

BYLAWS OF THE
Northern Ohio CHAPTER
of the
HEALTH PHYSICS SOCIETY
Adopted 20 June, 1988
Revised May 4, 1994
Revised January 15, 2017

ARTICLE I

The name of the organization shall be the Northern Ohio Chapter of the Health Physics Society hereinafter designated as the Chapter.

ARTICLE II

Objectives

Section 1. The primary objective of the Chapter is to (i) encourage the dissemination of information between individuals in the field of radiation protection and related fields, (ii) improve public understanding of the problems and needs in radiation protection, and (iii) provide for open lines of communication between Chapter members and the Health Physics Society, as provided in the Chapter CHARTER.

Section 2. The objectives of the Chapter shall be accomplished by meetings, conferences and publications with emphasis on all sciences and technologies which contribute to the knowledge of radiation effects and radiation protection.

ARTICLE III

Membership

Section 1. Every member 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 Chapter dues.

Section 2. The Executive Council of the Chapter serves as the Committee on Admissions and is responsible for approving applications for membership involving persons who are not members 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 them a desirable member of the Chapter.

Section 3. The Executive Council may confer honorary membership on any person whose personal contribution to the advancement of Chapter affairs is particularly worthy. Persons so honored shall receive program announcements of Chapter activities and no dues are required but they shall have no vote and the honorary membership terminates at the end of the Chapter Term in which it is granted unless renewed by action of the Executive Council.

Section 4. Membership in the Chapter ceases when (i) the Executive Council accepts the written resignation of the member, (ii) the death of the member is confirmed, or (iii) a member's dues to go unpaid after 3 months of the calendar year for which the dues are specified. Persons whose membership ceases because of nonpayment of dues may be reinstated to membership during the calendar year in

which the delinquency occurs upon payment of the dues in arrears. Resigning from the membership or loss of membership because of the failure to pay dues shall not prejudice the right of an individual to make a new application for membership in the Chapter.

Section 5. Individuals engaged in formal study in a field related to health physics disciplines may be admitted to the Chapter as student members. Applications for student membership shall include evidence of student status and payment of student member dues which shall be a fraction of the regular membership dues as determined by the Executive Council. Student members will receive all the rights of membership to the Chapter with the exceptions that student members may not vote nor hold elective office. Student membership must be renewed by reapplication on an annual basis.

Section 6. Organizations whose interests in the field of health physics are such as to warrant a formal working relationship with the Chapter may apply for affiliate membership. Affiliate members shall be admitted to the Chapter upon approval of the Executive Council and submission of the annual affiliate member dues which shall be determined by the Executive Council. Affiliate members are entitled to a one page advertisement in the Chapter membership directory, advertise and/or display their products or services at Chapter meetings, with advance approval, and receive publications and mailings of the Chapter. Affiliate members are entitled to use the Chapter membership mailing list for promotional mailings.

ARTICLE IV

Officers

Section 1. The officers of the Chapter are a President, President-Elect, and Secretary/Treasurer. The President and the President-Elect shall be persons who are members of the Health Physics Society in good standing.

Section 2. The President is the presiding officer of the Chapter and as such is responsible for the overall administration of Chapter affairs.

Section 3. The President-Elect shall be chosen by vote of the membership for two Chapter Terms. This individual performs duties as delegated by the President; and, in the absence of the President, assumes the duties of the President. At the conclusion of the first Chapter Term, ascension to the office of President becomes automatic;

Section 4. The Secretary/Treasurer is chosen by vote of the membership on alternate years for two Chapter Terms.

Section 5. The Secretary/Treasurer keeps a record of all transactions and meetings of the Chapter and Executive Council. The individual carries out correspondence of the Chapter as directed by the President, collects all dues, keeps an accurate mailing list of the membership, and posts all ballots used in elections and amending procedures.

Section 6. The Secretary/Treasurer is the custodian of all monies of the Chapter and pays all authorized bills against the Chapter. The President or President-Elect may pay bills in the absence of the Secretary/Treasurer, who will review all such payments. The Secretary/Treasurer shall submit chapter accounts for audit to the Executive Council prior to the Annual Meeting of the Chapter, submit an annual report summarizing the financial status of the Chapter to the membership at the Annual Meeting, and turn over to their successor all funds and properties of the Chapter.

ARTICLE V

Executive Council

Section 1. The Executive Council is the governing 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. It consists of seven (7) voting members including the President, President-Elect, Secretary/Treasurer, immediate Past-President, and three elective Council members. The Council members shall be elected from the membership of the Chapter for three Chapter Terms each, and one of three Council members shall be elected each year.

Section 2. The Executive Council shall adopt and document RULES which govern the conduct of all meetings and the administration of Chapter affairs. The RULES, when enacted and documented as such, shall be construed so as to expedite administrative matters and they are effective until amended by due process through appropriate Council action.

Section 3. The Executive Council meets at the call of the President who presides over the meetings. A written request directed to an officer and which bears the signatures of at least four (4) voting members of the Council requires that a meeting be called.

Section 4. Four (4) voting members of the Executive Council shall constitute a quorum. Any member not able to be present at a meeting of the Council may be represented by their proxy, and the proxy may vote in the name of the member except proxies shall not be counted in establishing a quorum. Decisions at a meeting of the Council are reached by a majority of those present and voting provided the presiding officer shall have no vote except in case of a tie-vote, in which case, that individual may cast the deciding vote.

Section 5. Ordinarily, the meetings of the Council are not open to the membership or public. However, on occasion, the Council may hold sessions which are open to any persons, or group of persons, whom the Council may designate.

ARTICLE VI

Chapter Meetings

Section 1. The Chapter shall hold an Annual Meeting of the Chapter no later than May 31 of each calendar year. Other meetings of the Chapter may be called in the discretion of the Executive Council and the Chapter shall hold at least two (2) or more meetings each calendar year. A petition directed to the Executive Council bearing the signatures of at least ten (10) percent of the Chapter members shall require a meeting of the Chapter be called.

Section 2. Members of the Chapter shall be given at least ten (10) days advance notice of all meetings of the Chapter. The notification shall include the date, time, place set for the meeting, and a program which lists the scheduled activities of the meeting.

Section 3. A quorum at a Chapter meeting for voting purposes shall consist of twenty (20) percent of the Chapter membership.

Section 4. All meetings of the Chapter are open to the entire membership and, except when otherwise stated in writing by the Executive Council any member is privileged to bring guests to Chapter meetings provided reservations are made when required and/or registration fees are paid when applicable.

Section 5. The Robert's Manual shall be the guide for any parliamentary procedure not especially provided for in the RULES of the Chapter.

ARTICLE VII

Committees and Appointments

Section 1. The President shall appoint with the general 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 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/Treasurer of the Chapter.

Section 3. The President and the President-Elect represent the Chapter at a meeting of the Chapter Council when it meets at the Annual Meeting of the Health Physics Society. In the event that the President and/or the President-Elect are unable to attend these meetings, the Executive Council may appoint alternates provided the appointees are members of the Society.

ARTICLE VIII

Tenure, Vacancies, and Election Procedures

Section 1. A new Chapter Term begins January 1.

Section 2. The term of office for an appointive office ends automatically when a new President is installed and an individual who holds an appointive office shall not presume to continue in the office unless requested to do so by the newly installed President. The President, or the duly authorized representative, names all persons who will serve in an appointive office subject to Article VII, Section 1, supra.

Section 3. The term of office for an elective office shall be as defined elsewhere in the BYLAWS of the Chapter. Such officeholders remain in office until a successor has been selected and installed in the office. However, no persons may succeed themselves in an elective office unless filling out an unexpired term for another or as allowed by the Executive Council. Also, for purposes of Article VIII of the BYLAWS, the offices of President and President-Elect shall be considered as one office.

Section 4. A vacancy occurs in an office, whether it be appointive or elective, when (i) the officeholder resigns from office, (ii) the officeholder ceases to function in the office because of death or other circumstances, or (iii) the term of office expires.

Section 5. In the event of a vacancy in an appointive office the vacancy is filled in accordance with procedures governing appointments.

Section 6. In the event of a vacancy which creates an unexpired term in any elective office other than one which involves the presidency: The Executive Council may make an appointment to hold through the next Annual Meeting of the Chapter at which time the vacancy shall be filled by a vote of the membership under the regular election procedure. When the office of President becomes vacant: the President-Elect assumes the duties of the President but retains the title of President-Elect until such time as that individual would have ascended to the presidency in the normal course of events and the office of President remains vacant. When a vacancy occurs in the office of President-Elect: the vacancy shall be filled by a vote of the membership under regular election procedures. A special election may be called by the Executive Council for this purpose except where the provisions of Section 8, infra, are involved.

Section 7. Except as provided for in Section 8, infra, the regular election procedure by which a vote of the membership is taken shall be as follows:

- (a) Nominations for all elective positions may be made by any member in good standing.
- (b) Preferably, at least two nominees should be selected for each elective office; in no case shall an individual's name be placed in nomination for more than one elective position during any one election; and no member's name shall be placed in nomination without the individual's consent.
- (c) Elections shall normally be held in the fourth quarter of the calendar year.
- (d) Ballots shall be prepared at the direction of the Secretary/Treasurer and distributed to each member of the Chapter. Ballots for elective positions shall be distributed as directed by the Executive Council and may include mail or electronic media. Provisions shall be made for the name of write-in candidates on the ballots. A ballot shall be closed on the thirtieth (30th) day following the distribution of the last ballot to the membership.
- (e) The members shall return their ballots to the Secretary/Treasurer in such manner that the standing of the member can be determined. In not more than thirty (30) days following the closing of the ballot, the Secretary/Treasurer shall convene not less than four (4) members of the Executive Council for the purpose of tabulating and certifying the vote. The Secretary/Treasurer shall examine the names of the voters and certify the eligibility of the member to vote. The ballots shall be counted in such a manner as to preserve the vote as secret, if possible, and no ballot shall be voided if the intent as to the choice of the member is clear. All voting materials shall be retained by the Secretary/Treasurer and sealed in a suitable container until the close of the next meeting of the Chapter, after which time the envelopes, ballots, and tally sheets may be destroyed. A majority vote of the membership voting for an elective position shall be required to elect. Ties shall be settled by lottery. Following certification of the results of the poll, nominees shall be notified promptly of the outcome of the election.

Section 8. (Catastrophe clause). In the event that the membership of the Executive Council falls below four (4) members, the provisions of Section 8 take precedence over provisions of Sections 6 and 7, supra, as may be applicable. 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 and following appropriate notification to the active members of the Chapter, the person who is presiding at the meeting shall cause the election of a Temporary Chair who, in turn, shall convene the members for the purpose of creating a Nominating Committee. The Nominating Committee as now constituted shall select nominees for all vacated elective positions. The Temporary Chair 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 members present shall be required to elect. If 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 they shall serve through the next Annual Meeting of the Chapter at which time any unexpired term shall be filled in accordance with regular election procedures except that a President-Elect chosen under the provisions of this Section shall ascend to office of President. Following the above proceedings the Temporary Chair shall turn the meeting over to the appropriate officer at which time the office of Temporary Chair is dissolved.

ARTICLE IX

Financial

Section 1. The Executive Council shall review the financial status of the Chapter annually and establish the amount of the membership dues.

Section 2. All funds accrued by the authorized agents of the Chapter shall, after proper accounting, be paid into the office of the Secretary/Treasurer where they shall be entered in the books of the Chapter and deposited in a bank approved by the Executive Council.

Section 3. All expenditures shall be made in accordance with a budget of appropriations as adopted by the Executive Council.

ARTICLE X

Amendments

Section 1. Amendments to the BYLAWS may be proposed in the form of a motion by any member at any meeting of the Chapter where a quorum is present. A motion covering a proposal to amend the BYLAWS shall require, as determined by a standing vote, the approval of a 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 a period of thirty (30) days following the motion to amend, prepares and submits the proposed amendment in writing to the membership. A waiting period of thirty (30) days shall elapse following the distribution of the proposed amendment to the membership to allow members to comment. The proposed BYLAWS will then be submitted to the HPS Rules Committee for review and to the HPS Board for approval. If approved by the HPS, a vote shall be taken prior to the conclusion of the first meeting of the Chapter following that approval. The Executive Council is authorized to poll the membership on proposed amendments to the BYLAWS by means of (i) a letter ballot, (ii) at a meeting of the Chapter, or (iii) by electronic means. The affirmative vote of a majority of the membership voting is required to amend.