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President's Message

Dear Members,

These are busy and exciting times for the Alabama Chapter. We were granted the National Mid-year Topical Meeting for February 7-11 1998 to be held in Mobile, AL. We were also successful in completing the recruiting brochure for the National Society; it is published and ready for distribution. The Chapter has held several successful science teachers' workshops on the fundamentals of radiation during the past two years and we plan to continue these workshops.

The Chapter is in the process of having a financial audit for the first time. We are also exploring the possibility of becoming incorporated as a not-for-profit organization and we are planning to apply for tax-exempt status this year. These administrative processes are important to ensure the soundness of the Chapter.

As you read through this handbook, you will see that our membership is quite strong; however, participation in meetings and activities has been limited. I want to encourage each of you to become more involved in the work of this Chapter. I believe that this organization as well as the National Society should be extremely important to each of you as it most certainly applies to your chosen profession. As we are preparing for the 1998 Mid-year Topical Meeting, each of you may be contacted and asked to participate in a variety of activities. I hope that you will take advantage of the opportunity to interact and work with your peers and have some fun in the process!

Rob Coleman

Rob Coleman, President
Alabama Chapter of the Health Physics Society

1996 Executive Council

Immediate Past President

Paula R. Goode

President

Rob Coleman

President-Elect

John Corey

Secretary

Mike Mitchell

Treasurer

Brad Mitchell

Councilmen

Tony Burzese '97

Jim Kitchens '98

Sam Poppell '99

Duties of Officers

Executive Council

1. Have, hold, and control all funds, properties, and activities of the Chapter.
2. Hold at least two meetings each year.
3. Review the financial status of the Chapter annually and establish dues.
4. Review the program of the Chapter.
5. Approve committee appointments.

Immediate Past President

1. Serve on the Executive Council
2. Chair the Executive Council Meeting in the absence of the President.
3. Chair the Program Committee.
4. Serve on the Public Relations Committee.

President

1. Preside over all meetings of the Chapter and Executive Council, and may appoint other individuals to assist in the conduct of Chapter meetings.
2. Appoint necessary committees with the approval of the Executive Council. He automatically becomes an ex officio member of these committees, except for the Nominating Committee. The Standing Committees shall be as follows:
 - a. Committee on Admissions (Consisting of the Executive Council)-Reviews and approves/disapproves applications for membership.
 - b. Program Committee (Chaired by President-elect with two or more other members)-Handles arrangements for Chapter Meetings.
 - ~~c. Public Relations Committee (Chaired by outgoing President with at least two other members)-Publicizes the activities of the Chapter.~~
 - d. Nominating Committee (Three members, none of which may be members of the Executive Council) selects two nominees for each elective office in accordance with the Chapter By-laws.
 - ~~e. Historical Committee (Chairman and at least one other member)-Keeps records of past officers, speakers, meetings, and other significant Chapter activities.~~
3. The retiring President shall submit an oral report on the "State of the Chapter" to the membership at the Annual Meeting.

President-elect

1. Perform duties as delegated by the President.
2. In the absence of the President at a meeting of the Chapter, assume the duties of the President.
3. Serve as Chairman of the Program Committee.

Other Guidelines and Notes:

- a. Meetings should be arranged at least three months in advance, if possible. A plan for the entire Chapter Year is desirable.
- b. Most hotels provide free meeting rooms if the organization has dinner at the facility.
- c. The Program Chairman is authorized to spend up to \$50.00 without Executive Council approval.

- d. A part of the cost of the dinner may be incorporated into a registration fee to meet meeting expenses.
- e. ~~Speakers and meeting facilities should be confirmed at least one month in advance so the Chapter Secretary can get the information to the Membership. (If the Secretary is not available, the Program Chairman may have to mail the information.)~~
- f. Make arrangements for slides: tapes, projectors, overheads, screens, etc.
- g. May arrange reimbursement for invited speakers. (Must be approved by the Executive Council.)
- h. A coffee/soft drink break is desirable, especially for longer meetings.
- l. In many cases, Chambers of Commerce will furnish a registration secretary for meetings.

Secretary

- 1. Keep a record of all transactions and meetings of the Chapter and Executive Council.
- 2. Keep an up-to-date membership list. This list should include a listing of officers, phone numbers of all members, and an indication of those individuals who are members of the National Health Physics Society or who are Certified Health Physicists.
- 3. Carry out correspondence of the Chapter.
- 4. Prepare and mail letter ballots to each Member of the Chapter in good standing.
- 5. Close the ballot at the beginning of the Executive Council meeting held on the opening day of the Annual Meeting.
- 6. Post all ballots used in election and amending procedures.

Other Guidelines and Notes:

- ~~x~~ a. Publish a Newsletter (include election results following the Annual meeting).
- b. Meeting announcements should be mailed at least one month in advance if possible (preferably in the Newsletter).
- c. Dues reminders should be included in the Newsletter, or mailed separately if necessary.
- d. Ensure that all newly elected officers have a copy of the By-laws.
- ~~x~~ e. Provide the Health Physics Society Newsletter with reports of Chapter Meetings.

Treasurer

- 1. Shall be the custodian of all monies of the Chapter (receive monies & pay bills).
- 2. Submit accounts for audit to the Executive Council prior to the Annual Meeting.
- 3. Submit an annual report to the Chapter at the Annual Meeting.
- 4. Turn over to successor all funds and properties of the Chapter.

Other Guidelines and Notes:

- a. Provide receipts for all monies received.
- b. Provide dues billing information to the Secretary, usually in October or November of each year.

CHARTER
of the
ALABAMA CHAPTER
of the
HEALTH PHYSICS SOCIETY

ARTICLE I
Name

Section 1. The name of the Chapter shall be the ALABAMA HEALTH PHYSICS Chapter.

ARTICLE II
Jurisdiction

Section 1. The Chapter headquarters shall be located in the vicinity of ALABAMA and the Chapter membership is not limited to a specific geographical area.

ARTICLE III
Objectives

Section 1. The objectives of the Chapter 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, to promote and improve Health Physics as a profession, and to promote within the Chapter's jurisdiction the activities of the Health Physics Society.

ARTICLE IV
Chapter Society Relationship

Section 1. The Chapter shall function under the direct sponsorship of the Health Physics Society and shall be governed by the provisions of its Charter and Chapter By-laws.

Section 2. The Charter shall be prepared in duplicate form. The original shall be in the custody of the Officers of the Chapter; the duplicate copy shall be retained by the Secretary of the Health Physics Society. The duly authorized signatures of the Officers of the Chapter and the Society bind the Chapter to the Society and obligate the Officers of both the Chapter and the Society in accordance with the provisions of the Charter.

Section 3. The Chapter shall not use the name of the Health Physics Society's nor obligate in any way the Officers or Members of the Health physics Society, without first obtaining the written approval of the President of the Health Physics Society.

Section 4. Any conflict requiring an interpretation of the provisions of the Charter shall be resolved by the Board of Directors of the Health Physics Society.

~~X~~ Section 5. The Chapter shall submit to the Secretary of the Society, and in a format approved by the Secretary of the Society, an Annual Report concerning the activities of the Chapter.

Section 6. The Board of Directors of the Society may, at its discretion, discontinue the Chapter when, in its opinion, the Chapter has ceased or its actions are considered detrimental to the objectives of the Society.

ARTICLE V
Membership

- Section 1. Members of the Chapter shall be persons who are Members or Associate Members of the Health Physics Society and such other persons as may be provided for in the By-laws of the Chapter.
- Section 2. Every Member or Associate Member of the Health Physics Society who applies for Membership in the Chapter, shall automatically become a Member of the Chapter upon presentation to the Chapter proof of Membership in the Society and following payment of Chapter dues where dues are a condition of Membership in the Chapter.
- Section 3. Applications for Membership involving persons who are not Members or Associate Members of the Health Physics Society shall be processed in accordance with the By-laws of the Chapter.
- Section 4. Membership dues for all grades of Membership within the Chapter shall be established in accordance with provisions set forth in the By-laws of the Chapter.

ARTICLE VI
Officers, Committees, and Tenure

- Section 1. The Officers shall administer the affairs of the Chapter in accordance with its objectives, performing those functions as may be customary to the office, and as further defined in the By-laws of the Chapter.
- Section 2. The Officers shall be persons who are Members or Associate Members of the Health Physics Society.
- Section 3. The Officers of the Chapter shall be a President, President-elect, and such other Officers as may be provided for in the By-laws of the Chapter.
- Section 4. The President-elect shall be chosen by vote of the Membership for a Chapter Term at the conclusion of which his ascension to the office of President for the next Chapter Term becomes automatic.

- Section 5. The Chapter Term shall not exceed eighteen (18) calendar months and shall begin at the close of the Annual Meeting of the Chapter. In the event of war or other catastrophe, the Chapter Term may be extended on the written approval of the Board of Directors of the sponsoring body.
- Section 6. The By-laws of the Chapter shall provide for the election or appointment of persons and committees to assist in the administration of the affairs of the Chapter.
- Section 7. An office shall be declared vacant in the event that an Officer resigns or ceases to be a member of the Health Physics Society. The vacated office may be filled as provided for in the By-laws of the Chapter.

**ARTICLE VII
Election Procedures**

- Section 1. Nominations for all elective offices shall be made by a Nominating Committee consisting of a Chairman and at least two other Members appointed by the President. No Officer shall be eligible to serve on this Committee.
- Section 2. The Nominating Committee shall select a minimum of two nominees for each elective office. Further nominations by the membership shall be allowed according to the Chapter By-laws. No Member shall have his name placed in nomination without his consent.
- Section 3. The polling of the Membership shall be done either; by means of a letter ballot, with provisions for write-in candidates; or by sealed written ballots collected at a regular Chapter meeting. Balloting shall be concluded not less than thirty (30) days following the mailing of the list of nominees to the Membership. A majority vote of the Membership voting shall constitute election. Ties shall be settled as provided in the By-laws of the Chapter.

**ARTICLE VIII
Meetings**

- Section 1. The administration of the activities of the Chapter shall be performed in accordance with the By-laws established by the Chapter and in accordance with the provisions of the Chapter.
- Section 2. The By-laws of the Chapter shall in no way conflict with the provisions of the Constitution of the Health Physics Society, the By-laws of the Health Physics Society, or the Charter of the Chapter.

**ARTICLE IX
Chapter Bylaws**

- Section 1. The administration of the activities of the Chapter shall be performed in accordance with the By-laws of the Chapter.
- Section 2. The By-laws of the Chapter shall in no way conflict with the provisions of the Constitution of the Health Physics Society, the By-laws of the Health Physics Society, or the Charter of the Chapter.

**ARTICLE X
Amendments to the Charter**

- ~~Section 1.~~ Amendments to the Charter may be made by the Board of Directors of the Health Physics Society.

ARTICLE XI
Attestation

The ALABAMA Chapter of the Health Physics Society is duly authorized by the Board of Directors of the Health Physics Society to function as a Chapter of the Society in accordance with the provisions of the foregoing this day of _____ 19____, as witnessed by the signatures below:

Officers of the Chapter

President

President-elect

Secretary

Officers of the Society

President

Secretary

BY-LAWS
of the
ALABAMA CHAPTER
of the
HEALTH PHYSICS SOCIETY

Adopted May 24, 1968

Last Amended November 18, 1994

ARTICLE I - NAME

The name of the organization shall be the **ALABAMA CHAPTER OF THE HEALTH PHYSICS SOCIETY** and hereinafter shall be designated as the Chapter.

ARTICLE II - OBJECTIVES

Section 1. The Objectives of the Chapter 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 need in radiation protection, to promote and improve health physics as a profession, and to promote within the Chapter jurisdiction, the activities of the Health Physics Society.

ARTICLE III - MEMBERSHIP

Section 1³⁷. Every member, associate, and affiliate member of the Health Physics Society shall automatically become eligible for membership of the Chapter upon presenting to the Chapter proof of membership in the Society followed by payment of Chapter dues. Other persons engaged or interested in Health Physics may become members of the Chapter upon approval of the Executive Council and payment of Chapter dues. Membership categories are defined as:

- A. Members are persons who (i) have graduated from an accredited school of college grade or have recognized scientific, technical or professional qualifications, or in exceptional cases, have equivalent training, (ii) have been engaged in some form of Health Physics activities at a professional level for a period of at least one year, and (iii) are regularly engaged in one or more appropriate aspects of radiation protection at the time of their application for membership in the Society, or in appropriate cases, have an interest and competence in one or more such aspects.
- B. Associate members are persons who lack the necessary qualifications for election as members but (i) are engaged in a field of endeavor related to Health Physics or (ii) whose interests in the science would make them desirable associate members.
- Do we have any affiliates?* C. Affiliates are organizations whose interest in the general field of Radiation Protection are such as to warrant a formal working relationship with the Society. There shall be no voting rights for this class of member. Affiliate membership entitles the company, through its representative, to present displays of their products at Chapter meetings.
- D. Student members are persons who are currently enrolled in an accredited school of college grade and are pursuing a degree in an area of science. Student membership entitles the person to attend all technical sessions sponsored by the Chapter at no further charge, other than annual membership dues. There shall be no voting rights for this class of members.

Section 2³ The Executive Council of the Chapter shall serve as the Committee on Admissions and shall be responsible for approving applications for membership involving persons who are not Members or Associate 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 him a desirable member of the Chapter. Application for membership in the Chapter by such persons shall be made on a form approved by the Executive Council and on a form which includes the approval signatures of at least two sponsors who are Members of the Chapter. Election to membership in the Chapter under the provisions of this section of the By-laws requires the approval of at least four (4) members of the Executive Council and persons so elected shall be entitled to all privileges of membership in the Chapter, as provided by the By-laws, the right to become President, President-elect, Secretary, or Treasurer.

Section 3³ Any member of the Chapter whose dues are delinquent is not in good standing and he/she shall have no vote. Membership in the Chapter ceases when the dues of the member are not paid within one year after they are due; his name shall be removed from the active membership list, and he/she shall receive no further communication from the Chapter.

ARTICLE IV - OFFICERS

Section 1. The Officers of the Chapter shall be a President and President elect. The Officers of the Chapter shall be persons who are Members or Associate members in good standing of the Health Physics Society. Other elected officials of the Chapter shall be a Secretary, Treasurer and three (3) Councilmen.

³Section 2. The President-elect shall be chosen by voting members for a term of one year at the conclusion of which his ascension to the office of President for a one-year term becomes automatic.

Section 3. The Secretary and the Treasurer shall be chosen by voting members on alternate years, each for a term of two years.

Section 4. No officer shall be eligible for election to the same office for more than two consecutive terms.

Section 5. The term of office for all officers shall begin following installation at the Annual Meeting of the Chapter.

³Section 6. An office shall be declared vacant by the Executive Council in the event that an Officer resigns, or ceases to be a Member of the Chapter. The vacated office shall be filled by the Executive Council in accordance with procedures set forth in Article V hereinafter provided.

ARTICLE V - ADMINISTRATION

Section 1. The Executive Council is the representative body of the Chapter, and as such, shall have, hold, and control all funds, properties, and activities of the Chapter in accordance with the By-laws governing these matters.

^{4.5}Section 2 The Executive Council shall consist of seven (7) voting members including the President-elect, Immediate Past President, Secretary, Treasurer, and three elective Councilmen. The President shall serve as an ex officio member of the Council and may vote only in the event of an equal division among the voting members present. The Councilmen shall be elected from the membership of the Chapter for a three-year term each. One of three Councilmen shall be elected each year.

^{4.5}Section 3. The Executive Council shall hold at least two meetings each year, and the meetings shall be chaired by the President. In the absence of the President, the order of succession to the chairmanship at any meeting of the Council shall be the Immediate Past President, President-elect, Secretary, then Treasurer. Four (4) voting members of the Executive Council shall constitute a quorum and all decisions of the Executive Council shall require approval of at least four (4) voting members of the Council Any Council member not able to be present at a meeting of the Executive Council may be represented by his/her proxy (as defined in Article IX, Section 6).

^{3.5}Section 4. A seat on the Executive Council shall be declared vacant by the President in the event that a Council member should resign his/her seat, or cease to be a member of the Chapter. The vacated seat may be filled as hereinafter provided.

Section 5. In the event of a vacancy in an elective position, the Council may make an appointment to hold until the unexpired term is filled by election at the next regular letter ballot presented to the membership.

³Section 6. (Catastrophe Clause) In the event that the membership of the Council drops below four (4) members because of death, resignations, or other circumstances, as the first order of business at the first scheduled meeting of the Chapter at which a quorum of the voting membership is present, the acting Chairman of the meeting shall cause the election of a Temporary Chairman who, in turn, shall convene those members of the Nominating Committee who are not present, the Temporary Chairman shall appoint proxies for the absentee members. The Nominating Committee as now constituted shall select two nominees for all vacated elective positions in accordance with provisions of Article VI, Section 4, of the By-laws hereinafter provided. The Temporary Chairman shall present the names to the membership at the meeting, allowing additional nominations from the floor. After the nominations are closed, a secret ballot shall be taken and a majority vote of those present shall be required to elect. In the event that a majority vote is not obtained on the first ballot, the name of the individual shall continue in this manner until a majority vote is obtained. Persons elected under this Section of the By-laws shall take office immediately and the Temporary Chairman shall turn the meeting over to the acting Chairman of the meeting at which time the office of Temporary Chairman is dissolved.

Section 7. It shall be the responsibility of the Executive Council to review the financial status of the Chapter annually for the purpose of establishing the annual dues required for membership in the Chapter.

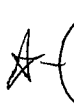
Section 8. The Executive Council shall review the Program of the Chapter as presented by the President and other members, furnish appropriate guidance in these matters, and approve or reject in accordance with Council procedures.

⁵Section 9. Meetings of the Executive Council shall be called at the direction of the President. All sessions of the Executive Council shall require at least ten (10) days prior notification to the members of the Council. A request to the President made in writing by four (4) members of the Council shall require a meeting to be called.

Section 10. Ordinarily, the meeting of the Council will not be open to the membership or the public. However, on occasion, the Council may hold sessions which are open to any person, or groups of persons, whom the Council may designate.

³Section 11. The President will preside over all meetings of the Chapter and may appoint other individuals to assist in the conduct of the meetings. He shall appoint necessary committees with the approval of the Executive Council and automatically becomes an ex officio member of these committees except the Nominating Committee. The retiring President shall submit an oral report of the "State of the Chapter" to the Membership at the Annual Meeting.

Section 12. The President-elect shall perform duties as delegated to him by the President, and in the absence of the President at a meeting of the Chapter will assume the duties of the President.

 Section 13. The Secretary shall keep a record of all transactions and meetings of the Chapter and Executive Council. He shall carry out correspondence of the Chapter, keep an accurate mailing list of the membership, and post all ballots used in election and amending procedures.

Section 14. The Treasurer shall be 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/her accounts for audit to the Executive Council prior to the Annual Meeting of the Chapter, and shall turn over to his/her successor all funds and properties of the Chapter. He shall submit an annual report summarizing the financial status of the Chapter to the membership at the Annual Meeting. The Treasurer may be bonded in such an amount as shall be determined by the Executive Council and by a company approved by the Executive Council. When bonded; expense of bonding shall be borne by the Chapter.

ARTICLE VI - ELECTION AND BALLOTING PROCEDURES

Section 1. Except as heretofore provided for in Article V, Section 6, of the By-laws, nominations for all elective positions and the election procedure governing the processes of election and balloting shall be in accordance with the provisions of Article VI of the By-laws.

^{3,8}Section 2. Nominations for all elective positions shall be made by a Nominating Committee consisting of a Chairman and at least two (2) other members appointed by the President and approved by the Executive Council. Non members of the Executive Council shall be eligible to serve on this committee. Three (3) members of the committee shall constitute a quorum and all decisions of the committee shall require the affirmative vote of at least two (2) members of the committee.

Section 3. The President-elect, Secretary, or Treasurer, and one Councilman shall be elected annually by the members of the Chapter, and shall serve until their successors are elected and installed. Newly elected Officers and Councilmen shall be installed by the outgoing President or his/her duly authorized representative in a manner set forth by the Executive Council and shall take office during the Annual Meeting following the letter ballot.

³Section 4. The Nominating Committee shall select two nominees for each elective office and in no case shall an individual's name be placed in nomination for more than one elective position during any one election. No member shall have his/her name placed in nomination by the Nominating Committee without his/her consent.

⁸Section 5. The Nominating Committee shall submit in writing the names of the nominees to the Secretary not later than forty-five (45) days prior to the Annual Meeting of the Chapter.

^{3,8}Section 6. All letter ballots shall be prepared at the direction of the Secretary and mailed to each member of the Chapter in good standing. Ballots for elective positions shall be mailed at least thirty (30) days prior to the Annual Meeting.

³ Section 7. Eligible write-in candidates may be placed on the ballot by voting members.

³ Section 8. The Secretary shall close the ballot at the beginning of the Executive Council Meeting held on the opening day of the Annual Meeting or at a time so designated by a majority vote of the Executive Council.

³ Section 9. The member shall return his/her ballot to the Secretary with the member's name and return address displayed upon the mailing envelope. Following the closing of the ballot, the Secretary shall convene not less than four (4) members of the Executive Council for the purpose of tabulating and certifying the vote. The Secretary shall examine the names on 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. A majority vote of the membership voting for an elective position or an amendment shall be required to elect or amend. 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.

ARTICLE VII - CHAPTER MEETINGS

^{4,6} Section 1. The Chapter shall hold at least two (2) Regular Meetings to include the Annual Meeting each calendar year. The date, time, and place for each Regular Meeting shall be established by the Executive Council except as otherwise provided for in the By-laws.

⁹ Section 2. The Annual Meeting of the Chapter shall be held during the summer.

Section 3. Other meetings of the Chapter may be called by the President with the approval of one (1) or more members of the Executive Council. A petition directed to a member or members of the Executive Council bearing the signatures of at least ten (10) percent of the active membership shall require a meeting of the Chapter to be called.

³ Section 4. The members in good standing shall be notified by mail of all meetings at least ten (10) days in advance of the date, time, and place set for the meeting. The notification shall include a program listing of scheduled activities of the meeting.

³ Section 5. A quorum at a Chapter meeting shall consist of at least ten (10) percent of the voting membership.

Section 6. All meetings of the Chapter are open to the entire membership. Except when otherwise specified in writing by the Executive Council, any member is privileged to bring guests to Chapter meetings provided reservations are made if required and/or registration fees are paid when applicable.

³Section 7. The Executive Council may develop a standard procedure for governing the order of business for all meetings of the Chapter and establish session time limits where applicable. The Robert's Manual shall be the guide for any parliamentary procedure not especially provided for in the said rules of the Chapter. A change in the standard procedure governing the order of business at a meeting of the Chapter requires the approval of a majority of the membership at the meeting.

ARTICLE VIII - FINANCIAL

¹⁰Section 1. The Executive Council shall review the financial status of the Chapter annually and establish voting membership dues in an amount not to exceed \$20.00 per annum. Affiliate Membership dues in an amount not to exceed \$200.00 per annum.

Ask SAC if they would like to be affiliates?
Section 2. All funds shall be paid into the office of the Treasurer where they shall be entered in the books of the Chapter and deposited in a bank approved by the Executive Council.

³Section 3. All expenditures shall be made in accordance with the Chapter needs as established by the Executive Council.

ARTICLE IX - COMMITTEES AND APPOINTMENTS

³Section 1. The President shall appoint with the approval of the Executive Council individuals and/or committees to assist the officers and the Executive Council in the development and administration of programs, projects, policies, and so forth. In making such appointments, consideration shall be given to maintaining a balance of representation from the various organizational groups within the geographical areas of the Chapter to include industrial, governmental, educational, and professional interests.

Section 2. All committees shall be responsible for keeping records of the activities of the committee when directed by the President and shall submit such records to the Secretary of the Chapter.

⁸Section 3. The Standing Committees shall be as follows, and no more than one person shall be appointed from any one plant site, governmental agency, educational institution, or professional group, to serve on any one committee except as hereinafter provided.

- (a) A Committee on Admissions shall be comprised of the members of the Executive Council as set forth elsewhere in the By-laws. It will review applications for membership in the Chapter and decide for or against the acceptance of an applicant for membership.
- (b) A Program Committee shall consist of the President-elect as chairman and two (2) or more other members. The Program Committee shall at the direction of the Executive Council handle the arrangements for all Chapter meetings. The Chairman of the Program Committee shall be responsible for providing the Secretary with an agenda for each meeting which will be circulated to the membership at least ten (10) days prior to the meeting.
- (c) A Public Relations Committee consisting of a Chairman, the outgoing President and at least two (2) other members shall publicize the activities of the Chapter.
- (d) A Nominating Committee shall be appointed and shall function in accordance with the provisions set forth in Article VI governing the activities of the Nominating Committee.
- 3(e) A Historical Committee shall consist of a Chairman and at least one (1) other member and shall keep records of past officers, speakers, meetings, and other significant Chapter activities.

- (f) An Awards Committee shall consist of a Chairman and at least one other member. It shall be the responsibility of this committee to issue awards and certificates as deemed appropriate by the Chapter and/or the Executive Council.

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

Section 5. The membership of all committees appointed by the President under the provisions of Article IX shall terminate automatically at the close of the presidential term in which the appointments were made.

Section 6. (Proxy Clause). Absentee members of Committees, at meetings of the Executive Council and at Chapter Meetings, are authorized to be represented in any and all such meetings by proxy. Except as specified in Article V, Section 6 (Catastrophe Clause), the absentee member shall be required to submit a letter of authorization naming the person authorized to act in his/her stead. The person so named must be a member in good standing of the Chapter but need not be a member of the same body of the Chapter as that of the absentee member. The absentee member may or may not, set forth conditions limiting the authority of his/her proxy. The letter of authorization shall be submitted to the Chairman of the body involved for recognition and certification, after which it shall be turned over to the Secretary of the Chapter to become a matter of record.

ARTICLE X - AMENDMENTS

⁷Section 1. Amendments to the By-laws may be proposed in the form of a motion by any member in good standing at any Regular Meeting of the Chapter or at any Special Meeting called for that specific purpose. A motion covering a proposal to amend the By-laws shall require, as determined by a standing vote, the approval of the majority of the membership present at the meeting in which the motion is presented. Upon passage of a motion to amend the By-laws, the President shall appoint a committee which, within ninety (90) days following the motion to amend, shall prepare and submit the proposed amendment in writing to the membership. A waiting period of thirty (30) days must elapse before a vote can be taken. A vote must be taken prior to the conclusion of the first meeting of the Chapter following the thirty (30) day waiting period set out above. The Executive Council is authorized to poll the membership on proposed amendments to the By-laws by means of a letter of ballot in accordance with Article VI, Sections 6 and 7, or at a meeting of the Chapter. The affirmative vote of a majority of the membership voting shall be required to amend.

Amendments:

1. September 27, 1969
2. February 15, 1974
3. May 2, 1980
4. May 21, 1982
5. February 25, 1983
6. May 4, 1984
7. September 25, 1987
8. November 3, 1989
9. June 10, 1994
10. November 18, 1994