

**BY-LAWS OF THE ACCELERATOR RADIOLOGICAL PROTECTION
SECTION
of the
HEALTH PHYSICS SOCIETY**

Adopted by the Section, July 26, 1995

(Approved by the Health Physics Society Board on February 8, 1998)

ARTICLE I

Name

The name of the organization shall be the Accelerator Radiological Protection Section, hereinafter designated as the Section, of the Health Physics Society, hereinafter designated as the Society.

ARTICLE II

Jurisdiction

The Section headquarters shall be located with the Secretary of the Section, and the Section membership is not limited to a specific geographical area. A copy of all records shall be kept in a sequential Section file at the Office of the Executive Secretary of the Society, under the supervision of a Coordinator for the Section, who will be appointed by the Executive Secretary of the Society.

ARTICLE III

Objectives

1. The general objective of the Section shall be to promote the mutual interests of the Section and Society members in Accelerator Radiological Protection. Additionally, the objectives of the Section shall include and be consistent with the objectives and purposes of the Society, as stated in the Society's Articles of Incorporation, Article II Sections 1-3.

2. Additional specific objectives of the Section shall include:
 - (a) Improved communication between those involved in accelerator radiation protection activities;
 - (b) Provide forums for discussion and resolution of scientific, technical, and administrative problems related to accelerator radiation protection;
 - (c) Provide coordination between the development of accelerator regulatory and administrative standards, and relevant standards under development by private and professional organizations.
3. Further ad hoc objectives that are consistent with paragraphs 1 and 2 of this article may be adopted by the Section Executive Board, hereinafter called the Executive Board.

ARTICLE IV

Section-Society Relationship

1. The Section-Society relationship shall be as set forth in the Section's Charter.
2. In addition, copies of all documents of the Section shall be deposited in a file maintained in the offices of the Executive Secretary of the Society.
3. The files of the Section will be managed for the Executive Secretary by the Section Coordinator.
4. The Executive Secretary of the Society will assist in the management of the Section affairs, as requested by the Secretary and Treasurer of the Section, and will arrange for:
 - (a) Receipt and deposit of dues for the Section;
 - (b) Receipt and filing of Membership Forms and membership lists for publication in the Society's annual Handbook;

- (c) Place and logistics of the Annual Meeting of the Section, in conjunction with the Annual Meeting of the Society; and
 - (d) Preparation and mailing of meeting notices.
5. The fiscal year of the Section will coincide with the fiscal year of the Society.
 6. At least two weeks before the Annual Meeting of the Society, the President of the Section will submit an Annual Report of the Section to the President of the Society, with a copy to the Executive Secretary of the Society.
 7. The Annual Report of the Section shall include a description of the financial status of the Section, the membership status, the major activities of the Section during the fiscal year ending with the forthcoming Annual Meeting, and any other items deemed significant by the President of the Section.
 8. The Annual Report of the Section to the Society shall be accompanied by a budget request for the next fiscal year. In providing a budget to the Section, the Society shall allow funds at least equal to the dues collected by the Section during preceding fiscal year, plus a portion of the reserve funds of the Section as negotiated between the Society and the Section.
 9. Every activity of the Section shall be conducted in such a manner that it is financially sound and within the budget allocated to the Section, as determined by the Treasurer of the Section.
 10. The President of the Section shall make a verbal report to the Board of Directors of the Society during the Annual Meeting of the Society, and shall receive comments and suggestions from the Society Board during this meeting.

ARTICLE V

Membership

1. Any member of the Society or IRPA affiliated Societies who have substantial interest in accelerator radiological protection shall automatically be accepted as a member of the Section upon submitting the Membership Form to the Executive Secretary of the

Society together with payment of dues. Payment of dues may be arranged by the Executive Secretary in conjunction with payment of Society dues to conserve mailing costs, for Section members who are already paid members during the previous fiscal year.

2. Membership dues shall be established by the Executive Board of the Section.
3. Membership in the Section ceases when (i) the Executive Board accepts the written resignation of a member, (ii) the death of a member is confirmed, or (iii) a member's dues go unpaid after March 1 of the calendar year for which the dues are specified, having been a paid member at the time of the Annual Meeting. Persons whose membership ceases as a result of nonpayment of dues may be reinstated to membership during the calendar year in which the delinquency occurs, upon payment of dues in arrears. Resigning from the membership or loss of membership by failure to pay dues shall not prejudice the right of an individual to make a new application for membership in the Section.

ARTICLE VI

Officers

1. The elected Officers of the Section shall be a President, a President-Elect, Past President, Secretary, a Treasurer, and a Newsletter Editor.
2. In 1993 (and subsequent odd years) the election of a President-Elect, Treasurer, Newsletter Editor, and TWO Executive Board members (the latter to serve for THREE years in office); in 1994 (and subsequent even years) the election of a President-Elect, Secretary, Newsletter Editor, and TWO Executive Board members (for THREE year terms in office) will be required. The President-Elect will automatically become President and then Past-President during his/her three year tenure on the Executive Board. Terms of office shall begin at the close of the Section's Annual Meeting. Unbroken periods of service in Executive Board positions shall be limited to a maximum of SIX years. A minimum break of ONE year would be required prior to re-election to the Section's Executive Board.

The officers of the Section and their respective terms of office are listed below for summary purposes:

<u>Office</u>	<u>Term of Office</u>
President	One Year
President-Elect	One Year (Election as President-Elect includes a following year as President and a subsequent year as Past President)
Past President	One Year
Secretary	Two Years
Treasurer	Two Years
Newsletter Editor	One Year

3. The President serves as the principal executive officer of the Section, is responsible for overall administration and direction of the Section, and serves as Chair of the Executive Board. The President appoints officers other than those specified as elected officers in these By-Laws. The President also appoints Committee Chairs for Standing Committees, and for Ad Hoc Committees that are required during the President's term.

ARTICLE VII

Tenure, Vacancies and Election Procedures for Officers

1. A new Section Term begins with the close of each Annual Meeting of the Section, which is held in conjunction with an Annual Meeting of the Society.
2. The term for an appointive office ends automatically when a new President is installed, unless the appointee is specifically reappointed by the new President.
3. The term of office for the an elective offices of Secretary and Treasurer is two years, as defined in ARTICLE VI. Other officers are elected for a term of one year. Each elected officer remains in office until a successor is installed at the close of the Annual Meeting of the 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 deemed sufficient by the Executive Board, or (iii) the term of office expires.
5. In the event of a vacancy in an appointive office, the President may appoint a successor to fill the vacancy.
6. In the event of a vacancy in the Presidency, the President- Elect shall assume the duties and authorities of the President, and in this case, continue as President in the next term, as provided in Article VI.
7. In the event of a vacancy in the office President-Elect, the Secretary shall assume the duties of the President-Elect, and may in this case run for the office of President-Elect in the next term. The Treasurer will then assume the duties of the Secretary as well as those of Treasurer.
8. In the event that more than one vacancy occurs, the Executive Board may appoint Plenary Members to fill vacancies, except that if the Presidency is vacant and the President-Elect continues to serve, then the President- Elect ascends to Presidency, as provided in Section 6.
9. Except as provided for in other By-Laws Sections, the regular election procedure for offices by which a vote of the Section membership is taken shall be as follows:
 - (a) Nominations for the offices of President-Elect, Secretary, Treasurer, and Editor made by a Nominations and Elections Committee Consisting of a Chair appointed by the President, and two other members appointed by the Chairman from the Section membership.
 - (b) The Committee shall select at least one nominee who has agreed to run for office for each of the elective offices of President-Elect, Secretary, Treasurer, and Editor. No person shall be placed in nomination for more than one elective office during a given election.

- (c) The Committee shall select at least one (1) nominee has agreed to run for each one of the two seats on the Executive Board, in addition to those of the officers.
- (d) By February 20 (to ensure publication in April), the Nominations and Elections Committee shall submit to the HPS Newsletter an article announcing their nominees for the positions as described in parts (a), (b), and (c) [all Executive Board members due for new elections] and a call to Accelerator Section Members to submit other nominees in writing (or FAX or e-mail) to the Committee by May 7. This publication and call should also be sent to all members on e-mail distribution, to maximize time for members to respond. (This extra effort is not intended to be prejudicial against those members without e-mail, rather it is to maximize response with minimal cost - the OFFICIAL call is in the Newsletter.)
- (e) By May 15, the Nominations and Elections Committee shall send a ballot of all Nominees to the Accelerator Section members via e-mail, when available, or U.S. mail. Ballot information shall only include name and affiliation. Accelerator Section members may respond to the ballots by return e-mail, by return mail, or by voting in person at the Annual Meeting. The cutoff date for receipt of returned ballots may be set by the Nominations and Elections Committee, but shall be no earlier than June 15. Written ballots shall not be accepted at the Annual Meeting (except those given out during the normal election), as they cannot be verified as having been sent by the member.
- (f) The Secretary shall certify the continued eligibility of each elected person at the time of election. If eligibility has been discontinued for some reason, the matter must be corrected within seven (7) days or the person with the next highest number of votes becomes elected. Printouts of e-mailed ballots and regular mail ballots shall be initialed by a member of the Nominations and Elections Committee and turned over to the Secretary at the Annual Meeting to be audited against the active membership role. The Secretary shall verify before the Annual Meeting election that any member intending to vote during the election shall not have previously submitted a ballot. Any member who

wishes to vote at the Annual Meeting but who has already submitted a ballot may personally withdraw his/her original ballot.

- (g) The newly elected officers and Executive Board members shall be notified of their election promptly, if they are not present at the Annual Meeting. The timelines in Sections (d)-(f) are intended to ensure the opportunity for equal participation by all Accelerator Section members, especially those with tight budgetary constraints. While the Nominations and Elections Committee should make every possible effort to meet the timeline, the election of officers will not be invalidated by failure to meet them.
 - (h) For the purposes of election of officers, a quorum shall consist of ten (10) voting members, either by ballot or in person.
2. The committee structure of the Section, and committee Chairpersons and their addresses, shall be submitted for publication in the Health Physics Society Newsletter.
 3. All committees shall keep records of their activities and meetings, and shall provide written reports of activities to the President at least ten (10) days prior to the Annual Meeting of the Section. Committee Chairs shall also be prepared to present, at the request of the President, a brief report of Committee activities for the year.
 4. The permanent Standing Committees shall include:
 - (a) A Rules Committee, chaired by the Parliamentarian, to examine, propose and/or prepare any suggested changes in By-Laws of the Section, to solicit comments on these changes from the Society, and to generally ensure that Section business and activities are conducted in accordance with adopted By-Laws.
 - (b) A Finance Committee, chaired by the Treasurer, to maintain records of Section finances, propose means for obtaining funds for programs and activities, and to propose appropriate dues structures for the Section.

- (c) A Nominating and Elections Committee, chaired by an appointee of the President, and two other members appointed by the Committee Chair; this Committee will have duties as outlined in Section 9, ARTICLE VII.
- (d) A Program Committee, with a Chair appointed by the President, to plan, develop and carry out programs for Section meetings.
- (e) Any further Standing or Ad Hoc Committees, or Committee structures and programs, as determined by the President to be necessary.

ARTICLE IX

Meetings

1. The Section shall hold an Annual Meeting in conjunction with the Annual Meeting of the Health Physics Society.
2. The Section Annual Meeting shall include scientific and technical discussions of topics relevant to accelerator health physicists, and shall include a business meeting of the Section to provide the President's and the Committees' reports, to obtain suggestions on further activities and programs from the members present, and to vote on any resolutions or recommendations for new programs. New officers will be installed at the Section Annual Meeting.
3. The Section may hold a Midyear Meeting in conjunction with the Midyear Symposium of the Society. Committee progress reports shall be presented at the Midyear Meeting, and additional committee participation shall be solicited as needed to carry out Section programs. If the President can not attend the Midyear Meeting, he may designate the President-Elect, another officer, or Board member to preside over the meeting. If the Secretary can not attend, he may designate another officer or Section member to record the minutes of the proceedings.
4. Members of the Section shall be given at least fourteen (14) days notice of meetings for the entire Section. The notification shall include the date, time, and place set for the meeting, with an outline of topics to be discussed or presented at the meeting.

5. A quorum at a Section meeting consist of at least ten (10) Section Members. If a quorum is not present at a Section meeting where an important decision or resolution must be voted upon, the Secretary may poll additional members by telephone or telefax, selecting at least 10 additional names at random from the list of Section Members.
6. The Executive Board of the Section shall meet in conjunction with each Annual Meeting to discuss and approve policies and programs of the Section. The Board may be presided over by the President or another Board member designated by the President. A quorum of the Executive Board will consist of at least five (5) of the voting members of the Board.
7. Meetings of the Executive Board may be called by the President as necessary to conduct Section business. The Secretary shall record minutes of all meetings and transactions of the Executive Board, and shall assist the President in preparing the presidential report for the Annual Meeting. The Secretary of the Section shall deposit a copy of all records for the year with the Section Coordinator at the Society Secretariat.
8. The Roberts Manual shall be the guide for any parliamentary procedure not covered in these By-Laws.

ARTICLE X

Administration

1. These By-Laws of the Section augment the CHARTER of the Section and contain additional provisions for the organization and administration of the Section.
2. Further administration of Section affairs or programs is carried out by Committee Chairs, the Secretary, the Newsletter Editor, and the Treasurer, with the assistance of the Section Coordinator, at the direction of the President of the Section.

ARTICLE XI

Financial

1. The Executive Board shall review the financial status of the Section, as reported by the Finance Committee at the Annual Meeting. The Executive Board shall establish membership dues for section membership for the following year, considering the report and recommendations of the Finance Committee. Any changes in dues structure shall be reviewed by the Executive Board at the Annual Meeting; in this case, the final dues structure shall be as determined by a majority vote of the Section members present at the Annual Meeting.
2. All funds collected by the Executive Secretariat of the Society shall, after proper accounting by the Finance Committee, be paid into the office of the Treasurer, where they shall be entered in the books of the Section. The Executive Secretariat of the Society shall provide quarterly financial statements of the Section's income and expenses to the Section Treasurer.
3. All expenditures for the year following an Annual Meeting shall be made in accordance with the budget as adopted by the Executive Board in office at the beginning of the Annual Meeting.

ARTICLE XII

Amendments

1. Proposed amendments to these By-Laws may be prepared by the Rules Committee upon request of the Executive Board, or may be submitted in writing to the Executive Board by petition over the signature of 10 or more Section Members. Upon examination by the Rules Committee and the Executive Board to ensure that the proposed amendments do not violate any provisions of the Section Charter, nor the Society Articles of Incorporation and By-Laws, the Executive Board shall submit the proposed amendments for balloting by the Section membership. Ballots shall include the Executive Board's recommendations, if any. The affirmative vote of two-thirds of the membership voting is required to amend these By-Laws. Changes in By-Laws of the Section will be submitted by the Rules Committee Chairman for publication in the next Section Newsletter.

Misc.C.Ficklen:[By-Laws of Accel. Rad. Prot. Sec. of HPS];2/3/99:bb