

BYLAWS OF THE DECOMMISSIONING SECTION

Adopted 1998; Revised June 2009

ARTICLE I

Name

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

ARTICLE II

Objectives

1 The primary objectives of the Section are to (i) disseminate information related to decommissioning activities, including regulatory rulemakings on decommissioning, decontamination techniques, and advances in survey instrumentation and procedures (ii) provide a forum for discussion of decommissioning issues, (iii) promote professional development of Section members, and (iv) provide for open lines of communication between Section members and the Health Physics Society, as provided in the Section CHARTER. Specific interests include, but are not limited to: radiological surveys in support of decommissioning, decontamination techniques, pathway modeling, waste management, ALARA techniques for remediation activities, risk assessments, survey instrumentation, training and risk communication and education, and public education and outreach.

2 The objectives of the Section shall be accomplished by meetings, conferences, electronic communications, and publications with emphasis on sciences and technologies which contribute to the knowledge of decommissioning and related activities.

3 To further the objectives given in the CHARTER, the Section shall:

- a. Hold meetings for the presentation and discussion of topics and issues relating to decommissioning and related activities.
- b. Disseminate knowledge and information concerning the topics and programs as listed in paragraphs 1 and 2 supra by discussions, communications, and the presentation of papers.
- c. Encourage closer professional relations among the members.
- d. Cooperate with other scientific and professional groups that have similar objectives.

ARTICLE III

Section-Society Relationship

1 The activities of the Section and its members shall be governed by the Articles of Incorporation, BYLAWS, and RULES of the Society and BYLAWS and RULES of the Section.

2 The Section shall not have authority to act for or in the name of the Society. No action, financial or other obligation or expression of the Section as a whole without prior approval of the Executive Board of the Society shall be considered an action, obligation or expression of the Society.

3 Section policy shall be set by the Section Executive Board. An annual report concerning the Section shall be submitted by the Section Secretary-Treasurer to the business office of the

Society prior to the Annual Meeting of the Society. The Report shall describe the financial and membership status of the Section and major technical and program activities during the year.

4 Every activity of the Section shall be conducted in such a manner that it shall be financially sound as determined by the Secretary-Treasurer of the Section.

5. If requested, the President of the Section or the President's designee shall make a verbal report to the Society's Board of Directors during the annual meeting of the Society and shall receive comments and suggestions from the Society Board.

ARTICLE IV

Membership

1 Any Society member who pays the Section dues will be considered to have expressed an interest in the Section and will be granted membership without a specific application.

2 The Executive Board of the Section serves as the Committee on Admissions and is responsible for approving applications for membership involving persons who are not members of the Society. An applicant may be any person who is engaged in a field of endeavor related to the objectives set forth in Article II, Sections 1 and 2 whose interests in the profession would make the person a desirable member in the Section.

3 The Executive Board may confer honorary membership on any person whose personal contribution to the advancement of the Section affairs is particularly worthy. Persons so honored shall receive program announcements of Section activities and no dues are required but they shall have no vote and the honorary membership terminates at the end of the Section Term in which it is granted unless renewed by action of the Executive Board. Other classes of membership, with or without dues requirements, may be established by the Executive Board if provided for in the RULES of the Section.

4 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 allows his/her dues to go unpaid after March 1 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 dues in arrears. Resigning from the membership or loss of membership because of failure to pay dues shall not prejudice the right of an individual to make a new application for membership in the Section.

ARTICLE V

Officers

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

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

3 The President-Elect shall be chosen by vote of the membership. At the conclusion of the first Section Term, the President-Elect automatically becomes the President; the President-Elect performs duties as delegated by the President and, in the absence of the President, will assume

the duties of the President. After the term as President, the President becomes the Past-President of the Section.

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

5 The Secretary-Treasurer shall keep a record of all transactions and meetings of the Executive Board and Section. The Secretary-Treasurer shall carry out correspondence for the Section as directed by the President, including preparation and distribution of ballots used in election and amending Section procedures, maintaining Section procedures, BYLAWS and other documents current, and submittal of information releases about the Section to the Health Physics Society or other organizations as approved by the President or the Executive Board. The Society Secretariat maintains a mailing list of the Section members.

Society Secretariat is the custodian of all monies and distributes them as directed by the Section Secretary-Treasurer. The Secretary-Treasurer is responsible for financial accounting and reporting for the Section and shall submit an annual financial report to the Executive Board and Section at the Annual Meeting, and turn over to the successor all funds and properties of the Section.

The Health Physics Society Secretariat may perform any or all of the administrative functions for the Section. The functions typically may include maintaining Section archives, acting as custodians of all monies of the Section, receiving all monies due, and paying all authorized bills against the Section.

6 An office shall be declared vacant by the Executive Board in the event an officer resigns, ceases to be a member of the Section or is declared by the Executive Board as unable to serve in that office for other reasons, as determined by the Executive Board.

Vacated offices will be filled by the Executive Board by appointment until the vacated office can be filled by an election conducted by ballot. Vacated offices may be filled by special election or as part of an annual election, at the discretion of the Executive Board.

ARTICLE VI

Executive Board

1 The Executive Board (the Board) is the governing body of the Section, and, as such, shall, have and control all funds, properties, and activities of the Section in accordance with the BYLAWS governing these matters. The Executive Board shall review the programs of the Section as presented by the President and other members and furnish appropriate guidance. It consists of seven (7) voting members including the President, Past-President, President-Elect, Secretary-Treasurer, and three (3) elected Board Members.

The Board Members shall be elected from the membership of the Section for three (3) Section Terms each and one (1) Board Member shall be elected each year.

2 The Executive Board shall adopt and document RULES which govern the conduct of all meetings and the administration of Section 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 Executive Board action.

3 Meetings of the Executive Board shall be called at the direction of the President. A request in writing made to the President and which bears the signatures of at least four (4) members of the Board shall require a meeting to be called.

4 Four (4) members of the Executive Board shall constitute a quorum. Any member not able to be present at a meeting of the Executive Board may be represented by 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 Executive Board 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, the presiding officer may cast the deciding vote. If a quorum cannot be established at a regular scheduled meeting of at least three Executive Board members, a vote can be made by the three (3) members present to empower the President to conduct a written ballot of all members of the Executive Board not present.

5 Meetings of the Executive Board shall be closed to the public but open to the membership and such other persons as the Executive Board may designate. However, the agenda for each meeting of the Board may provide for a closed session at which only members of the Board shall be present.

ARTICLE VII

Meetings of the Section

1 The Section shall hold an Annual Meeting of the Section no later than the Society Annual Meeting. Other meetings of the Section may be called at the discretion of the Executive Board and the Section shall hold at least one (1) meeting each calendar year. A petition directed to the Executive Board bearing the signatures of at least ten percent of the Section members shall require a meeting of the Section to be called.

2 Notification of date, time and place of all meetings of the Section shall be given to members at least 30 days prior to the meeting.

3 A quorum at a Section meeting for voting purposes shall consist of twenty percent (20%) of the Section membership or 25 qualified voters, whichever is less.

4 Section meetings are open to all Section members. Members of the Health Physics Society who are not members of the Section may attend all regular meetings of the Section as nonvoting guests of a voting member. Section members may bring guests other than those mentioned above only when notification of permission to bring guests is included in the notification of the time, date and place of the meeting. Advance reservation, registration and other fees, when applicable, will apply to guests as well as members.

5 Robert's Rules of Order shall be the parliamentary procedure guide for all meetings unless specifically designated otherwise.

ARTICLE VIII

Committees and Appointments

1 The President shall appoint with the approval of the Executive Board, individuals and/or committees to assist the officers, Executive Board and other groups within the Section in the development and administration of Section affairs. In making such appointments, consideration shall be given to maintaining a balance of representation from the various organizational groups within the Section to include industrial, governmental, educational, and professional interests.

2 Any member of the Section shall be eligible to serve on a committee. In all cases, the membership of standing committees is subject to approval by the Executive Board.

3 The committee shall inform itself of the provisions of the articles of the Charter and BYLAWS which govern the nominating procedure. A majority of the committee members shall constitute a quorum. All committees shall be responsible for keeping records of the activities of the committee and shall submit such records to the Secretary-Treasurer of the Section.

ARTICLE IX

Tenure, Vacancies and Election Procedures

1 A new Section Term begins with the close of each Annual Meeting of the 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 names all persons who will serve in an appointive office subject to Article VIII, Paragraph 1.

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

4 A vacancy occurs in an office, whether 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.

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

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 Board may make an appointment to hold through the next Annual Meeting of the Section 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 he retains the title of President-Elect until such time as he would have ascended to the presidency in his own right 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 and a special election may be called by the Executive Board for this purpose except where the provisions of Paragraph 8, *infra*, are invoked.

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

a. Nominations for all elective positions shall be made by a Nominating Committee consisting of a Chair and two (2) other members appointed by the President and approved by the Executive Board. An effort shall be made toward achieving a balance of interests within the Section. All decisions of the committee shall require the affirmative vote of at least two (2) members of the committee.

- b. The Nominating Committee shall select two (2) nominees 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 shall be nominated without that member's consent.
- c. At least 100 days prior to the Annual Meeting of the Section, the Nominating Committee shall submit in writing the names of the nominees to the Secretary-Treasurer.
- d. The Secretary-Treasurer shall prepare, or cause to be prepared, a ballot for Section offices and Executive Board positions. Ballots shall include biographical sketches of nominees presented by the Nominating Committee and approved by the Board; provisions shall be made for write-in candidates.

Letter ballots shall be mailed or e-mailed by the Society Secretariat to the membership at least ninety (90) days prior to the Annual Meeting of the Section. The Society Secretariat will notify the Section Secretary-Treasurer of any member who has not provided an email address or who has indicated that they would prefer a letter ballot. Balloting will close at the end of the thirtieth (30th) day following the mailing of the last ballot to the membership.

- e. Members shall return marked ballots to the Society Secretariat. The Society Secretariat shall examine the email addresses or names on the unopened outer mailing envelopes to certify the eligibility of the voters. Eligibility will be determined on the basis of the current membership listing of members in good standing. In not more than thirty (30) days following the closing of the ballot, the Society Secretariat will tabulate the ballots and send the results to the Section Secretary-Treasurer. The Secretary-Treasurer will certify the vote and notify the Executive Board and all candidates of the results. All envelopes, ballots and tally sheets shall be retained by the Society Secretariat until the newly elected officers are installed, at which time they will be destroyed.

A majority of the certified ballots cast is required to elect or amend. In the event of a tie vote, the tie shall be broken by a coin toss. Following certification of results of the poll, the Nominating Committee will inform nominees promptly of the outcomes of the election. Additionally, the outcome of the election will be presented at the Annual Meeting of the Section.

- f. The initial election of Section Officers and Board members shall be in accordance with Rule 10.2 of the Society's Rules.

8 (Catastrophe clause) In the event that the membership of the Executive Board falls below five (5) members, the provisions of Paragraph 8 take precedence over provisions of Paragraphs 6 and 7, above, as may be applicable. As the first order of business at the first scheduled meeting of the Section at which twenty percent (20%) or more of the membership is in attendance following appropriate notification to the members of the Section, the person who is presiding at the meeting shall cause the election of a Temporary Chairperson who, in turn, shall convene the members of the Nominating Committee who are present. In the event that one or more of the members of the Nominating Committee are not present, or if a Nominating Committee has not been named, the Temporary Chairperson shall form a Nominating Committee, including any members who may have been appointed previously and who are present. The Nominating Committee as now constituted shall select two nominees for all vacated elective positions. The Temporary Chairperson shall present the names of the nominees to the membership at the meeting allowing additional nominations from the floor. After the nominations are closed, a secret ballot shall be taken and a majority vote of those 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 Section at which time any unexpired term shall be filled in accordance with regular election procedures except if a President-Elect has been chosen under the provisions of this section, that person shall ascend to the office of President. Following the above procedures, the Temporary Chairperson shall turn the meeting over to the appropriate officer, at which time the office of Temporary Chairperson is dissolved.

ARTICLE X

Financial

1 The Executive Board shall review the financial status of the Section annually and recommend membership dues for each class of membership. The dues fee structure and budget report shall be submitted to the Society Board of Directors for approval and action.

2 All funds accrued by the authorized agents of the Section shall, after proper accounting, be paid into the office of the Society Secretariat where they shall be entered in the books of the Section and deposited in a bank approved by the Society Secretariat.

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

ARTICLE XI

Amendments

1 Amendments to the BYLAWS may be proposed in the form of a motion by any member in good standing at any meeting of the Section where a quorum is present.

2 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 at which the motion is presented.

3 Upon passage of a motion to amend the BYLAWS, the President shall appoint a committee which, within thirty (30) days following the motion to amend, prepares and submits the proposed amendment in writing to the membership.

4 A waiting period of thirty (30) days shall elapse following the mailing of the proposed amendment to the membership, before a vote is taken. However, a vote shall be taken prior to the conclusion of the first meeting of the Section following the thirty (30) day waiting period set out above.

5 The Executive Board is authorized to poll the membership on proposed amendments to the BYLAWS by means of (i) a ballot or (ii) at a meeting of the Section. The affirmative vote of a majority of the membership voting is required to amend.

6. Revisions to the BYLAWS must be submitted to the Society's Rules Committee for review and become effective upon approval by the Society's Board of Directors.