

October 9, 1989

To: Chapter Officers

Subject: Midwest Chapter Operating Manual

Attached is the revised Chapter Operating Manual approved last Spring.

Please note that the Membership Application form should be revised due to the membership qualifications being reworded for incoming members in the last By-Laws change.

The original copy of the Operating Manual is being given to the Secretary.

A handwritten signature in cursive script that reads "Kit Weaver". The signature is written in dark ink and is positioned above the printed name.

Kit Weaver



MIDWEST CHAPTER HEALTH PHYSICS SOCIETY
OPERATING MANUAL
(REVISION 1)

APRIL, 1989

3120h/1

PREFACE

The purpose of this manual is to help provide a smooth transition of leadership from year to year within the Chapter by documenting general responsibilities and duties of Chapter Officers and Committee Chairpersons. This manual is the property of the Midwest Chapter, Health Physics Society. It is to be held by Officers and Committee Chairpersons for the duration of their office and then transferred to the new office holder as a part of the transition period following the Annual meeting.

This manual is only intended as guidance. It is not the purpose of this manual to restrict the activities of Officers and Committees to rigid operating procedures or to reduce personal initiative or individuality, but only to provide helpful ideas to promote successful Chapter administration.

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I. PRESIDENT

General

As the principal officer, the President provides the overall leadership for the Chapter.

The President is responsible for setting the general tone and tenor of the organization and its activities. The President should provide a smooth transition from the previous presidency, so that activities in progress are completed or continued and methods of operating are not changed abruptly.

The President should be receptive to new projects and innovations from other members. Because of previous experience on the Board and because he/she should have a complete view of the organization and its functions, the President is responsible for integrating the work of all committees, officers, and individual members into a smoothly operating system.

The President should delegate responsibility and work and involve as many members as possible for active participation.

Specific Duties

1. Preside over the meetings of the Chapter and serve as the Chairperson of the Board of Directors.
2. Prepare an agenda for each Board meeting and distribute it to the attendees in advance.
3. Appoint the Chairpersons and Committee members for the Standing Committees (to be approved by the Board) at or before the next scheduled Chapter meeting following the annual meeting.
4. Appoint delegate(s) to the Chapter Council Meeting held at the National Meeting of the Health Physics Society. The President may represent the Chapter at this Meeting.
5. Handle all necessary correspondence between the Health Physics Society and the Chapter.

PRESIDENT (Cont.)

Specific Duties (cont'd.)

6. Delegate duties and tasks as appropriate and desirable.
7. Follow the work of all Committees and activities of the Chapter to determine that they are being carried out satisfactorily.
8. Submit an oral report on the "State of the Chapter" at the Annual Meeting.

(Sample Board Meeting Agenda)

MIDWEST CHAPTER
HEALTH PHYSICS SOCIETY
BOARD MEETING AGENDA

Month, Day, Year

Meeting Called to Order	President
Review of Previous Board Meeting Minutes	Secretary
Treasurer's Report	Treasurer
Program Committee -- Meeting Speaker	Program Chairperson
Nominating Committee -- 19XX-XX Slate of Officers and Board Members	Nominating Chairperson
Public Relations & Information	Public Info. Chairperson
Legislative Committee Report	Legislative Chairperson
Publications Committee -- Newsletter -- Membership Directory	Publications Chairperson
Affiliates Committee	Affiliates Chairperson
Old Business	
New Business	
Adjournment	

II. PRESIDENT-ELECT

1. Serve as a Member of the Board of Directors.
2. Perform duties as delegated by the President.
3. In the absence of the President, assume the duties of the President.
4. Serve as chairperson of the Program Committee.
 - a) Assume responsibility, with assistance from the Program Committee members, for scheduling at least four Chapter meetings each meeting year.
 - b) Arrange for a topical presentation, usually on a technical subject of interest to the Chapter membership, for each meeting. Tours, symposia, joint meetings, and social events may also be considered. Out-of-town speakers will be supported by Chapter funds.
 - c) Identify a meeting location and date. For dinner meetings, select a menu and establish a price range for members. Coordinate a meeting sponsor with the Affiliates Committee.
 - d) Transmit all appropriate meeting information to the Publications Committee for timely presentation in the Chapter Newsletter. Act as point of notification for members attending the meeting.
 - e) Obtain approval from the Board of Directors for meeting agenda, including proposed expenditures for speakers, dinners or other meeting related costs.
 - f) In conjunction with AAPM, organize and host the Landauer Memorial Lecture. Normally, the organization will alternate taking the lead, thus the Midwest Chapter HPS will act as host on alternate years.

III. SECRETARY

General Duties as Outlined in the Bylaws

"The Secretary shall keep a record of all transactions and meetings of the Chapter and Board of Directors. He/she shall carry out correspondence of the Chapter, keep an accurate mailing list of the Membership, and post ballots used in election and amending procedures."

Records

1. Maintain the Chapter records.
2. Maintain a file of membership applications and letters of acceptance.
3. Maintain an accurate Chapter mailing list. This listing should be in the form of a "membership data base" on the Chapter computer.

Minutes

1. Take minutes at both the Board and General Chapter meetings.
2. Send copies of the meeting minutes to all officers and Board members prior to the next Chapter meeting.
3. Summarize the Board meeting minutes to Chapter members at the General meeting (for the previous Board and General meeting).

Ballots

1. Send ballots (prepared by the Nominating Committee) to all voting members at least 30 days prior to the annual meeting.
2. Within five (5) days following the closing of a ballot, convene not less than four (4) members of the Board of Directors for the purpose of tabulating and certifying the vote. Examine the names on the envelopes and certify the eligibility of each member to vote.

SECRETARY (Cont.)

3. Retain the envelopes, ballots, and tally sheets in a suitable sealed container until the close of the next regular meeting of the Chapter, after which time you are to destroy the envelopes, ballots, and tally sheets.

Membership Activities

1. Send out membership applications to potential members.
2. When receiving applications from the Treasurer, check them for completeness.
3. For a member of the national HPS, he/she is automatically qualified for Chapter membership. The application should be reviewed and initialed.
4. For other individuals, the applications must be reviewed and approved by four Board Members.
5. If an individual is not approved for membership, notify the individual and return his/her dues payment.
6. If an application is approved, send out a letter of acceptance and a membership directory.
7. Retain a copy of the letter of acceptance and the completed application.
8. Send the following additional correspondence:
 - a. To Treasurer -- copy of letter of acceptance
 - b. To President -- copy of letter of acceptance
9. If the applicant did not send a dues payment with the application, notify the Treasurer. Request dues payment in the letter of acceptance. Have the individual send the payment directly to the Treasurer.
10. Maintain a file of new members for the current year.
11. The Secretary should solicit new members at Chapter meetings (some non-members come as guests).

SECRETARY (Cont.)

Other Duties

1. Serve as a member of the Board of Directors.
2. Perform other duties as requested by the President.
3. Prepare an article for each Newsletter. It should contain a list of new members accepted since the last newsletter.
4. At the request of an Affiliate Member plus a \$50 fee to cover costs, provide that affiliate member a set of chapter mailing labels that may be used for commercial purposes. [Reference: March 2, 1988 Board Minutes]

SAMPLE MINUTES

Minutes of the Midwest Chapter HPS Board Meeting

August 25, 1988

Present:

Cindy Boggs-Mayes, President
Steve Butala, President-Elect
Lee Booth, Past-President
Linda McLean, Treasurer
Kit Weaver, Board Member
Dave Groff, Affiliates Committee
Christine Klimczak, Public Information
Tony Leveling, Publications
Dick Toohey
Terry Liaboe, Secretary

The meeting was called to order at 4:15 pm by Cindy Boggs-Mayes. The meeting was held at Argonne National Laboratory in Argonne, Illinois.

The minutes from the March 31, 1988 meeting were reviewed. Lee Booth moved to accept the minutes. Steve Butala seconded the motion. The motion was passed by a unanimous voice vote.

President-Elect's Report

Cindy Boggs-Mayes noted the chapter lost \$175 at the last meeting held at Fermilab.

The next meeting is scheduled for Wednesday, October 5, 1988 at the Alpine Banquet Hall. Timothy Toohig will be speaking on the Superconducting Super Collider. The estimated cost is \$10.50 if a sponsor is located.

Cindy asked Steve about the possibility of holding a joint meeting with the North Central Chapter of the Health Physics Society. Steve had discussed the topic with North Central Chapter President Jerry Staiger. They currently hold two meetings per year. Their fall 1988 meeting is being held in Madison, WS and the spring meeting is always held in St. Paul, MN. Steve will work with Jerry to coordinate a fall of 1989 joint meeting. A possible topic could be mixed wastes, although Steve wasn't sure if this was a viable topic for an all day symposium.

Topics for upcoming meetings were discussed. Cindy Boggs-Mayes suggested 10 CFR changes. Linda McLean suggested below regulatory concern regulations, de minimis levels, or a joint meeting with the local AIHA chapter. Terry Liaboe said he would contact the AIHA Board to see if they would be interested. Cindy also suggested as a topic the West Chicago thorium tailing clean-up or showing excerpts from the film Radium City. Dick Toohey suggested a program on the decontamination work being performed in Ottawa, IL.

Treasurer's Report

Dick Toohey reported that the chapter showed a profit of \$240.53 for the July 1, 1987 to August 24, 1988 period. The Board briefly reviewed the June 22, 1988 to August 24, 1988 report and the annual July 1, 1987 to August 24, 1988 report.

Dick reported that 162 chapter members have currently paid their 1988-89 dues. Dick has started using a petty cash fund. Also, according to Dick's reading of the tax laws the chapter does not have to report gross receipts of less than \$25,000.

Steve Butala moved that the Treasurer's report be accepted. Kit Weaver and Linda McLean seconded the motion. The motion was passed by a unanimous voice vote.

Publications Committee Report

Tony Leveling requested the Board's home phone numbers. The next newsletter will be out around September 10. Steve Butala has resigned from the Publications Committee. Tony will place an article in the newsletter about Cindy Boggs-Mayes running for National Board Member.

Public Information Committee

Christine Klimczak reported she will talk to Bill Rivkin concerning the past duties and on going activities of the Public Information Committee. Christine will be placing an article in the newsletter and she reminded the committee that any articles that are intended for the newsletter should be sent to Tony.

Affiliates Committee

Dave Groff will be working on maintaining a current sponsors list and will also try to cultivate new sponsors for our meetings. Cindy Boggs-Mayes suggested sending out a letter to vendors inquiring if they would like to sponsor a meeting since vendors can become affiliate members.

Steve Butala brought up the subject of an annual directory rather than a bi-annual one. Cindy Boggs-Mayes, Kit Weaver and Lee Booth expressed their preference for an annual directory.

The board discussed whether the chapters by-laws should be published. It was decided to continue publishing them.

Kit Weaver will contact Larry Jensen on by-law changes. Kit asked the board to review the by-laws in order to make suggestions for necessary changes. Kit pointed out that the by-laws call for committees to have no less than 3 member, but some current committees have only 1 member.

Steve Butala moved that the following be appointed to their respective committees:

Anthony Leveling - Publications Committee
Paul Ward - Legislative Committee
Dave Groff - Affiliates Committee
Christine Klimczak - Public Information Committee

Kit Weaver seconded the motion and it was passed by a unanimous voice vote.

Old Business

The chapter lost money on the Landauer Lecture due to a lot of no-shows. Cindy Boggs-Mayes thought that the telephone outage also hindered individuals in making or cancelling reservations.

Cindy also received some complaints about the meal price not being listed on the reservation mailer. The price had been listed in the newsletter. Steve Butala suggested that to prevent no-shows we might consider requiring payment with the reservation.

Steve Butala reported that he has decided to drop the letter concerning the SSC because of difficulties in reporting "scientific facts" concerning it.

Lee Booth talked to Linda Bridges, Secretary of the Illinois Committee on Radiation Education (ICORE). His impression was that ICORE was more of a lobby group. He expressed to Linda our willingness to cooperate in educating the public, but the chapter was not ready to become a member of ICORE. Lee also suggested to Linda that ICORE might want to become a member of our chapter. Kit Weaver thought they wanted us to join ICORE to draw upon our expertise. It was recommended that the Public Information Committee should contact ICORE to see where we might be able to mutually help each other. Christine Klimczak said she would contact Linda Bridges.

New Business

Dick Toohey will ask Elwyn Dolecek to audit the books.

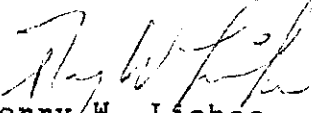
Cindy Boggs-Mayes will be sending a letter and a copy of the directory to new members welcoming them to the chapter. She suggested that new members names be listed in the newsletter and that new applicants dues status should be recorded in the minutes.

Cindy suggested that we should be sending information concerning our meetings to the National Newsletter. Tony Leveling said he would forward the articles to the National Newsletter.

The next meeting will be held at the Alpine Banquet Hall on October 5, 1988.

Steve Butala moved the meeting should be adjourned. Kit Weaver seconded the motion which carried by a unanimous voice vote. The meeting adjourned at 5:30 pm.

Respectfully submitted,



Terry W. Liaboe
September 28, 1988

SAMPLE LETTER

Date

Name
Address
City, State Zip Code

Dear _____:

Congratulations on being elected a member of the Midwest Chapter, Health Physics Society!

We are proud of an earned reputation as an active chapter and hope that you will enthusiastically participate in chapter functions and effectively contribute to the field of health physics.

Enclosed with this letter is a copy of our Membership Directory.

Very truly yours,

Name
Health Physics Society
Midwest Chapter
Mailing Address

Enclosure:
Membership Directory

cc: President
Treasurer

ONLY NEW APPLICANTS MUST COMPLETE THIS SIDE

Professional Experience Employer	Dates	Position	Duties
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Education Institution	Major	Year Graduated	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Optional information for for the HPS Affirmative Action Committee:

Sex ___ Race _____ Age ___ <30 ___ 30-40 ___ 40-50 ___ 50-60 ___ 60+

I hereby apply for membership in the Midwest Chapter of the Health Physics Society with the classification indicated below. If elected, I agree to comply with the By-Laws of the Chapter as long as I continue as a member.

I request the following membership type:

___ Member ___ Associate Member ___ Affiliate

Signed _____

Date _____

QUALIFICATIONS FOR MEMBERSHIP

Every Member or Associate Member of the Health Physics Society living in Illinois, Indiana, Iowa, Minnesota, Missouri or Wisconsin is automatically qualified. The Board of Directors may elect to membership others in accordance with the following principles:

MEMBERS, in addition to those qualified on the basis stated above, are those who have been engaged in some form of Health Physics activities for at least one year and graduated from an accredited school of college grade or have had equivalent training. A year's experience in Health Physics can be equivalent to a year of college work. The prospective member need not be completely versed in all phases of Health Physics but must be contributing to the general field of Health Physics at the time he applies for membership in the Chapter. Graduate study in science may be accepted in place of part or all of the required period of Health Physics activity.

ASSOCIATE MEMBERS shall be persons who lack the necessary qualifications for election as Members but: (a) are engaged in a field of endeavor related to Health Physics, or (b) whose interest in the science would make them desirable Associate Members. They may not hold elective offices, but may vote.

AFFILIATES shall be individuals or organizations approved by the affirmative vote of the Board. Affiliates shall not hold elective offices or voting privileges. The membership may be withdrawn at any time by a unanimous vote of the Board of Directors.

IV. TREASURER

General Duties as Outlined in the Bylaws

Act as the custodian for all money within the Chapter and pay all bills authorized by the Board of Directors.

Specific Duties

1. Maintain financial records for the Chapter consisting of a ledger, checkbook, bank statements, and a membership roster which shows the "members in good standing" for a given Chapter year.
2. Dues Receipts
 - a. You may receive dues payments from new memberships or from payments during the year from current members.
 - b. Update the membership roster to include the individuals who have paid dues.
 - c. Stamp the check for deposit.
 - d. Note the dues receipt in the ledger, and update the account balance.
 - e. Deposit the check in the bank.
 - f. Issue a receipt when requested.
 - g. Forward an updated membership roster to the Secretary.
3. New Members
 - a. An applicant should have included his/her first dues payment with his/her application sent to the Secretary.
 - b. New membership applications are normally processed at Board Meetings. If accepted, take the dues payment and process it as described in the previous section.
 - c. If the dues payment was not included with the application, the Secretary will notify the applicant of his/her acceptance with a request that the dues payment be sent directly to the Treasurer. Once dues are received, process them as described in the previous section.

TREASURER (Cont.)

4. Expenditures

- a. The individual requesting payment should present a bill. Consult the Chapter President if there is any doubt about whether this is authorized.
- b. If the payment is authorized, enter the reason and check number in the ledger and check stubs, and write a check in payment.

5. Treasurer's Reports

- a. Prepare a brief statement for each newsletter. The last newsletter of the calendar year should include a reminder of next year's dues, and a payment envelope with your address. Warnings should be issued by private notice to members who are delinquent in paying dues.
- b. Prepare a detailed financial report for each Board meeting, showing receipts and expenditures, and the current balances.

6. Bank Accounts

- a. Arrange to receive the checking and savings account statements. Verify their accuracy and record the interest received on the savings account.
- b. Try to keep as much of our funds as possible in the savings account, so they earn interest.
- c. Settle any discrepancies with the bank.

7. Meetings

- a. Collect monies at each meeting for dinner and dues as applicable. Bring the checkbook and, if possible, a calculator to each meeting.
- b. The Program Committee should provide you with a listing of reserved guests for the meeting and the price to be charged for dinner. People will be paying both meal fees and dues by both cash and checks. Keep track of the totals showing who paid what.
- c. At the end of the meeting, verify the cash and check totals.

TREASURER

(Cont.)

- d. Write a check to pay the restaurant bill. There may be other bills presented, such as for photographs or the speaker's honorarium. Pay these, if authorized. Take the checks home with you.
 - e. The next day, review the records, record dues payments, record dinner receipts. Verify the totals, and deposit the receipts.
 - f. If the meeting has run a significant surplus or loss, inform the Chapter President.
8. General
- a. Maintain close liaison with the Secretary who will maintain the Chapter mailing list.
 - b. At the end of your term, transfer accounts and records to the new Treasurer. Both the new Treasurer and President should sign the signature cards (so that the President may handle accounts in the Treasurer's absence).
 - c. On an annual basis, file with the State of Illinois the Annual Report for Non Profit Organizations. Include with the report the appropriate fee. The State Tax number is 46050367.
 - d. Accounts may be transferred to a more convenient bank, but if you do so, you should have a new deposit stamp made. The savings account requires a "Federal Identification Number," since it earns interest. The Number is 36-3325295.
 - e. At the beginning of a new term as Treasurer, arrange for another Chapter member to audit the Treasurer's records for the previous year.
9. Serve as a member of the Board of Directors.

SAMPLE TREASURER'S REPORT

MIDWEST CHAPTER, HEALTH PHYSICS SOCIETY
Treasurer's Report: Oct 29, 1986 through Dec 3, 1986

A. Checking Account

Balance as of Oct 29, 1986		\$1,455.32
Chapter Income:		
Membership Dues (20 @ \$5)	+ \$ 100.00	
(1 @ \$2.50)	2.50	
Meeting Receipts		
10/29/86 mtg (61 @ \$15)	915.00	
Interest Income	5.87	
Sponsorship 12/3/86 mtg	200.00	
Transfer from Savings	500.00	
	+\$1,723.37	
Chapter Expenditures		
Meeting Expenses		
Andy's Steak House	-\$1,102.56	
RMC (Reimb of deposit)	300.00	
Newsletter	444.17	
Speaker (10/29/86 mtg)	285.68	
Service Charge	33.87	
	-\$2,150.41	
Balance as of December 3, 1986		\$1,028.28

B. Savings Account

Balance as of Oct 29, 1986		\$2,348.25
Chapter Income		
Membership dues (9 @ \$5)	+ \$ 45.00	
Sponsorship (10/29/86 mtg)	200.00	
Interest Income	10.97	
	+ \$ 255.97	
Chapter Expenditures		
Transfer to Checking	500.00	
	- \$ 500.00	
Balance as of December 3, 1986		\$2,104.22

Total Chapter Worth = \$3,132.50

Net Loss for period = \$ 671.07

Respectfully submitted, Susan M Stevenson
 Susan M. Stevenson, Treasurer

V. BOARD OF DIRECTORS

Members

The Board of Directors consists of:

1. The President (Chairman)
2. President-Elect
3. Secretary
4. Treasurer
5. Most Recent Past President
6. Four Elected Members

Duties

1. Attend Board meetings and vote on issues affecting the Chapter.
2. Approve Standing Committees as proposed by the "new" President. The Chairpersons and Committee members shall be named and approved by the Board at or before the next scheduled Chapter meeting following the Annual Meeting.
3. Serve as an admissions committee, reviewing membership applications, making recommendations for acceptance or rejection.
4. Set the amount of annual dues (to be approved by the majority of members of the Chapter present at the Annual Meeting).
5. Ensure that activities conducted by the Chapter are in the best interest of the objectives of the Chapter set forth in Article I of the Bylaws.
6. Appoint individuals to fill vacated offices.
7. Be active in at least one Standing Committee.
8. Periodically review the By-laws for needed changes.

VI. NOMINATING COMMITTEE

Members

Comprised of two or more members, none of whom shall hold simultaneous elective offices. The Chairperson is normally the most recent Past President.

Duties

1. The committee should continually evaluate the membership for attendance and participation at chapter meetings, leadership potential, and willingness to serve and work as chapter officers. Nominees for offices should be carefully selected so as to present to the best extent possible a balanced set of officers, with regard to geography, employer, and technical background.
2. Nominate two members for each elective office.
3. Prepare ballots to be sent to the Chapter Membership by the Chapter Secretary. These ballots are to be sent at least 30 days prior to the Annual Meeting.
4. Evaluate Chapter members for eligibility for nomination to national HPS offices or to receive such awards as the Eida E. Anderson Award, Founders Award, or Distinguished Scientific Achievement Award. (Actual nominations would be forwarded to the HPS by the Chapter President.)
5. In the event of a vacancy on an elective office or on the Board of Directors, the Committee should make recommendations to the Board on appointments to make until the unexpired term is filled by election at the next regular ballot.
6. On an annual basis, give consideration to sponsoring a health physics college student to a Health Physics Society meeting.

SAMPLE BALLOT

MIDWEST CHAPTER
HEALTH PHYSICS SOCIETY



To record your vote, make an "X" in the box next to the candidate of your choice.

PRESIDENT-ELECT(Vote for 1)

- Richard B. Holtzman
Argonne National Laboratory
- Carlyle J. Roberts
Argonne National Laboratory
- _____
Write-in candidate

SECRETARY(Vote for 1)

- Leroy F. Booth
Radiation Management Corporation
- Ashok K. Dhar
Abbott Laboratories
- _____
Write-in candidate

TREASURER(Vote for 1)

- David J. Derenzo
Illinois Department of Nuclear Safety
- Paul M. Neeson
Department of Energy
- _____
Write-in candidate

BOARD OF DIRECTORS(Vote for 2)

- Lincoln B. Hubbard
Fields, Griffith & Associates
- Carl J. Paperiello
Nuclear Regulatory Commission
- Robert A. Pavlick
Commonwealth Edison Company
- McLouis J. Robinet
Argonne National Laboratory
- _____
Write-in candidate

PLACE THIS BALLOT IN THE BALLOT ENVELOPE PROVIDED. PLACE SEALED BALLOT ENVELOPE IN THE RETURN ENVELOPE WHICH MUST BE SIGNED IN THE TOP LEFT-HAND CORNER. ALSO, PLEASE PRINT YOUR NAME ON THE RETURN ENVELOPE. BALLOTS MUST BE MAILED IN TIME TO REACH THE SECRETARY NO LATER THAN 5:00 P.M. ON **MAY 5 1981.**



MIDWEST CHAPTER HEALTH PHYSICS SOCIETY

April 2, 1981

TO: All Midwest Chapter Full and Associate Members

Enclosed is the ballot to elect Officers for the 1981-82 term and Board Members for the 1981-83 term. This ballot is being sent separate from the newsletter because final arrangements have not yet been completed for the Annual meeting.

Please place the completed ballot in the envelope marked BALLOT. Seal the envelope and place it in the return envelope which must be signed in the top left-hand corner. Also, please print your name below your signature on the return envelope.

You must have paid your 1981 dues to be eligible for voting in the Chapter election. If you owe dues, a notice is enclosed with this ballot. Please send \$5.00 to:

Richard B. Holtzman
Argonne National Laboratory
9700 S. Cass Avenue, Bldg. 203
Argonne, IL 60439

You may, if you wish, enclose your check in the outer ballot envelope. Make checks payable to the Midwest Chapter Health Physics Society.

Ballots must be mailed in time to reach the Secretary no later than 5:00 P.M., May 5, 1981.

Sincerely,

Kit T. Weaver
Secretary

Enclosures:

- Ballot and Envelope
- Return Envelope
- Biographical Sketches
- Dues Notices, if applicable

MIDWEST CHAPTER CANDIDATES

PRESIDENT-ELECT

RICHARD B. HOLTZMAN

Present Position

Chemist, Radiological and Environmental Research Division, Argonne National Laboratory, Argonne, Illinois 60439.

Education

B.S. in Physics in 1946, an M.S. in 1950 and a Ph.D. in Chemistry (Radiochemistry) in 1953, all from the University of Chicago.

Experience

Dr. Holtzman is a Chemist at Argonne National Laboratory doing basic research in radiation protection which involves studies in the metabolism of the heavy, naturally-occurring radionuclides in humans and the health effects from internally-deposited radioactivity. This work includes studies on radium dial painters, environmental contamination from uranium mill tailings piles, and the levels of the naturally-occurring radionuclides in man and the environment. Prior to joining Argonne, Dr. Holtzman worked on radiation and radiochemical problems at Armour Research Foundation (now IIT Research Institute), and he was a geochemist at Columbia University in New York.

Dr. Holtzman has authored about 80 publications on the levels and distributions of stable and radioactive trace elements in man and the environment. He was a member of the NCRP Scientific Committee that published a report on the natural radiation environment in the United States.

Professional Activities

Dr. Holtzman is a member of the Health Physics Society and he is serving currently as a member of the HPS Admissions Committee. He is also a member of the American Chemical Society, the AAAS, and Sigma Xi. In the last three years he has served as Secretary, Chairman of the Membership Committee, and Treasurer of the Midwest Chapter HPS.

CARLYLE J. ROBERTS

Present Position

Associate Director, Division of Environmental Impact Studies, Argonne National Laboratory, Argonne, Illinois 60439.

Education

B.S. (Engineering Physics) Lehigh University, 1950; Ph.D. (Biophysics) University of Rochester, 1954. Certified ABHP 1960, recertified 1980.

Past Experience

Health physicist with Nuclear Power Department, Curtiss-Wright Corporation 1954-57 and Chief, Research Reactor Division 1957-58. Activities included reactor safety analysis, shield design, hot laboratory and reactor operations. Georgia Institute of Technology, 1958-76. Reactor Project work (1958-63) included health physics, facility design. As Head of Nuclear Research Center (1963-71) supervised use and operation of heavy water research reactor. Professor of Nuclear Engineering (1963-76) and Chairman of NE Department (1965-71). On leave to International Atomic Energy Agency, Vienna, as Chief of Training Section (1971-73). Teaching and research, primarily in health physics area (1973-75) and Director, Radiation Health Specialist Training Program (1973-75). Joined Argonne Center for Educational Affairs as coordinator of faculty and student research in mid-1976. Transferred to the Division of Environmental Impact Studies, Radiological Science Group, in January, 1978. Engaged in a variety of radiological assessments with emphasis on uranium milling, decontamination and decommissioning, spent fuel storage, and waste management. Became Associate Director for Nuclear Projects in January, 1981.

Professional Activities

Health Physics Society activities included History Committee 1975-78, Education & Training Committee 1967-71, Atlanta Chapter President 1975-76, Board of Directors 1979-82, Midwest Chapter Board of Directors 1980-82, Member of the American Board of Health Physics 1975-79, and Vice-Chairman 1977-79. Also member of the American Nuclear Society. Served as health physics consultant to industrial concerns and federal agencies.

TREASURER

DAVID J. DERENZO

Present Position

Health Physicist, Illinois Department of Nuclear Safety, Region 2B, Berkeley, Illinois 60163.

Education

Mr. Derenzo graduated from Northeastern Illinois University in 1972 with a B.S. in Biology and has taken numerous graduate level courses in health physics and industrial hygiene at Northwestern University.

Experience

As a health physicist for the newly formed Department of Nuclear Safety, Mr. Derenzo is responsible for inspecting broad and specific medical and industrial licensees, and registrants utilizing a wide variety of x-ray equipment in the industrial sector. At this time he is formulating State regulations for the medical and industrial uses of particle accelerators. David also has the responsibility for responding to radiological incidents and emergencies, and has served as an Officer of the Radiological Assistance Field Team in recent emergency response exercises at Dresden Nuclear Power Station. Prior to his employment with the State, Mr. Derenzo was the Radiation Safety Officer at Medi-Physics, Inc., and worked in the Radiation Safety Departments at Searle Analytic, Inc. and Northwestern University.

Professional Activities

Mr. Derenzo is a member of the AAPM Midwest Chapter and has been a member of the national and Midwest Chapter of the Health Physics Society since 1975.

PAUL M. NEESON

Present Position

Health Physicist, U.S. Department of Energy, Chicago Operations Office, Argonne, Illinois 60439.

Education

B.S. in Physics from Seattle University in 1967.
M.S. in Physics from Northern Illinois University in 1976.

Experience

Instructor in physics and radiological defense at the U.S. Army Chemical School, Ft. McClellan, Alabama, from 1968 to 1970. After Army service, was employed with Douglas United Nuclear as a Radiation Protection Engineer. 1970-71. From 1971-72, served as a Radiological Control Engineer with Westinghouse at the Naval Reactors Facility at the National Reactor Testing Station in Idaho - applied health physics and training at Naval Reactors prototypes and the Expanded Core Facility. Then, was employed as a physicist at Fermi National Accelerator Laboratory, 1973 to 1976. Activities included applied health physics and radioactive waste disposal. From 1976 to present, health physicist with the Department of Energy. Activities include appraisal of DOE contractor health physics and emergency preparedness programs, and participation in the Radiological Assistance Program.

Professional Activities

Member, Health Physics Society. Former member Columbia and Eastern Idaho Chapters. With Midwest Chapter since 1976. Served as Chairman, Sponsorship Committee, 1979 to present.

SECRETARY

LEROY F. BOOTH

Present Position

Manager, Midwest Regional Office, Radiation Management Corporation.

Education

B.S. in Chemistry, Northern Illinois University. Graduate studies in Nuclear Engineering, Catholic University. Certified by American Board of Health Physics.

Past Experience

Corporate Health Physicist for National Health Services at Coddard Space Flight Center, 1978-79; Staff Health Physicist at NUS Corporation, 1977-78; and Senior Health Physicist at U.S. Naval Research Laboratory, 1967-77.

Professional Activities

Member of national Health Physics Society and the Baltimore-Washington and Midwest Chapters. Director of Baltimore-Washington Chapter Certification Exam Preparation Course, and Chairman, Baltimore-Washington Chapter Professional Standards and Education Committee. Member of Panel of Examiners, American Board of Health Physics.

ASHOK K. DHAR

Present Position

Health Physicist, Abbott Laboratories, North Chicago, Illinois, since 1979.

Education

M.S. Radiological Sciences (1974), University of Washington, Seattle.
M.S. Metallurgical Engineering (1971), University of Washington, Seattle.

Past Experience

Shielding Project Engineer, Sargent & Lundy Engineers, Nuclear Safeguards and Licensing Division (1977-79); Radiological Engineer, Sargent & Lundy Engineers, Nuclear Safeguards and Licensing Division (1974-77); Staff Research Assistant, University of Washington, Department of Metallurgical Engineering (1971-72).

Professional Activities

Member of the Health Physics Society including Midwest Chapter. Member of the Chapter's Legislative Committee (1979-80). Chairman of the Chapter's Legislative Committee (1980-81). Member International Radiation Protection Association, and Sigma Xi.

BOARD OF DIRECTORS

LINCOLN B. HUBBARD

Present Position

Chief, Medical Physics and Radiation Safety Officer, Cook County Hospital, since 1979; and partner, Fields, Griffith and Associates, since 1975. Associate Professor of Biophysics and Medical Physics, Chicago Medical School.

Education

B.S. in Physics (1961), University of New Hampshire.
Ph.D. in Nuclear Physics (1967), Massachusetts Institute of Technology.
Postdoctoral at Argonne National Laboratory, Biology & Medical Research Div.

Past Experience

Assistant Professor of Math and Physics, Knoxville College, 1968-70.
Assistant Professor of Physics, Furman University, 1970-74.
Chief Physicist, Mt. Sinai Hospital, 1974-76.

Professional Activities

Member of American Association of Physicists in Medicine (Chairman of Midwest Chapter Legislative Committee). American College of Radiology, American Physical Society, Health Physics Society (member of Midwest Chapter Legislative Review Committee). Certified by the American Board of Health Physics and the American Board of Radiology.

CARL J. PAPERIELLO

Present Position

Chief, Emergency Preparedness and Program Support Branch, U.S.N.R.C., Region III, Glen Ellyn, Illinois.

Education

B.A. in Physics, LaSalle College, Philadelphia, PA., 1964.
Ph.D. in Physics (nuclear spectroscopy), University of Notre Dame, 1970.
Assistant in Chemistry and Nuclear Engineering, Union College, Schenectady, New York, 1971-75.

Past Experience

Research Scientist I, II, and Senior - Radiological Sciences Laboratory, NY State Health Department, Albany, NY, 1970-75. Radiation Specialist, U.S.N.R.C., Region I, King of Prussia, PA, 1975-78. Chief, Materials Radiological Protection Section I, U.S.N.R.C., Region III, Glen Ellyn, IL, 1978-80. Chief, Environmental and Special Projects Section, U.S.N.R.C., Region III, 1980.

Professional Activities

Written publications in nuclear physics, health physics, nuclear technology, and science. Member of American Physical Society, American Nuclear Society, and Health Physics Society. Certified by American Board of Health Physics and member of the Panel of Examiners for certification.

ROBERT A. PAVLICK

Present Position

Staff Assistant, Health Physics, Office of Technical Services Manager, Nuclear Stations Division, Commonwealth Edison Company, October, 1977, to present. Basic functions: Assign work and work priorities, supervise, and direct the work activities of the technical services, nuclear health physics staff. Work activities include participation in any Commonwealth Edison program which utilizes ionizing radiation.

Past Experience

Staff Assistant - Office of General Superintendent, Production Systems Analysis, Commonwealth Edison, July, 1974 to October, 1977. Radiation and Chemistry Supervisor, Dresden Nuclear Power Station, September, 1970 to July, 1974. Engineering Assistant, Dresden Nuclear Power Station, September, 1965 to September, 1970. Radiation Protectionman, Dresden Nuclear Power Station, August, 1959 to September, 1965. Operator, Joliet Generating Station, Commonwealth Edison, December, 1954 to August, 1959. United States Air Force, October, 1946 to October, 1953.

Professional Activities

Member of national and Midwest Chapter of the Health Physics Society; participated in the development of the following ANSI standards: "Internal Dosimetry Standard for Mixed Fission and/or Activation Products" and "Program for Testing Radiation Shields in Light Water Reactors."

MCLOUIS J. ROBINET

Present Position

Mr. Robinet is a senior health physicist at Argonne National Laboratory, Argonne, Illinois 60439.

Education

M.S. degree in Physics from DePaul University.

Experience

Mac Robinet has been employed at Argonne National Laboratory for the past thirteen years. He taught physics at the University of Illinois College of Pharmacy prior to joining Argonne.

Professional Activities

Mr. Robinet was one of the initial participants in establishing the Radiation Effects Information Hotline. Mac Robinet is a member of the national and Midwest Chapter of the Health Physics Society. He was the Midwest Chapter Treasurer in 1970.

VII. PROGRAM COMMITTEE

Members

Comprised of two or more members or associate members. The Chairperson is normally the President-Elect.

Duties

1. Propose agendas and schedule Chapter meetings. Arrangements to be made by the Program Committee include a guest speaker, restaurant location, and meals selection.

2. Guest Speaker

The chapter normally budgets funds that allow you to get two speakers outside of the local area. In some cases, an individual's company or organization will pay his/her way to the meeting. In the past, one of the speakers has normally been the President-Elect of the National Office.

The Committee should assist with any local arrangements for the speaker, e.g., ground transportation, motel, projector, and screen, etc.

A letter of appreciation or personal thanks via telephone to the speaker is recommended.

The Program Chairperson should be at the meeting to meet the speaker. This person should introduce the speaker to the Board if it is in session. As a minimum, present the speaker to the President.

A short biographical sketch on the speaker plus a brief note on his presentation should be provided the President-Elect to facilitate the introduction of the speaker during the meeting.

3. Restaurant

Things to consider when picking a location:

Easy access from major highways
Centrally located in view of membership demographics
Large enough meeting space (approximately 60 people)

PROGRAM COMMITTEE (Cont.)

Private room
Space enough for sponsor's table
Place for the Board to hold meeting
Meal selection and cost
Cash bar

Ensure that the meeting area will be quiet for the speaker(s). For example, video game machines outside of a private room may disrupt the meeting.

Once the information on the speaker, restaurant, and the meal is arranged, this information should be provided to the editor of our newsletter. If needed, a small map showing directions to the meeting location should be provided for placement in the newsletter. Contact the Treasurer as necessary for a "deposit" for the restaurant.

Discussions should be held with the Chairperson of the Affiliates Committee since this will have a direct effect on the cost of the meals. The objective of the Program Committee is to use the sponsorship money to provide a maximum discount on meals. (Approximately \$3 to \$4 per person based on sponsorship donation of \$200 and approximately 60 people in attendance.)

The day of the meeting or slightly before depending on the restaurant, you will be required to provide the restaurant management with a head count for the number of meals. The exactness of the head count given will depend on the requirements of the restaurant. It has been the general practice to give them a number which is 5-10% below the actual. It is apparently easier for them to add meals than to subtract them on the day of the meeting.

4. Receipt of Dinner Reservations

Reservations should be phoned to the Program Committee Chairperson at least two days prior to the meeting date. A notice of this procedure must be printed in the Newsletter meeting announcement.

PROGRAM COMMITTEE (Cont.)

It is recommended that an alphabetical list be prepared of those coming to the meeting. This list should be brought to the meeting, given to the Treasurer, and used as people pay for their dinner. This will facilitate this operation.

5. Collection of Monies

On the evening of the meeting, the Committee should set up a location where monies can be collected from the members. This is normally considered when setting up arrangements with the restaurant. It is also recommended that the meal price be rounded off to the nearest dollar, i.e., \$9.75-\$10.00. This will remove the burden of having enough quarters available for change purposes.

The program speaker, speaker's spouse, and meeting sponsor shall receive their meal free of charge.

Stick-on name tags should also be available and presented as people pay for their meals.

6. The chairperson should attend Chapter Board meetings to make a brief report of activities.

VIII-1

VIII. LEGISLATIVE COMMITTEE

Members

Comprised of two or more members.

Duties

1. The general duties of the Legislative Committee are outlined in the attached copy of this Committee's "purpose and scope."
2. Chairperson Duties
 - a. Establish liaison with governmental rulemaking bodies.
 - b. Solicit, receive and review items which may be appropriate for committee review.
 - c. Distribute copies of items appropriate for review to committee members for their comment by a stated deadline.
 - d. Review and comment on the distributed item.
 - e. Receive comments and coordinate them into a draft for transmittal.
 - f. Discuss the draft with all members who provided comments and resolve conflicts.
 - g. Discuss the final draft with the Chapter President (as required by Chapter by-laws) prior to transmittal.
 - h. Transmit comments.
 - i. Provide copies of transmittals to: all Legislative Committee members, all board members, and the Publications Committee for inclusion in the Chapter Newsletter.
 - j. On an optional basis, provide copies of proposed legislation to the Publications Committee for inclusion in the Chapter Newsletter.
 - k. Provide, upon request, information on Committee activities to the Publications Committee for inclusion in the Chapter Newsletter.

LEGISLATIVE COMMITTEE (Cont.)

1. Attend Chapter Board meetings to report committee activities.
3. Committee Person's Duties
 - a. Solicit, receive and review items which may be appropriate for committee review. Forward copies to the chairperson.
 - b. Provide comments on items as requested by the chairperson.

LEGISLATIVE REVIEW COMMITTEE
of the
MIDWEST CHAPTER OF THE HEALTH PHYSICS SOCIETY

PURPOSE AND SCOPE

In 1959 the Health Physics Society officially adopted the following definition of the term "health physics." Health Physics is a profession devoted to the protection of man and his environment from unwarranted radiation exposure. A health physicist is a person engaged in the study of the problems and practices of providing radiation protection. He is concerned with an understanding of the mechanisms of radiation damage, with the development and implementation of methods and procedures necessary to evaluate radiation hazards and with providing protection to man and his environment from unwarranted radiation exposure."

Of the environmental pollutants to which man is subjected, ionizing radiation is without doubt the most studied and best understood. Despite this fact, the public has reserved a unique and disproportionate fear of radiation as compared to other environmental insults. It is the concern of this committee that legislators reacting to the public's perceptions may do so in a manner which reflects the emotional atmosphere surrounding the issues more than the facts. It is our intent to help assure that radiation protection related legislation will be based on factual information by functioning to:

- 1) keep our legislators apprised of various facts of radiation protection.
- 2) provide factual data or information requested by legislators,
- 3) review radiation protection related legislation as it is brought to our attention,
- 4) disseminate information on radiation protection related legislation to the members of the Midwest Chapter of the Health Physics Society so that they may provide personal input to their legislators as they see fit, and
- 5) supply upon request expert witnesses for testimony at legislative hearings.

This committee's credibility will rest on the extent to which we confine our comment to within the boundaries of our profession's expertise. It can claim to represent our profession only within areas of generally accepted and justifiable fact. Toward this end, this committee will not provide comment or opinion on the sociological, political or legal aspects of radiation protection.

PURPOSE AND SCOPE (Cont.)

In general, all statements or recommendations made by this committee will be based on widely accepted sources of radiation protection guidance such as the publications of the International Commission on Radiological Protection (ICRP), the International Commission on Radiation Units and Measurements (ICRU), or the National Council on Radiation Protection and Measurements (NCRP). In general, regulatory requirements set forth by political bodies such as the NRC, the EPA, OSHA, etc. are not considered to be primary sources and will not be quoted or referenced as such (although they may be referred to as is necessary to provide context).

When an issue appears on which the health physics profession at large stands divided, this committee will either offer no opinion or attempt to provide a balanced view of the views as they are held in scholarly circles.

When it seems appropriate for the committee to take a stand on partially subjective matters (for example, operational guidelines often cannot be directly reduced to the evaluation of factual data), a consensus opinion of the committee, with any dissenting views noted, will be provided. Such statements of expert opinion (in contrast to statements of identifiable fact) will in all cases be identified as such.

IX. PUBLIC RELATIONS AND INFORMATION COMMITTEE

Members

Comprised of two or more members or associate members.

Duties

1. The responsibilities of the committee are to publicize Chapter activities and disseminate information in accordance with policies established by the Board of Directors and by methods approved by the President of the Chapter.
2. The general responsibilities of the committee include the following:
 - a. Provide reports on committee's activities at Chapter Board Meeting.
 - b. Provide placement services for Chicago area employment opportunities.
 - c. Maintain a speaker's bureau list on various health physics topics. Arrange speaking assignments when requests are received by the Chapter.
 - d. Publish public information pamphlets on health physics topics.
 - e. Participate in periodic public information seminars aimed at educating the public on general principles of radiation protection.
3. The Chairperson should attend Chapter Board Meetings to make a brief report of activities.

X. PUBLICATIONS COMMITTEE

Members

Comprised of two or more members or associate members. The Chairperson shall be the editor of the Chapter Newsletter.

Duties

1. Send out four (4) newsletters per year, at least 15 days before the scheduled Chapter meeting, except at least 30 days before the annual Chapter meeting (if sent out with the ballots).
2. Send each newsletter to:
 - a. All Chapter members, associate members, and affiliate members.
 - b. President of the HPS.
 - c. President-Elect of the HPS.
 - d. Executive Secretary of the HPS.
 - e. Editor-in-Chief of the HPS.
3. The newsletter should include:
 - a. A program announcement.
 - b. A listing of officers, Board members, and committee chairpersons.
 - c. Reports of officers and committee chairpersons.
 - d. Other noteworthy items.
4. The newsletter may include:
 - a. Ballots for election of officers and Board members.
 - b. Notices to members who have not paid their dues.
 - c. Membership application form.

PUBLICATIONS COMMITTEE (Cont.)

5. Publish a membership directory to be sent out to all Chapter members. Send out the directory on an annual basis. See the attached guidance offered by Steve Butala.
6. Obtain a listing of names, addresses, etc. for the directory from the Secretary. Work with the affiliates Committee to obtain advertisements for the directory.

JUNE 1987

NEWSLETTER

VOLUME 19.2

Midwest Chapter, Health Physics Society

"Progeny of TMI . . ."

President

Larry Jensen 886-6175

President-Elect

Lee Booth 310-8650

Secretary

Paul Ward 937-5276

Treasurer

Sue Stevenson 294-8538

Past-President

Paul Neeson 972-2258

Board Members

Cindy Boggs-Mayes 972-2569

Elwyn Dolecek 972-3322

Cindy Bloom 866-7744

Steve Butala 840-3165

Public Information

Bill Rivkin 564-3330

Sponsorship

Fred Ost 294-8204

Legislative

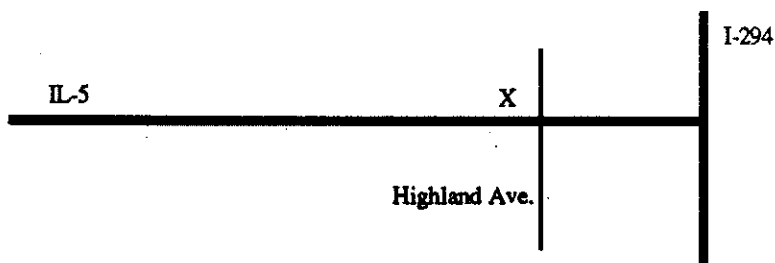
Linda McLean 398-8400

Publications

Bob Pollock 635-3396

After Three Mile Island the Federal government drew up plans to coordinate emergency responses. At long last these plans are being tested, and at the end of June the second of these Federal-State-Utility efforts will take place at Zion. Ed Jascewsky, a Midwest Chapter past president, is the DOE regional emergency coordinator and will speak at the next Chapter dinner meeting on Wednesday, July 1 about what should have happened and what actually did happen. This type of exercise is always a learning experience.

The meeting will be at Sage's West (AKA Arly's). The location is 2900 Highland and is just across from the Rt 5 tollway exit at Highland. There will be a cash bar starting at 6, with dinner from 7 to 8 pm. Please call in your reservations and meal choice (filet mignon or filet of sole) to Lee Booth at 312-310-8650 by June 26. The cost for the meal will be \$15, \$17 for guests and non-members, with students paying half-price. The prices are lower than otherwise because of the support of the meeting sponsor, Harshaw-Filtrol. Our thanks to Clare Grady.



By-Laws Change

At the annual meeting on July 1 the membership will be asked to vote on a proposed change to our by-laws. The change would involve adding a standing committee whose purpose would be to coordinate activities and policies about affiliates. While the Chapter has an Affiliate membership category, we have no coordinated program for companies that would like to participate in the Chapter's activities.

The proposed change would add the following to Article VII, Section 3:

g. AFFILIATES—Comprised of two (2) or more Members or Associate Members whose responsibility shall be to coordinate matters pertaining to Affiliate Members, including sponsorship of Chapter Meetings.

Radiation Safety Course

Northwestern University's intensive short course for engineers and scientists, Radiation Safety, is scheduled for October 5-9 at the Evanston Campus. The course is designed to serve those people in industry, government, hospitals and universities who have responsibility for safe use of radiation sources or who must understand the principles of radiation safety. The study includes lectures, demonstrations and laboratory exercises in which the participants will be given 'hands-on' experience in the calibration and use of surveying instruments and in the measurement of radiation.

The course starts Monday afternoon and ends after the Friday morning session. The sessions are held from 8:30 to noon with 1:30 to 5:00 pm laboratory sessions.

The \$1050 tuition includes all class materials, including 'Introduction to Health Physics,' 2nd edition, by Herman Cember. For more information contact Sheree Hall, Continuing Engineering Education, Technological Institute, Evanston, IL 60201. 312-491-3365.

Vote on Dues Increase

At the April 9 Chapter Board Meeting, a motion to raise Chapter membership dues to \$10 a year was passed. However, this vote did not increase the dues, as Chapter By-Laws state "Annual dues will be set by the Board of Directors and approved by the majority of the members of the Chapter present at the Annual Meeting." Therefore everyone attending the meeting on July 1 will have the opportunity to express an opinion and then vote.

The present membership fee was set in the early 1970's when it cost eight cents to mail a letter (Ah, the good old days. Does anyone out there remember the three-cent postage stamp?) and gasoline was twenty-five cents a gallon. Tuition at the University of California was only \$90 a year. But enough of this...

Although the Chapter is solvent at this time, we have been operating at a slight loss for the past couple of years. The cost of producing the Newsletter you hold in your hands consumes about 75% of the annual dues.

The Chapter could use more money to do two things: stimulate increased participation in present Chapter activities and expand Chapter activities. Our dinner meetings are our major activity at this time, and in order to increase attendance we could subsidize the cost of the meal and/or bring in nationally known speakers.

New activities might include sponsoring a student program, such as support for travel to the Midyear Symposium or national annual meeting, or developing and supporting day-long seminars in conjunction with other chapters.

Be sure to attend our annual chapter meeting on Wednesday, July 1.

The Chapter welcomes ten new members!

Deborah Arenberg
Robin Bauer
Stephen Cima
Dr. R.F. Coley
Mark Doruff
Andrew Gulczynski
Joanne Kark
Val Loiselle
George Mosho
Jeffrey Mueller

Speakers Needed

Bill Rivkin, Chairperson of the Public Information Committee, has a need for speakers at a series of workshops to be held at Crystal Lake. The workshops will be held during the last two weeks in June and the first two weeks in July. Call Bill at 312-564-3330 for more information on times, topics and scheduling.

Dues Now Due

Enclosed in this issue of the Newsletter is the Membership information and dues payment form. Everyone should fill out the front side of the form so that we can update our records. Then enclose a dues check for \$5 and mail it to our P.O. Box.

Note that if you pay your annual dues before the meeting on July 1, you can avoid any possible increase in dues!

The following people should not send in money with their forms as they have already pre-paid:

Stephanie Harper
B.J. Holt
Les Johnson
Robert Mason
Eli Port

The Supercollider and LLW

The highly touted super-colliding superconductor (SCS) will produce about 65,000 cubic feet of radioactive waste annually. Most of the nuclides are relatively short-lived Mn-54, Fe-55, Be-7, Co-60, Na-22 and the like, and will be part of various beam-line components that have been activated. A more complicated problem is the disposal of mixed wastes such as vacuum pump oil, lead acid batteries and mercury.

Curiously, communities fighting the high-level and low-level radioactive waste disposal sites are actively vying for the SCS. The collider will cost \$6 billion to construct, \$250 million annually to operate, and will employ up to 5,000 persons during construction. Illinois is one of the states actively pursuing the SCS.

All of this talk about a revolution in the information business doesn't frighten me, because I've known nothing but revolutionary new developments from the beginning. I feel like the man who was charged with drunkenness and, more seriously, with setting his bed on fire and damaging a building. The man pled guilty to being drunk, but he insisted he was innocent to the charge of setting his bed on fire. "The bed," he said, "was on fire when I got in it."

Helen Copley, Chairman
The Copley Press, Inc.



"How many times did I say it, Harold? How many times? 'Make sure that bomb shelter's got a can opener—ain't much good without a can opener,' I said."

A History of the Midwest Chapter of the Health Physics Society

(The following article by G. T. Lonergan is reprinted from the October, 1970 issue of our chapter newsletter. The first half was in the last issue. If anyone out there would be interested in bringing it up to date, please call your editor, Bob Pollock, at 312-635-3396.)

Chapter year 1968 was initiated with much spirit after hearing Dr. Hoyt Whipple of the University of Michigan present a most interesting and inspiring topic, "Should I Raise My Boy to be a Health Physicist?" This presentation has been and will be a topic of conversation among many of those who attended.

With C.D. Hampleman as president, the Chapter polled its membership by mail in early spring of 1968 as to their individual position regarding the central records keeping proposal of the AEC. The result of the Chapter poll indicated the vast majority of the respondents supported the Health Physics Society's position on this matter. A statement to that effect was forwarded to the parent society. A second meeting away from the Chicago area was held at LaCrosse, Wisconsin with a technical session and tours of the LaCrosse BWR being the primary topic. The fall meeting consisted of a tour of the new R.S. Landauer, Jr. Company facilities and was well attended and very informative.

1969 found G.T. Lonergan as president of the Chapter which was again very busy planning an Annual Meeting, the fifteenth, to be held in Chicago in the summer of 1970.

The pamphlet **HEALTH PHYSICS—A NEW PROFESSION IN THE ATOMIC AGE** was updated and reprinted for the fifth time early in the year. More than 2,600 copies of this fifth printing were requested and distributed in the early part of 1969.

In an effort to provide instruction and information to many of our members in the subject area of nonionizing radiation, an all day technical session was held at Northwestern University in May of that year. The Symposium on Hazards of Laser and Microwave Radiation was attended by more than 110 individuals from the Chapter and numerous other local technical societies. The physical effect principles, biological effects and instrumentation of both lasers and microwaves

were covered in papers by nationally recognized experts from Argonne, Ohio State University and Northwestern University. The summer meeting was another all day technical session and the first such meeting jointly sponsored by the Midwest Chapter of the Health Physics Society and the American Association of Physicists in Medicine. The meeting was held in Milwaukee. Included as speakers were K.Z. Morgan of ORNL; Robert Moseley, MD, of the University of Chicago, along with other prominent individuals of both societies from Cincinnati, Philadelphia, Chicago, Madison and Milwaukee. This format and cosponsorship worked so well that the fall meeting of the Chapter was held at St. Procopius College in Lisle under the same arrangement. A full day meeting with ten technical papers was presented on the topics of Radiation Detectors and Instrumentation. A unique and intensely interesting presentation by Frank Shonka highlighted the proceedings in which he exhibited and discussed his outstanding collection of original detection instruments for the more than 100 attendees.

As the end of the year rolled around, H.J. Howe, Chairman of the Education and Training Committee had organized a formal twenty-six week Certification Preparation Course for members of the Midwest Chapter. The program was presented at Argonne National Laboratory and featured speakers from the Chapter and experts from other parts of the country.

The Annual Meeting in February 1970 was another first for the Midwest Chapter as Dr. Stannard's presentation marked the first time the president of the parent society was the speaker at a quarterly Chapter meeting.

Looking back over the past nine years, the membership of the Chapter can be quite proud of a number of accomplishments. They were the first to sponsor a full-scale technical meeting and publish its proceedings, first to provide local arrangements for two parent society meetings, the first to publish a booklet dealing with the profession of health physics and the first to provide local arrangements for a Midyear Topical Symposium.

So the Chapter enters a new decade with William Rivkin as president and chairman of the Local Arrangements Committee for the Health Physics Society Meeting of 1970.

May 6, 1988

To: Publications Committee File
From: Steve Butala
Subject: Midwest Chapter HPS Directory

Based upon the experience gained in producing the 1988 Membership Directory, I would like to offer the following advice to whomever is responsible for future directories:

1. Start working on the 1990 Directory immediately following the Annual Meeting in June/July of 1989. At this point you should update the letter soliciting potential advertisers. Rich Allen and I used the mailmerge feature of Microsoft Word to address the individual letters. Potential advertisers would be current Affiliate Members, vendors who placed ads in the National HPS Directory, and any HP type firm which sends you junk-mail. It could easily take a month to gather 50-100 vendor names, enter addresses into datafile, print out letters & address labels, stuff, stamp and mail. It would have been nice if we had Chapter letterhead printed on tractor feed ink jet paper. Call printer now if you want to go that route. **Shoot for a September 1 date to have the letters in the mail.**

2. Make sure that the potential advertisers have sufficient time to get their ad copy prepared. Sixty days from your mailing date to deadline should be OK. Be certain to specify in your letter that **POSITIVE, CAMERA READY COPY IS REQUIRED - NO NEGATIVES**. You must also specify the maximum screen size. The 88 Directory used a 120 line screen which gave very high quality resolution. This requires the printer to make a metal plate which costs about \$25. I recommend that you go with the 120 line screen. You must also specify copy size. The 88 Directory used 4.5" x 7.5" for inside pages, 5" x 8" for cover pages.

You will probably receive some copy that does not meet your specs. You can decide if you want to call the vendor and request the right material, or try to have the printer rework it. The printer can usually reduce copy to the correct size for a small charge. Consider this as part of the operating cost. Negatives and poor quality copy should be returned.

3. Short of hosting a financially successful National Meeting, the Directory is the only vehicle with the potential to earn big money for the Chapter. (Dues are dues, not earnings !) Call any vendors whom you think should have responded if you do not hear back within 30 days. This task could be delegated to the Affiliates Committee. A \$75 ad fee is not holding back a potential advertiser. Your letter is probably in the bottom of someone's IN box.

4. Keep your records organized. You can easily get swamped once 10 or more

advertisers respond. Some will send copy, some will send money, some will have their ad agency respond. Be sure you don't promise a specific Directory cover ad space to more than one vendor. You would do well to utilize a computer filing system. Promptly send checks to Treasurer, but be sure you first log that ad has been paid. **File ad copy in individual folders labeled by vendor name.** You'll be glad you did at layout time.

5. At about the time that you are logging the responses, check with the Secretary regarding the printout of the directory text. The Chapter computer file should already have up-to-date info on members, including their job title and area of interest. The Secretary should attempt to print out this file to establish a layout and determine roughly how many pages are required. Try to do this on a laser printer, with the text at actual camera ready size. If you have to print it larger, you can use a photocopy machine set to reduce from 14" to 11' paper size.

6. As the deadline nears (late October), call vendors who initially responded but have not yet sent ad copy. Give them a little more time if necessary.

7. Once your final ads are in, (mid-November) start the layout. Make a **photocopy of each ad** to use in a dummy layout. Get a draft membership printout from the Secretary. This does not require page numbers or high quality printout. Get a draft copy of **every single page** that will be included, eg. Bylaws, Officers, Affiliates, etc., as well as covers. **Count the total number of inside pages** you will have. (This is not the same as the last page number). The Directory will ultimately have 4 "pages" printed (2 per side) on a single 8 1/2" x 11" sheet of paper. Thus, the total number of "pages" must be divisible by four; eg. 60 "pages" would be printed on 15 sheets of paper. You may have to insert blank pages to get a multiple of 4 on the total number of "pages".

Make a "legend" (see attached copy) that lists each page number alongside the page that will be printed on the same sheet of paper. Assign each ad a page position on the "legend". **Do not place different vendors on facing Directory pages.** You can reduce the printing cost by laying out the ads such that two ads are printed on the same *copy page*. This allows a single metal plate (\$25) to be used for two ads instead of one. Put the ads that will be in the front half of the Directory on the left side. The ads appearing in the back half of the Directory would then go on the right side. I did not know this until after the 88 edition had already been printed. To better understand, look at the 88 Directory. Pages 21 and 34 were both printed from the same metal plate. The Canberra ad on page 22 should have gone on page 21 instead. That way, the INS and Canberra ads would have shared a single metal plate and text would use a plastic plate.

8. Now the fun begins; start taping your draft pages to their adjacent partner pages. The first page is taped to the last page. The second page is then taped to the back of the first page, alongside the second to the last page, which is on the back of

the last page. Fold this in half. Repeat this procedure for all the rest of the pages. If you do this properly your stack of pages will resemble a "draft directory". If you goofed, **carefully recount the total number of pages**. Did you erroneously count the centerfold ad as one page? Did you forget to count pages i, ii & iii? **Check that every single page of the membership portion is still in alphabetical order**. Now you can write the page numbers on the bottom of each page. It is not necessary to make the dummy directory the same size as the final product. You are only trying to see how it all goes together.

9. Once satisfied, give the Secretary the dummy so he can type the assigned page numbers onto the final copy of the membership. A final listing is then printed out, preferably on a laser printer.

10. At this point (mid-December), you should visit the printer for a price quote. Bring your dummy copy as well as the "legend" and a copy of the previous directory. It may be worthwhile to have the printer layout the final copy. See how much this costs in terms of time and money. Otherwise, you will have to tape adjacent pages together, and/or cut and paste, to be camera ready. Also enquire about stuffing into envelopes and mailing service. It should take about 3 weeks for a printer to produce the Directory. The cost for the 88 Directory *printing* was about **\$550**. This was a bargain because we were originally quoted for the cheap 85 line screen for ad copy. The printer elected to use the 120 line screen to save himself time in order to meet the contracted deadline. **We should have been charged an extra \$350**. I think vendors will be much happier with the higher quality results of the 120 line screen.

11. Once you have decided on a printer, give him the final copy, including the folders containing the ads. The dummy copy and "legend" will assure that he does it right the first time. You should have your Directory finished sometime in January. You may try to save more money by mailing the next Newsletter along with it. Good luck.

SAMPLE LETTER

15 January 1988

Allen B. Consultants Inc.
16412 Kipling Road
Derwood MD 20855

Dear Dr. Allen Brodsky:

The Midwest Chapter of the Health Physics Society is planning to publish a new Membership Directory in March 1988. We would like to offer you the opportunity to place your advertising message in this issue. The Directory is published every two years and is distributed to all Chapter members. Advertising in the 1988 Directory will provide the following benefits to your firm:

1. It will place your firm's message, address and phone number at the fingertips of more than 200 practicing health physicists for two years. Our members are employed at research centers such as Argonne National Laboratory and Fermilab, at utilities such as Commonwealth Edison, and at many other leading institutions and corporations in the Midwest.

2. Your firm will receive a two year Affiliate Membership, which includes a copy of the Directory and all Newsletters published during this period. Your firm will also be listed in a separate section of the Directory as an Affiliate Member, and at your request we will provide you with one set of Chapter Member mailing labels per year.

Full-page advertisements are available as follows:

Inside page	\$ 75
Inside rear cover	\$100
Inside front cover	\$150
Outside rear cover	\$200

Obviously, only one of each of the latter three ad spaces is available for this issue. The first respondents will therefore have precedence. We will contact you about placing your advertisement on an inside page at the lower rate if your requested cover is not available.

We hope to receive your support and look forward to hearing from you. To reserve your advertising space, please return the enclosed form to me or call me at (312)840-3165 by 19 February 1988. We will require your camera-ready copy by 26 February 1988. Advertising copy should be suitable for a 4.5" x 7.5" printing size for inside pages, and 5" x 8" for cover pages. Checks should be payable to the Midwest Chapter, HPS.

Sincerely,

Stephen W. Butala
Chairman, Publications Committee
Midwest Chapter, HPS

SAMPLE LETTER

Advertising Reservation Form
1988 Membership Directory
Midwest Chapter, Health Physics Society

Stephen W. Butala
Fermilab - MS219
P.O. Box 500
Batavia, Illinois 60510

Dear Mr. Butala:

Please reserve the advertising space indicated below for my firm in the 1988 Midwest Chapter Membership Directory:

Inside page at \$75 Inside front cover at \$150
 Inside rear cover at \$100 Outside rear cover at \$200

Our copy is: Enclosed ✓
 Being forwarded to arrive by 26 February 1988

Our payment is: Enclosed \$75 rec'd 3/9/88
 Being forwarded with copy

Signed: Sally Bayer for R.D. Terry Date: 2/29/88

Please print or type:

Name: R. D. Terry Telephone: 216-564-2251

Firm: Bicron Corporation, 12345 Kinsman Road, Newbury, OH 44065

XI. AFFILIATES COMMITTEE

Members

Comprised of one or more members or associate members.

Duties (General)

Attract financial assistance to the Chapter for such items as follows:

1. Sponsorship of Chapter meeting (defraying cost of meals).
2. Advertisement in Chapter newsletter.
3. Advertisement in Membership Directory.

Duties (Specific)

1. Contact potential sponsors or advertisers by mail or phone.
2. Explain the fee schedule and policies outlined on the attached page.
3. Acknowledge receipt of fees and transmit to the Treasurer.
4. Assist sponsors in setting up equipment, etc., at Chapter meetings.
5. Attend the Chapter Board Meetings to give a brief report of activities.
6. Maintain a record of meeting sponsors and a complete list of affiliates.

SPONSORSHIP AND ADVERTISEMENT POLICIES

Sponsorship

The sponsor is asked to provide \$200 to the Midwest Chapter of the Health Physics Society. This donation is used to help defray the cost of the quarterly meeting.

In return for the donation, the sponsor will:

1. Be permitted to set up a display of their products during the meeting they are sponsoring. The size of the display will depend on the location of the meeting place.
2. Be permitted to distribute literature describing the sponsor's products.
3. Receive an Affiliate Membership in the Chapter. By this action, a) the sponsor's name is added to the list of sponsors in the Chapter directory, b) the sponsor receives a complimentary copy of the directory, and c) the sponsor is added to the mailing list for the Chapter Newsletter.
4. Be recognized at the Chapter meeting by an announcement and in the Chapter newsletter.

Advertisement in the Newsletter

The cost of advertisement is dependent on the space required by the sponsor. The present Newsletter is printed on 8-1/2" x 11" paper. The cost for a full page is \$70; the cost for a half page or less is \$35, per Newsletter.

Advertisement in the Newsletter entitles the advertiser to an Affiliate Membership in the Chapter.

The Chapter reserves the right to reject any material to be displayed at a meeting or advertised in the Newsletter, if it is determined to conflict with the objectives of the Chapter.

BY LAWS FOR THE MIDWEST CHAPTER
OF THE HEALTH PHYSICS SOCIETY

Adopted 25 March 1961
Revised 30 September 1961
30 January 1963
7 August 1965
4 November 1967
27 September 1969
22 May 1971
15 May 1973
2 December 1976
9 October 1985
9 July 1986
1 July 1987
Revised 13 June 1989

ARTICLE I

Section 1

The objectives of the Midwest Chapter of the Health Physics Society are to aid in the work of Health Physics, to improve dissemination of information between individuals in this field and related fields, to improve public understanding of the problems and needs in radiation protection and to promote and improve Health Physics as a profession. These objectives shall be accomplished by meetings, conferences and publications on any phases of Health Physics.

Section 2

The objectives and purposes of this Chapter of the Health Physics Society being as above declared, benevolent, educational, scientific, and without profit to its incorporators, the Chapter shall have no capital stock, nor shall any member at any time either upon dissolution of said Chapter or in any other event, be considered to be the owner or entitled to any extent to any of the assets, funds, or property, but shall be exclusively, and forever devoted to fostering meetings, conferences and publications with an emphasis on all sciences which contribute to the knowledge of radiation effects, radiation protection and health physics. This provision, however, shall not prevent the payment of reasonable compensation to such members of the Chapter as may render services to the Chapter.

ARTICLE II
Membership

Section 1

Every Member and Associate Member of the Health Physics Society residing in the states of Illinois, Indiana, Iowa, Minnesota, Missouri and Wisconsin shall qualify automatically as a Member of this Chapter. The membership of this Chapter shall consist of Members, Associate Members and Affiliates. The Board of Directors may elect to membership in the Chapter reputable persons in accordance with the following principles:

MEMBERS, in addition to those qualified on the basis stated above, shall be persons who have engaged in some form of health physics activities for a period of at least one year and have been graduated from an accredited school of college grade or have recognized scientific, technological or professional qualifications, or have had equivalent training. The Board may recognize one year of experience in health physics as being equivalent to one year of college work, and prospective members need not be completely versed in all phases of health physics at the time of application but must be engaged in one or more appropriate aspects of health physics at the time they apply for membership in the Chapter. Graduate study in science may be accepted in place of part or all of the required period of health physics activity.

ASSOCIATE MEMBERS shall be persons who lack the necessary qualifications for election as Members but (a) are engaged in a field of endeavor related to health physics or (b) whose interests in the science would make them desirable Associate Members. Associate members shall be elected in the same way as Members. They may not hold elective office but may vote.

AFFILIATES shall be individuals or organizations approved by the affirmative vote of at least four (4) members of the Board. Affiliates shall not hold elective office or voting privileges. The membership may be withdrawn at any time by a unanimous vote of the Board of Directors.

Section 2

Application for Full Membership or Associate Membership shall be made to the Chapter Secretary in writing. It shall be reviewed and approved by the affirmative vote of at least four (4) members of the Board of Directors.

ARTICLE III
Dues

Section 1

Dues of Members, Associate Members, and Affiliates become payable May 1. Any Member, Associate Member or Affiliate whose dues are unpaid on September 30 of that year shall not be in good standing. Voting and other Chapter privileges will be reinstated by payment of all delinquent Chapter dues.

Section 2

Annual dues will be set by the Board of Directors and approved by a majority of the members of the Chapter present at the Annual Meeting.

ARTICLE IV
Officers

Section 1

The officers of the Chapter shall consist of, in order of seniority:

- a. President
- b. President-Elect
- c. Secretary
- d. Treasurer

Section 2

Duties of Officers

The President shall preside over the meetings of the Chapter and may appoint any other individuals to assist in the conduct of meetings. He shall appoint necessary committees and automatically becomes ex-officio member of these committees. The retiring President shall submit an oral report of the "State of the Chapter" to the membership at the Annual Meeting.

The President-Elect shall perform duties as delegated to him by the President and in the absence of the President will assume the duties of the President.

The Secretary shall keep a record of all transactions and meetings of the Chapter and Board of Directors. He shall carry out correspondence of the Chapter, keep an accurate mailing list of the Membership and post all ballots used in the election and amending procedures.

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. He shall submit his accounts for audit at the Annual Meeting of the Board of Directors and shall turn over to his successor all funds and properties of the Chapter.

All officers must be Members or Associate Members of the Health Physics Society.

Section 3

The term of office for all officers shall begin following the conclusion of the Annual Meeting of the Chapter and shall end at the conclusion of the following Annual Meeting.

Section 4

An office shall be declared vacant by the Board of Directors in the event that an officer resigns or ceases to be a Member of the Chapter. The vacated office may be filled by the Board of directors in accordance with the procedures set forth in Article X of these By-Laws.

ARTICLE V Meetings

Section 1

Chapter meetings shall be held at least four times each year, at a time and place to be fixed by the Board of Directors. The Secretary shall notify all members of the time and place at least fifteen (15) days prior to the meeting.

Section 2

The Annual Meeting shall be held on or about June 1, unless directed otherwise by the Board of Directors.

Section 3

All business meetings of the Chapter shall be conducted in accordance with Robert's Rules of Order.

Section 4

A quorum shall consist of at least ten (10) voting members in good standing.

ARTICLE VI Election of Officers

Section 1

The Nominating Committee shall nominate two (2) members for each elective office.

Section 2

The election of officers and elected board members shall be accomplished by ballot. The ballots shall be prepared by the Nominating Committee appointed by the Chapter President. The ballots shall be sent to all voting Members by the Secretary at least thirty (30) days prior to the annual meeting and shall have provisions for write-in candidates.

Section 3

Balloting shall be conducted for a period of not less than thirty (30) days following the mailing of the last ballot to the membership.

Section 4

Each member shall return his ballot to the Secretary with the Member's name and return address displayed upon the mailing envelope. Within five (5) days following the closing of the ballot the Secretary shall convene not less than four (4) members of the Board of Directors for the purpose of tabulating and certifying the vote. The Secretary shall examine the names on the envelopes and certify the eligibility of the Members to vote. The ballots shall be removed from the envelopes in such a manner as to preserve the vote as secret, and no ballot shall be voided if the intent as to the choice of the Member is clear. The envelopes, ballots and tally sheets shall be retained by the Secretary and sealed in a suitable container until the close of the next regular meeting of

the Chapter, after which time the envelopes, ballots and tally sheets shall be destroyed.

Section 5

The candidate receiving the majority of the votes cast shall be declared elected to office. In the event no majority is received the contest for that office shall be declared void, and a new election shall be held to choose between the two candidates who received the largest number of votes in the preceding election for the office.

ARTICLE VII Committees

Section 1

The membership of the Standing Committees of the Chapter shall be appointed by the President and approved by the Board of Directors.

Section 2

The Standing Committee Chairpersons and Committee members shall be named and approved by the Board at or before the next scheduled Chapter meeting following the Annual Meeting.

Section 3

The names of the Standing Committees and their general duties shall be as follows:

- a. ADMISSIONS--Comprised of the Board of Directors. It shall review applications for membership in the Chapter, making recommendations for acceptance or rejection.
- b. NOMINATING--Comprised of two (2) or more Members, none of whom shall simultaneously hold an elective office. The Committee shall submit its recommendations to the Secretary of the Chapter at least sixty (60) days prior to the Annual Meeting. The recommendations of the Nominating Committee shall include the names of the nominees and the office for which nominated.
- c. PROGRAM--Comprised of two (2) or more Members or Associate Members. It shall be the responsibility of this Committee to review and promote agendas for the meetings and to make recommendations to the Board of Directors relative to these matters.

- d. LEGISLATIVE--Comprised of two (2) or more Members or Associate Members. It shall be the responsibility of this Committee to review existing and proposed standards, legislation, rules and regulations pertaining to radiation and its sources and to inform the membership of changes and proposed or pending changes in these matters. It shall be the responsibility of this Committee to prepare correspondence on the above matters as directed by the Board.
- e. PUBLIC RELATIONS AND INFORMATION--Comprised of two (2) or more Members or Associate Members. It shall be the responsibility of this Committee to publicize the activities of the Chapter as well as promote the dissemination of information in accordance with policies established by the Board of Directors and by methods approved by the President of the Chapter.
- f. PUBLICATIONS--Comprised of two (2) or more Members or Associate Members whose responsibility shall be to produce the membership directory and other material as requested by the Board. The Chairperson shall be the editor of the chapter newsletter.
- g. AFFILIATES--Comprised of two (2) or more Members or Associate Members whose responsibility shall be to coordinate matters pertaining to Affiliate Members, including sponsorship of Chapter Meetings.

Section 4

There shall be no limit to the number of terms that a person may serve on a Committee. Each year the membership of all Committees is dissolved with the close of the Annual Meeting, and it shall be the responsibility of the Board of Directors for the ensuing year to reconstitute Committees as required.

Section 5

Committees may be formed to assist the Officers and Board of Directors as required.

ARTICLE VIII
Amendments

Section 1

Any proposed amendment to these By-Laws, not inconsistent with the Charter, may be introduced by any voting Member at any regular meeting. Before being acted upon by the Chapter Membership, a copy of the proposed amendment must be sent to each voting Member at least ten (10) days previous to the next meeting. A two-thirds majority of the members present shall be necessary to pass the amendment.

ARTICLE IX
Acceptance of By-Laws

Section 1

A majority of the votes cast shall be necessary to pass or reject each Article of the By-Laws.

ARTICLE X
Board of Directors

Section 1

The Board of Directors shall consist of nine (9) members, including the current officers and the immediate past-president. The remaining four officers shall be elected from the membership for a two year term; the terms of office shall be staggered by one year so that two members shall be elected each year. The current president shall be Chairman of the Board. In the absence of the Chairman at a Board Meeting, the President-Elect will assume the duties of the Chairman.

Section 2

The Board of Directors shall be responsible for the affairs of the Chapter and shall direct the use and care of all funds and properties of the Chapter.

Section 3

Meetings of the Board of Directors shall be called at the direction of the President. A request to the President of the Chapter made in writing by four (4) members of the Board shall require a meeting to be called.

Section 4

A Board Meeting may be called to order when a quorum of either the current four (4) officers or any five (5) Board Members, including the Chairman or a member of the Board designated Chairman by the President, is present.

Section 5

Decisions of the Board shall require a majority vote except where otherwise stated in these By-Laws. Action so taken shall be recorded by the Secretary and included, as such, in the minutes of the Board Meeting.

Section 6

In the event of a vacancy on an elective office or on the Board of Directors, the Board may make an appointment to hold until the unexpired term is filled by election at the next regular ballot presented to the Membership.

Section 7

All terms of office of the elected Board Members shall begin following the close of the Annual Meeting of the Chapter.

Section 8

The Board of Directors shall review applications for membership to the Chapter, making recommendations for acceptance or rejection.