall be resolved by the Executive Committee.

Article V – Officers

1. The officers shall be a President, Vice President, Secretary and Treasurer.
2. There shall be an Executive Committee, which shall be composed of the officers of the Chapter, the immediate past President of the Chapter, and two (2) members-at-large elected from the membership of the Chapter. The President of the Chapter shall be the Head of the Executive Committee.

Article VI – Election of Officers

1. All officers of the Chapter and the two members-at-large of the Executive Committee shall be elected from the members of the Chapter by anonymous ballot provided to each Chapter member on the current roll of members maintained by the Secretary according to Article VII Section 4e.

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2. Elected officers shall serve for a term of one year beginning 1 October 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 30 September 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 for election to their respective offices until after expiration of one year. The Secretary and Treasurer shall be eligible for re-election to their respective offices for successive terms.
3. The two members-at-large of the Executive Committee elected from the Chapter members shall each serve for a term of two years. The retiring members-at-large of the Executive Committee shall not be eligible for re-election to their respective positions until the expiration of two years.
4. The Nominating Committee, appointed as laid down in Article VII, Section 6d, shall furnish to the Secretary before August 15 of each year the name(s) of one or more members as candidates for each of the positions on the Executive Committee for which members are to be elected. Candidates shall be selected, with their consent, from the current roll of members of the Chapter. No individual member shall be nominated for more than one elective office or position at any one election. Candidates may also be named for any of the elective offices or positions by five (5) members who submit to the Secretary in writing over their signatures a petition naming the candidate, with their consent, and the office or position to which that candidate is thus nominated. Such petitions shall be submitted to the Secretary on or before August 15 preceding the election.
5. The Secretary shall provide a 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 not 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 before September 15. The Secretary shall ensure that the ballot is conducted in a manner to ensure only members of good standing can participate and that individual votes of members remain confidential. Use of electronic voting systems is permissible.
6. The Secretary shall notify each Chapter member in good standing of the results of the election by September 22 of each year. After the election each year the outgoing President of the Chapter shall ensure that outgoing members arrange for the transfer of responsibility for each office and elective position.
7. All officers shall serve without remuneration.
8. In the event of a vacancy in the office of President, the Vice President shall vacate his/her office and become President for the unexpired term of office. All other vacancies of officers shall be filled by the Executive Committee by interim appointment for the unexpired term of office.

Article VII – Duties of Officers

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.
2. The President shall preside at all general meetings and at all meetings of the Executive Committee and shall perform all duties customarily pertaining to such an office.
3. The Vice President shall assist the President in all matters referred to him/her by the President and shall perform all of the duties of the President in the absence of the President.
4. The Secretary shall keep a record of the proceedings of the Chapter and shall serve as Secretary of the Executive Committee. He/she shall also:
 - a. Give due advance notice of all meetings of the Chapter to each member (Ref Article VIII Section 2).
 - b. Provide to each member ballots for the election of officers and other elective positions and for proposed amendments to the Bylaws.
 - c. Notify each member of the results of elections and of the voting on proposed amendments.
 - d. Submit reports to the INMM Executive Committee each year for their regular November, March, and July meetings.
 - e. Record the names of new members in the roll of members and advise new members of their acceptance into membership by the Chapter.
 - f. Submit to the INMM Secretary the “Annual Report to the Membership” for distribution at the INMM Annual Meeting.
 - g. Perform such other duties as his/her office shall require or as shall be assigned by the Executive Committee.
 - h. Surrender to his/her successor all books, records, correspondence and documents of the Chapter.
5. The Treasurer shall collect and disburse the funds of the Chapter. The Treasurer may make disbursements for non-routine/adhoc expenditures up to and including EUR200 without prior approval of the Executive Committee. In the case of specific projects controlled by the Chapter, for example, Science and Engineering Fair, the Treasurer is allowed to make expenditure within the budget, as approved by the Executive Committee, for that project. He/she shall also:
 - a. Present a financial report to the Executive Committee at the end of each fiscal year.
 - b. Submit annual financial report to the INMM Treasurer.
 - c. Monitor payments of Chapter dues as required (Ref Article IX).
 - d. Collect and disburse funds in the name of the Treasurer of INMM under circumstances and procedures agreed by the Executive Committees of the INMM and of the Chapter. Present financial reports to the Treasurer of INMM for funds so collected or disbursed.
 - e. Maintain all financial records relating to the Chapter’s business for 10 years following the end of the fiscal year for which the records pertain.

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- f. Perform such other duties as his/her office may require or as assigned by the Executive Committee.
 - g. Surrender to his/her successor all funds and property of the Institute and of the Chapter.
6. 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 the Bylaws. It shall:
 - a. Maintain a record of minutes of all proceedings at its meetings. The Secretary of the Chapter shall serve as secretary of the Executive Committee. In the absence of the Secretary, the President shall designate a temporary Secretary to record the proceedings of that meeting.
 - b. Interpret and execute the provisions of the Bylaws.
 - c. Fill any vacancy in any office of the Chapter or Executive Committee.
 - d. Select and appoint a Nominating Committee composed of at least two (2) members and designate the Head of that Committee.
 7. Decisions of the Executive Committee shall, unless otherwise specified in these bylaws, be by majority vote of those present and voting. For this purpose a quorum shall consist of four (4) members. Electronic meeting and voting are permissible.
 8. If the President is temporarily unavailable he/she may request the Vice President to serve in his/her place for the purposes of calling and presiding over an Executive Committee meeting. In the absence of both the President and Vice President at an Executive Committee meeting, the Executive Committee shall elect a temporary President.
 9. The Executive Committee shall meet upon due notice to its members at the call of the President or upon the written request of a majority of the members of the Committee directed to the President of the Committee. In the absence of a quorum, called meetings of the Executive Committee shall adjourn to an agreed date. The Executive Committee shall meet at least once in each fiscal year.
 10. The Executive Committee shall organize activities in relation to Article II.
 11. The Nominating Committee shall nominate members as candidates for each office and position as referred to in Article VI, Section 4 of these Bylaws and shall perform such other duties as may be assigned to it by the Executive Committee.
 12. The Executive Committee may appoint additional committees for identified purposes and specified duration.
 13. All appointed committees shall maintain a record of all proceedings of their meetings and otherwise provide for their own operation.

Article VIII – Meetings

1. There shall be at least one meeting of the Chapter each year. The Executive Committee shall determine the date and place of the meeting. The operating and fiscal year shall begin on October 1 and end on September 30.

2. The Secretary shall provide a written notice of each meeting to every Chapter member at least two (2) weeks in advance of such meeting.
3. At regular meetings of the Chapter the order of business shall be established by the President. A quorum shall consist of 10% of the members in good standing. In the absence of a quorum no business shall be transacted.

Article IX – Dues

1. The dues for membership in the Chapter shall be determined by the Executive Committee. Membership in the parent organization shall be a requirement for Chapter membership.

Article X – Amendments

1. These Bylaws may be amended by the consent of two thirds of those Chapter members voting on a ballot provided by the Secretary to each member in good standing at least two (2) weeks before the date specified for the receipt by the Secretary of the returned ballot.
2. Proposed amendments may be originated by:
 - a. The Executive Committee upon approval of the proposed amendment by a majority of the members of that Committee.
 - b. Five (5) Chapter members in good standing who submit a proposed amendment in writing over their signatures to the Executive Committee through the President of that Committee.
3. The Secretary shall provide to each member in good standing a copy of the proposed amendment along with the ballot referred to Section 1 of this Article.
4. The Secretary shall notify each member in good standing of the results of the voting on a proposed amendment.

Article XI – INMM Bylaws

1. Nothing in these Bylaws shall conflict with any provision of the Bylaws of the INMM. If there is no relevant provision for the question at hand, the Bylaws of the INMM shall apply.