INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT
PACIFIC NORTHWEST CHAPTER

BYLAWS

Article I – Name

Section 1. The name of this membership organization shall be the “Pacific Northwest Chapter of the Institute of Nuclear Materials Management,” hereinafter referred to as the “Chapter.”

Article II – Purpose

Section 1. Functioning within the Bylaws of the parent organization, the Institute of Nuclear Materials Management (INMM), this Chapter is formed to provide:

a. Participation at the regional level in the activities of the INMM by those members in good standing of the parent organization and associates of the Chapter.

b. Encouragement of participation by those interested in activities relating to nuclear material control and accountability, physical protection, international safeguards, nonproliferation and arms control, packaging and transportation, and waste management.

c. The promotion of research in the fields identified in (b) above.

d. The increase and dissemination of nuclear materials management knowledge through meeting and professional contacts.

Article III – Chapter Headquarters

Section 1. Headquarters of the Chapter shall be located within that area referred to as the Tri-Cities, Washington.

Section 2. The geographic area of the Chapter includes, but is not limited to the following States: Alaska, Hawaii, Idaho, Montana, Oregon, Utah, and Washington.

Article IV – Membership

Section 1. Grades

The membership of the Pacific Northwest Chapter of the Institute of Nuclear Materials Management (INMM) shall consist of members and associates of the Chapter. Voting privileges in the Chapter shall be extended to members and
only members may hold offices of President, Vice President, Secretary, Treasurer, and members-at-large on the Executive Committee.

Section 2. Members

a. Members of the Chapter will be “regular members” in good standing of the parent organization as described in Article IV of the National Bylaws of the INMM.

b. Associates of the chapter will be all other persons who have expressed or demonstrated interest to participate in Chapter activities.

Article V – Officers

Section 1. The officers shall be a President, Vice President, Secretary, and Treasurer.

Section 2. There shall be an Executive Committee, which shall be comprised of the current officers of the Chapter, four members-at-large, and the immediate past-President of the Chapter. The President of the Chapter shall be the President of the Executive Committee.

Section 3. All members of the Executive Committee shall be members in good standing of the parent organization.

Article VI – Election of Executive Committee

Section 1. All members of the Executive Committee (EC) of the Chapter shall be elected by ballot provided (by e-mail or regular mail) to each member of the Chapter. The candidate for each elective position receiving a plurality of the votes shall be elected. If votes are cast for more than two candidates for a given elective position, and if none of the candidates receive 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 candidates for the special election. The candidate receiving the vote of a majority of those voting in the special election shall be elected. If a tie results in the balloting for two or more candidates for an elective office, the Executive Committee will determine the method for resolving said tie.

Section 2. Elected officers shall serve for a term of two years beginning October 1 of each year, or in the event of a delayed election, until their successors are elected.

a. The Vice President shall succeed to the position of President at the end of the second year following election to Vice President.

b. The outgoing President shall serve as a member of the Executive Committee
for two subsequent years as Past-President.

c. The Secretary and the Treasurer shall be eligible for reelection to his/her respective office for successive terms.

d. In the event of a vacancy in the office of President, the Vice President will vacate his or her office and become President for the unexpired term of office. All other vacancies of offices may be filled by the Executive Committee by interim appointment for the unexpired term of office.

Section 3. Each of the four members-at-large of the Executive Committee shall serve for a term of two years. In the event that a vacancy occurs in these positions of the Executive Committee, the Executive Committee shall appoint a successor to fill the unexpired term in which the vacancy occurs.

Section 4. In order to provide continuity in the Executive Committee, elections will be held in alternating years as follows:

a. The Vice-President, and two Members-at-Large will be elected during even-numbered years, and

b. The Secretary, Treasurer, and the other two Members-at-Large will be elected during odd-numbered years.

Section 5. The Nominating Committee shall furnish to the Secretary, before August 15 of each year:

a. The names of one or more members as candidates for each of the elective positions on the Executive Committee for which members are to be elected.

b. No individual member shall be nominated for more than one elective position at any one election.

c. Candidates may also be named for any of the Executive Committee positions by five Chapter members who submit to the Secretary in writing over their signatures a petition naming the candidate and the position to which that candidate is thus nominated. Such petitions shall be submitted to the Secretary on or before August 15 preceding the election.

Section 6. Not later than September 1 of each year in which elections are to occur, the Secretary shall provide (using email) a ballot to each member in good standing, listing the names of the candidates and the offices or positions to which they have been nominated. The ballot shall bear a notice to the effect that the response (an email message reply qualifies as a response, as well as a mailed or hand delivered ballot) shall be returned to the Secretary before September 15.

In marking the ballot, the Chapter member may write in the name of a candidate for an office or position for whom he wishes to vote if that name is not listed on
the ballot forwarded by the Secretary/ to the Chapter member.

Section 7. The Secretary will tabulate the ballots and will present the results to the President of the Chapter by **September 30**.

Section 8. After the election, the outgoing President of the Chapter will call a meeting of the EC at which time any newly elected members of the Committee will meet with their respective outgoing members to arrange for the transfer of responsibility for each office and elective position by November 1 of that year.

Section 9. The Secretary will notify each Chapter member in good standing of the results of the election by **October 30** of that year.

Section 10. All Executive Committee members will serve without remuneration.

**Article VII – Duties of Officers and Committees**

Section 1. The duties of the officers shall be those customarily performed by such officers together with those specifically mentioned in these Bylaws and other duties as may be assigned from time to time by the Executive Committee.

Section 2. The President shall preside at all general meetings and meetings of the Executive Committee and shall perform all duties customarily pertaining to such an office.

Section 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.

Section 4. The Secretary shall keep a record of the proceedings of the Chapter and the Executive Committee. He/she shall also:

a. Give advance notice of all meetings of the Chapter to each member.

b. Provide ballots to each member for the election of officers and other elective positions and for proposed amendments to the Constitution and Bylaws.

c. Notify each member of the results of elections and of the voting on proposed amendments.

d. Record the names of new members in the roll of members and advise new members of their acceptance into membership by the Chapter.

e. Perform other duties as his/her office shall require or as shall be assigned by the Executive Committee.

f. Surrender to his/her successor all books, records, correspondence, and documents of the Chapter.
g. Submit a copy of the minutes of each business meeting to the Secretary of the parent Institute.

h. Compile and submit triannual reports (November, March, July) and a summary Annual Report (July) including a financial statement to INMM Headquarters for reporting to the membership on the activities of the Chapter for the reporting period.

Section 5. The Treasurer shall maintain the Chapter finances. He/she shall also:

a. Provide payments on behalf of the Chapter.

b. Provide the financial report at each chapter business meeting.

c. Participate in budget planning for the Chapter and events.

d. Perform other duties as his/her office shall require or as shall be assigned by the Executive Committee.

e. Surrender to his/her successor all accounts, books, records, correspondence, and documents of the Chapter.

Section 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.

b. Interpret and execute the provisions of the Bylaws.

c. Fill any vacancy in any office of the Chapter or Executive Committee except that of President.

d. Select and appoint a Nominating Committee composed of a designated Chair and at least one other member.

e. Select and appoint other committees as may be appropriate for conducting Chapter business.

Section 7. If the President is temporarily unavailable, he/she may request the Vice President to serve in his or her place for the purpose 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 Committee shall elect a temporary President.

Section 8. 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 to the President. In the absence of a quorum, which shall be four members of the Executive Committee, called meetings of the Executive Committee shall adjourn to a later date. The Executive Committee shall meet at least once in each calendar year.

Section 9. The Nominating Committee shall nominate members as candidates for each office and position as referred to in Article V, Section 2, of these Bylaws and shall perform other duties as may be assigned to it by the Executive Committee.

Section 10. All appointed committees shall maintain a record of all proceedings of their meetings and otherwise provide for their own operation.

Section 11. Members of committees appointed by the Executive Committee shall serve for a term of one year or until their successors have been appointed.

Article VIII – Meetings

Section 1. There shall be at least one business meeting of the Chapter each year. The Executive Committee shall determine the date and place of the meeting(s).

Section 2. The Secretary shall send a notice of each meeting to every Chapter member at least two weeks in advance of such meeting(s).

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 20% of the Chapter members and in the absence of a quorum, no business shall be transacted.

Article IX – Dues

Section 1. The dues for membership in the Chapter are waived.

Article X – Amendments

Section 1. These bylaws may be amended by the consent of two-thirds of those Chapter members voting on a ballot provided by the Secretary in accordance with the voting procedures specified in Article VI, Section 1 and 5.

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 that Committee.

b. Five Chapter members who submit a proposed amendment in writing, over
their signatures, to the Executive Committee through the President of the
Chapter.

Section 3. The Secretary shall provide to each Chapter member a copy of the proposed
amendment along with the ballot referred to in Section 1 of this Article.

Section 4. The Secretary shall notify each Chapter member of the results of the voting on a
proposed amendment.

Article XI –Policy on Policy Positions

Section 1. Nuclear material management involves technology and policy. Official policy is
the domain of governments. Generally, it is INMM policy that INMM does not
take a stand on policy matters. Chapters are required to follow this policy in the
conduct of its activities. Individuals are free to support whatever policy positions
they choose so long they do not associate their stated position with the INMM. A
chapter or member of a chapter may request a formal position be taken up by the
INMM parent organization through the appropriate procedure outlined in the
INMM Policy for Publicly Advocating a Position.

End of Bylaws.