

**BYLAWS OF THE COLUMBIA CHAPTER
OF THE
HEALTH PHYSICS SOCIETY**

ARTICLE I - NAME AND JURISDICTION

The name of the organization shall be the Columbia Chapter of the Health Physics Society, and hereinafter shall be designated as the Chapter. The Chapter headquarters shall be located in the vicinity of Richland, Washington. However, the Chapter membership is not limited to a specific geographical area.

ARTICLE II - OBJECTIVES

- Section 1. The objectives of the Chapter are to aid in the work of health physics, to disseminate information in this field and related fields, to improve public understanding of the problems and needs in radiation protection, to promote health physics as a profession, and to promote the activities of the Health Physics Society.
- Section 2. The objectives of the Chapter shall be accomplished by meetings, conferences, and publications with emphasis on sharing and disseminating knowledge of radiation effects and radiation protection.

ARTICLE III - MEMBERSHIP

- Section 1. Every member, of any class of the Health Physics Society, shall automatically become a member of the Chapter upon presenting to the Chapter proof of membership in the Society followed by payment of the Chapter dues.
- Section 2. The Executive Council of the Chapter shall serve as a Committee on Admissions and shall be responsible for approving applications for membership by persons who are not members of any class of the Health Physics Society. An applicant may be any person who is engaged in a field of endeavor related to health physics or whose interests in the profession would make the person a desirable member of the chapter. Application for membership in the Chapter by such persons shall be made on a form, approved by the Executive council, that includes the approval signatures of at least two sponsors who are members of the Chapter. Election to membership in the Chapter under the provisions of this section of the Bylaws requires the approval of at least four (4) members of the Executive Council and persons so elected shall be entitled to all privileges of membership in the Chapter except, as hereinafter provided in Article IV, Section 1, of the Bylaws, the right to become President or President-Elect.
- Section 3. Dues of members of the Chapter become payable on the first day of June. Any member whose dues are unpaid six months after the due date shall not be in good standing and voting and other privileges shall cease. When dues of any member have not been paid nine months after they are due, the person's membership shall be terminated automatically, the member shall be so informed, and shall receive no more communication from the Chapter.

ARTICLE IV - OFFICERS

- Section 1. The officers of the Chapter shall be a President-Elect, President, Past-President, Treasurer, Secretary, and two Council Members. The President-Elect and President shall be persons who are members, of any class, in good standing of the Health Physics Society. The officers shall serve as the Executive Council.
- Section 2. The term of office for all officers shall begin following installation at the annual meeting of the Chapter; but the period shall not exceed eighteen (18) calendar months, except Council Members who will serve two consecutive terms each. One Council Member shall be elected each year.

- Section 3. The President-Elect shall be chosen by vote of the membership. After service of one chapter term, the President-Elect progresses to the office of President for one chapter term; and then progresses to the office of Past-President for one chapter term.
- Section 4. The Treasurer and the Secretary shall be chosen by vote of the membership, and each shall serve one chapter term.
- Section 5. An office shall be declared vacant by the Executive Council in the event that an officer resigns, or ceases to be a member of the Chapter. The offices of President or President-Elect shall be declared vacant should the officer cease to be a member, of any class, in good standing of the Health Physics Society. The vacated office shall be filled by the Executive Council in accordance with procedures set forth in Article V hereinafter provided.

ARTICLE V - ADMINISTRATION

- Section 1. The Executive Council is the representative body of the Chapter, and as such, shall have, hold, and control all funds, properties, and activities of the Chapter in accordance with the Bylaws governing these matters.
- Section 2. The Executive Council shall hold at least two meetings each Chapter term, and the meetings shall be presided over by the President. Four (4) voting members of the Executive Council shall constitute a quorum, and all decisions of the Executive Council shall require approval of at least four (4) voting members of the Council. Any Council member not able to be present at a meeting of the Executive Council may be represented by proxy.
- Section 3. In the event of a vacancy in any offices except President or President-Elect, the Executive Council shall make an appointment to hold the office until the unexpired term is filled by election at the next regular letter ballot presented in the membership. In the event of a vacancy in the office of President, the President-Elect shall serve as President through the following chapter term as President. In the event of a vacancy in the office of President-Elect, the Nominating Committee shall submit two names to the membership for election of a new President-Elect.
- Section 4. (Catastrophe Clause) In the event that the membership of the Executive Council drops below four (4) members because of death, resignations, or other circumstances, as the first order of business at the first scheduled meeting of the Chapter at which thirty (30) percent or more of the active membership is in attendance, the Acting Chairperson of the meeting shall cause the election of a Temporary Chairperson who in turn shall convene those members of the Nominating Committee who are present. In the event that one or more of the members of the Nominating Committee are not present, the Temporary Chairperson shall appoint proxies for the absentee members. The Nominating Committee as now constituted shall select one or more nominees for all vacated elective positions in accordance with the provision of Article VI, Section 4, of the Bylaws hereinafter provided. The Temporary Chairperson shall present the names of the nominees to the membership at the meeting allowing additional nominations from the floor. After the nominations are closed, a secret ballot shall be taken, and a majority vote of those present shall be required to elect. In the event that a majority vote is not obtained on the first ballot, the name of the individual receiving the least number of votes shall be dropped from the ballot and balloting shall continue in this manner until a majority vote is obtained. Persons elected under this Section of the Bylaws shall take office immediately, and the Temporary Chairperson of the meeting at which time the office of Temporary Chairperson is dissolved.
- Section 5. The Executive Council shall review the program of the Chapter as presented by the President and other members, furnish appropriate guidance in these matters, and approve or reject in accordance with Executive Council procedures.

- Section 6. Meetings of the Executive Council shall be called at the direction of the President. All sessions of the Executive Council shall require at least five (5) days prior notification to the members of the Council. A request to the President in writing by four (4) members of the Council shall require a meeting to be called.
- Section 7. Ordinarily, the meetings of the Executive Council will not be announced but will be open to the membership.
- Section 8. The President will preside over all meetings of the Chapter and may appoint necessary committees with the approval of the Executive Council and automatically becomes an ex-officio member of these committees. The President shall serve as a representative to the Chapter Council of the Health Physics Society.
- Section 9. The President-Elect shall perform duties as delegated by the President, and in the absence of the President at a meeting of the Chapter, will assume the duties of the President. The President-Elect shall serve as a representative to the Chapter Council of the Health Physics Society.
- Section 10. The Treasurer shall be the custodian of all monies of the Chapter, shall receive all monies due the Chapter, and shall pay all authorized bills against the Chapter. The Treasurer shall submit accounts for audit to the Executive Council prior to the annual meeting of the Chapter, and shall turn over to the following Treasurer all funds and properties of the Chapter. The Treasurer shall submit an annual report summarizing the financial status of the Chapter to the Executive Council. The Treasurer shall also maintain a current membership list of paid and unpaid members. The Treasurer may be bonded in such an amount as shall be determined by the Executive Council, and by a company approved by the Executive Council. When bonded, expenses of bonding shall be borne by the Chapter.
- Section 11. The Secretary shall keep a record of all transactions and meetings of the Chapter and the Executive Council. The Secretary shall carry out correspondence of the Chapter and post all ballots used in election and amending procedures.

ARTICLE VI - ELECTION AND BALLOTING PROCEDURES

- Section 1. Except as heretofore provided for in Article V, Section 4, of the Bylaws, nominations for all elective positions and the election procedure governing the processes of election and balloting shall be in accordance with the provisions of Article VI of the Bylaws.
- Section 2. Nominations for all elective positions shall be made by a nominating committee consisting of a chairperson and four (4) other members appointed by the President and approved by the Executive Council. No member of the Executive Council shall be eligible to serve this committee. Three (3) members of the committee shall constitute a quorum, and all decisions of the committee shall require the affirmative vote of at least three (3) members of the committee.
- Section 3. The President-Elect, Secretary, Treasurer, and one Council Member shall be elected annually by the members of the Chapter and shall serve until their successors are elected and installed at which time the President and President-Elect automatically progress as heretofore provided for in Article IV, Section 3. Newly elected officers shall be installed by the outgoing President or duly authorized representative in a manner set forth by the Executive Council and shall take office at the annual meeting following election.
- Section 4. The Nominating Committee shall select at least two nominees for each elective office and in no case shall an individual's name be placed in nomination for more than one elective position during any one election. No member's name shall be placed in nomination without that member's consent.
- Section 5. The name of any member eligible for office shall be placed on the ballot by presentation of a petition to the Secretary signed by at least ten percent of Chapter membership in good standing.

- Section 6. The Nominating Committee shall submit in writing the names of the nominees to the Secretary not later than sixty (60) days prior to the annual meeting of the Chapter.
- Section 7. The Secretary shall prepare, distribute, and collect all letter ballots involving a membership vote; and/or set up and provide notice of balloting on a secure electronic voting system. For letter ballots one ballot, an unsealed inner envelope labeled "Ballot", an outer envelope addressed to the Secretary, and complete voting instructions shall be sent to each member of the Chapter in good standing. On the date of mailing the last ballot to the membership, the Secretary shall communicate with the other members of the Executive Council, at which time the Secretary will notify them of the date for the closing of the ballot, which shall be thirty (30) days following the date of mailing of the last ballot, except in the case where the thirtieth (30th) day falls on a Sunday or holiday, then the ballot, which shall be closed with the date of the next regular mail delivery following the thirtieth (30th) day. At the time of the above communication, the Secretary shall name three (3) members of the Chapter who are not currently nominees, officers, or council members to act as election clerks in the counting of the votes.
- Section 8. The member will mark the ballot, seal the ballot in the inner envelope labeled "Ballot", place the inner envelope inside the outer envelope addressed to the Secretary, affix the member's name and return address in the upper left-hand corner of the outer envelope, and mail to the Secretary. The Secretary shall keep, unopened, all returned ballots and shall discard all ballots received following the date set for the closing of the ballot.
- Section 9. Within five (5) days following the closing of the ballot, the Secretary shall convene not less than two (2) of the previously designated three (3) election clerks providing them with the unopened returned ballots, a membership list, and appropriate tally sheets; and /or download voting results from the secure electronic voting system. The election clerks will compare the membership list with the names appearing on the outer envelopes and shall be instructed to void those ballots which bear no name or appear as duplicates. The election clerks will then remove the inner envelopes labeled "Ballot" from the outer envelope bearing the name and address making certain that the name and address are preserved. After the inner envelopes labeled "Ballot" have been thoroughly mixed so that no identity between the inner and outer envelopes remain, the ballots shall be examined and the results of the voting recorded on the tally sheets. In the event that there is a tie vote, the Secretary shall instruct the election clerks to break the tie by a suitable lottery. The election clerks shall be required to affix their signatures on the tally sheets thus giving witness to the recorded results. Upon completion of the tally and in the presence of the election clerks, the Secretary shall seal the ballots, envelopes, and tally sheets in a suitable container to be opened in the presence of the Executive Council at the next meeting of the Council before the annual meeting of the Chapter. The Secretary shall be responsible for certifying the action of the election clerks and shall maintain a complete record of all the above proceedings making notes relative to voided ballots and other irregularities in the poll. The results of the poll shall be transmitted, in confidential form to each nominee; however, no person shall be considered elected, or an issue settled, until the Executive Council has officially certified the results.

ARTICLE VII - CHAPTER MEETINGS

- Section 1. The Chapter shall hold at least two (2) regular meetings to include the annual meeting each calendar year. The date, time and place for each regular meeting shall be established by the Executive Council except as otherwise provided for in the Bylaws.
- Section 2. The annual meeting of the Chapter shall be held by the end of the month of May of each calendar year.

- Section 3. Other meetings of the Chapter may be called by the President with the approval of one (1) or more other members of the Executive Council. A petition directed to a member of the Executive Council bearing the signatures of at least ten (10) percent of the active membership shall require a meeting of the Chapter to be called.
- Section 4. Members in good standing shall be notified by mail of all meetings at least ten (10) days in advance. The notification shall include a program listing of scheduled activities and the date, time and place of the meeting.
- Section 5. A quorum at a Chapter meeting shall consist of twenty (20) percent of the membership.
- Section 6. All meetings of the Chapter are open to the entire membership. Except when otherwise specified in writing by the Executive Council, any member is privileged to bring guests to Chapter meetings provided reservations are made, if required, and/or registration fees are paid when applicable.
- Section 7. The Executive Council shall determine the procedure for governing the order of business for all meetings of the Chapter establishing session time limits where applicable, and the Robert's Rules of Order shall be the guide for any procedure not especially provided for in the said rules of the Chapter.

ARTICLE VIII - FINANCIAL

- Section 1. The Executive Council shall review the financial status of the Chapter prior to the Annual Meeting.
- Section 2. All funds shall be paid into the office of the Treasurer where they shall be entered in the books of the Chapter and deposited in a fiscal institution approved by the Executive Council. All funds shall be disbursed by the Treasurer in accordance with instructions of the Executive Council. Expenditures shall be only in furtherance of the objectives of the Chapter. Checks may be signed by either the President or the Treasurer.
- Section 3. In the event that the Chapter is discontinued or has ceased to exist, the remaining funds held by the Chapter shall be forwarded to the National Chapter of the Health Physics Society to be used for the furtherance of Health Physics objectives.

ARTICLE IX - COMMITTEES AND APPOINTMENTS

- Section 1. The President shall appoint with the approval of the Executive Council individuals and/or committees to assist the officers and the Executive Council in the development and administration of programs, projects, policies, and so forth. In making such appointments, consideration shall be given to maintaining a balance of representation from the various organizational groups within the Chapter to include industrial, governmental, educational, and professional interests.
- Section 2. All committees shall be responsible for keeping records of the activities of the committee when directed by the President and shall submit such records to the Secretary of the Chapter and shall submit an annual report to the Executive Council.
- Section 3. The Standing Committees shall be as follows and shall be representative of the various groups comprising the membership:
- a. The Membership Committee shall be advisory to the Executive Council and will review applications for membership in the Chapter making recommendations for acceptance or rejection, shall maintain an accurate mailing list of the membership, and shall be responsible for updating the Membership Handbook. The Committee shall also actively seek out appropriate members in the geographical area of interest of the Chapter.

- b. The Program Committee shall be advisory to the Executive Council and will provide speakers, and/or prepare program materials for presentation at all Chapter meetings other than those expressly for business purposes. All programs shall be composed mainly of subject material which will further the objectives of the Chapter.
- c. The Publicity and Communications Committee shall be responsible for the Chapter newsletter, meeting notices and similar communications to the members of the Chapter.
- d. The Public Information and Education Committee shall be responsible for supplying information on radiation protection to news media, and other professional, governmental, business, and public groups in the form of speaking engagements, school visits, news releases, etc.
- e. The Nominating Committee shall be appointed and shall function in accordance with the provisions set forth in Article VI, governing its activities. In addition, the committee shall submit nominations of candidates for National Health Physics Society committees and offices to the Executive Council for approval.
- f. The Awards Committee shall submit candidates for both Columbia Chapter and National Health Physics Society awards to the Executive Council for approval. This includes the preparation and/or compilation of the required concomitant formal recommendations, etc.
- g. The Professional Education and Training Committee shall be responsible for carrying out Chapter goals of training within the membership, affirmative action, assisting in other educational activities in the field of radiation protection and coordinating related activities among Chapter committees. The committee shall also advise the Executive Council on related programs that the Council may consider for action.
- h. The Symposia Committee shall be responsible for preparations and hosting of the National Health Physics Society annual meeting and midyear meeting when the Columbia Chapter is selected and for preparation and hosting of joint chapter meetings.

Section 4. The President shall appoint such other committees as are deemed desirable for the effective operation of the Chapter.

Section 5. Committee appointments shall be for three years with individual terms of service for the members staggered.

Section 6. (Proxy Clause) Absentee members of committees, at meetings of the Executive Council, and at Chapter meetings are authorized to be represented in any and all such meetings by proxy. It shall be the responsibility of the Chairman or presiding officer of the meeting to determine that a proxy has been properly authorized.

ARTICLE X - AMENDMENTS

Section 1. Amendments to the Bylaws may be proposed in the form of a motion by any member in good standing at any regular meeting of the Chapter or at any special meeting called for that specific purpose. A motion covering a proposal to amend the Bylaws shall require, as determined by a standing vote, the approval of the majority of the membership present at the meeting in which the motion is presented. Upon passage of a motion to amend the Bylaws, the President shall appoint a committee which, within thirty (30) days following the motion to amend, shall prepare and submit the proposed amendment in writing to the membership. A waiting period of thirty (30) days must elapse following the mailing of the proposed amendment to the membership before a vote can be taken. A vote must be taken prior to the conclusion of the first meeting of the Chapter following the thirty (30) day waiting period set out above. The Executive Council is authorized to poll the

membership on proposed amendments to the Bylaws by means of a letter ballot or by secure electronic voting system in accordance with Article VI, Sections 6 and 7, or at a meeting of the Chapter. The affirmative vote of a majority of the membership voting shall be required to amend.

Section 2. Amendments to the Charter may be made by the Board of Directors of the Health Physics Society.