

# GREATER ST. LOUIS CHAPTER OF THE HEALTH PHYSICS SOCIETY

## CHARTER AND BYLAWS



Greater St. Louis Chapter  
Health Physics Society

**REVISION 1  
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# **GREATER ST. LOUIS CHAPTER OF THE HEALTH PHYSICS SOCIETY**

## **CHARTER AND BYLAWS**

### **ARTICLE I – NAME**

The name of the organization shall be the Greater St. Louis Chapter (hereinafter designated as the Chapter) of the Health Physics Society (hereinafter designated as HPS).

### **ARTICLE II – PURPOSE**

Section 1. The primary purpose of the Chapter is to (i) encourage the dissemination of the 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 HPS.

Section 2. The Chapter will accomplish its purpose through periodic meetings, conferences and publications with emphasis on all sciences and technologies which contribute to the knowledge of radiation effects and radiation protection.

### **ARTICLE III – CHAPTER-HPS RELATIONSHIP**

Section 1. The Chapter operates in affiliation with the HPS. It is governed by the provisions of its charter, bylaws and rules. The Chapter-HPS relationship shall not be placed in jeopardy so long as (i) the Chapter complies with the provisions of its Charter as augmented by those parts of the bylaws of the HPS which deal with the Chapter-HPS relationship, and (ii) the HPS fulfills its stated purpose maintaining a balance as to the mutual interests of the two.

Section 2. The charter and bylaws shall be placed in the custody of the Chapter with a duplicate copy kept on file at the business office of the HPS. The signatures of the duly authorized officers of the Chapter and the HPS affixed at the time of chartering and appearing on the charter over the seal of the Society signify the Chapter-HPS relationship in accordance with the provisions of the charter.



Section 3. Any conflict requiring an interpretation of the provisions of the charter shall be resolved by the Board of Directors of the HPS.

Section 4. The responsibility for determining Chapter policy is set out in the bylaws of the Chapter. The Chapter may designate spokesmen to represent the Chapter in carrying out such policies, but no person shall presume to speak for the Chapter or the HPS on matters of Chapter policy or HPS policy without appropriate authorization. However, these provisions shall not be construed so as to limit a member of a Chapter from expressing their personal views either publicly or privately.

Section 5. The Chapter shall submit to the business office of the HPS, and in a form approved by the HPS, regular reports concerning the activities of the Chapter.

Section 6. The Chapter may be dissolved, and its Charter revoked by the Board of Directors of the HPS for good cause shown in accordance with the rules of the HPS.

#### **ARTICLE IV – MEMBERSHIP**

Section 1. The Executive Council of the Chapter serves as the Committee of Admissions and is responsible for approving membership applications.

##### Section 2. Plenary Membership

Item 1. Every good-standing member of the Health Physics Society shall automatically become a Plenary Member of the Chapter upon presenting proof of membership followed by payment of Chapter dues.

Item 2. Persons who are not members of the Health Physics Society but are engaged in the health physics profession, related professional fields or whose interests in the profession would make them a desirable member of the Chapter may apply and be accepted as Plenary Member upon approval by the majority of the Executive Committee followed by payment of Chapter dues.



### Section 3. Student Membership

Item 1. Persons pursuing secondary or post-secondary education who are not members of the Health Physics Society but whose interests in the profession would make them a desirable member of the Chapter may apply and be accepted as Student Member upon approval by the majority of the Executive Committee followed by payment of Chapter student dues.

### Section 4. Honorary Membership

Item 1. The Executive Council may confer honorary membership on any person whose personal contribution to the advancement of the Chapter affairs is particularly worthy. Persons so honored shall: (i) receive program advancements of Chapter activities; (ii) have no dues required; (iii) have no vote on Chapter affairs; and (iv) have their honorary membership terminated at the end of the Chapter term in which it is granted unless renewed by action of the Executive Council.

### Section 5. Affiliate Membership

Item 1. Commercial vendors may join as Affiliate Members with the approval of the majority of the Executive Council followed by payment of Chapter affiliate dues. Affiliate Members shall: (i) have no vote on Chapter affairs; and (ii) have their membership terminated at the end of the Chapter term in which it is granted unless renewed by action of the Executive Council.

Section 6. Membership in the Chapter ceases when: (i) the Executive Council accepts written resignation of a member; (ii) the death of a member is confirmed; or (iii) a member allows his dues to go unpaid for three (3) calendar months after the fiscal year for which the dues are specified.

Item 1. Persons whose membership ceases because of nonpayment may be reinstated to the membership upon payment of the membership in arrears.



Item 2. Resigning from 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 or be re-instated to the membership of the Chapter.

## **ARTICLE V – ADMINISTRATION**

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 nine (9) voting members including the President, President-Elect, immediate Past-President, Secretary, Treasurer, and three (3) 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 that 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. Duties of the President: The President is responsible for the overall administration of the Chapter affairs. They preside at all meetings and appoint sub-committees and chairpersons of sub-committees to serve until completion of term. The President is also responsible for setting the year-to-year strategic direction of the Chapter with the input of the Executive Council and sub-committees.

Section 4. Duties of the President-Elect: The President-Elect presides in the absence of the President. The President-Elect is chosen per Article VI for three (3) Chapter terms. At the end of the first Chapter term, the President-Elect automatically becomes the President for the second Chapter term and the Past-President for the third Chapter term. The President-Elect performs the duties as delegated to them by the President and is responsible for chairing the Nominating Committee.

Section 5. Duties of the Treasurer: The Treasurer is the custodian of the finances and pays all authorized bills against the Chapter. The Treasurer collects all dues and submits financial accounts for audit to the Executive Council at the end of the fiscal year or as requested by the



President. The Treasurer also provides financial reports to the membership on an annual basis or as requested by a Chapter member and turn over to their successor all funds, financial records and properties of the Chapter. The Treasurer is chosen per Article VI for one (1) Chapter term.

Section 6. Duties of the Secretary: The Secretary maintains minutes of all meetings; maintains the order of the membership records; maintains and distributes voting requests and results to the Executive Council and/or membership; and reports minutes of meetings to the membership. The Secretary is also responsible for maintaining the correspondence (electronic or paper). The Secretary keeps records of the Chapter documents and rules. The Secretary is chosen per Article VI for one (1) Chapter term.

Section 7. Duties of Council Members: Council Members perform the duties as delegated to them by the President. Council Members are classified as First Year, Second Year and Third Year members as they progress through the annual elections. They are responsible for chairing Chapter events and professional development trainings. Council Members may also serve or lead other committees as delegated. Council Members are chosen per Article VI for three (3) Chapter terms. At least, the First Year Council Member will be elected annually.

## **ARTICLE VI - ELECTION PROCEDURES**

Section 1. A new Chapter Term begins on July 1<sup>st</sup> with the close of each Annual Meeting of the Chapter and shall not exceed thirty-six (36) calendar months.

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 duly authorized representative, names all persons who will serve in an appointive office subject to Article V.

Section 3. Officeholders will remain in office until a successor has been selected and installed in the 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 they would have ascended to the presidency in their 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 Council for this purpose except where the provisions of Section 8 of this article are invoked.

Section 7. Regular Election Procedure - Except as provided for in Section 8, 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 up to four (4) other members appointed by the President and approved by the Executive Council. No member of the Executive Council, other than the immediate President-Elect who is responsible for chairing the Nominating Committee, shall be eligible to serve on this committee and an effort shall be made toward achieving a balance of representation on the committee to include local industrial, governmental, educational, and professional interests. A simple majority of the committee shall constitute a quorum, and all decisions of the committee shall require the affirmative vote of a simple majority of the committee.

(b) The Nominating Committee shall select two nominees for each elective office when feasible: 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 have their name placed in nomination without their consent.

(c) At least thirty (30) days prior to the Annual Meeting of the Chapter, the Nominating Committee shall submit in writing the names of the nominees to the Secretary.

(d) Electronic ballots shall be prepared at the direction of the Secretary and electronically mailed to each member of the Chapter. Ballots for elective positions shall be mailed, emailed or posted on the Chapter's website at least fifteen (15) days prior to the Annual Meeting and provisions shall be made for the names of write-in candidates on the ballots. A ballot shall be closed on the fifteenth (15th) day following the mailing or posting of the last ballot to the membership.

(e) The members shall submit their vote on the website or return their ballot to the Secretary. In not more than ten (10) days following the closing of the ballot, the Secretary should 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 voters names and certify the eligibility of the member to vote. No ballot shall be voided if the intent as to the choice of the member is clear. Any form of voting sheets shall be retained by the Secretary and sealed in a suitable container until the close of the next meeting of the Chapter, after which time the ballots, envelopes and tally sheets shall 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, as 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 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 Chair shall form a Nominating Committee of up to five (5) persons to include those members of the Nominating Committee who may have been



appointed previously and who are present. The Nominating Committee as now constituted should select two nominees for all vacated elective positions if reasonable. 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 if a President-Elect has been chosen under the provisions of this Section they shall ascend to the office of President. Following the above procedures the Temporary Chair shall turn the meeting over to the appropriate officer at which time the office of Temporary Chair is dissolved.

## **ARTICLE VII – MEETINGS**

### **Section 1. Chapter Meetings**

Item 1. The Chapter should hold an annual meeting each calendar year. Other meetings of the Chapter may be called in the discretion of the Executive Council. A petition directed to the Executive Council bearing the signatures of at least ten (10) percent of the membership shall require a meeting of the Chapter to be called.

Item 2. Members of the Chapter should 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 tentative agenda that lists the scheduled activities of the meeting.

Item 3. A quorum at a Chapter meeting for voting purposes shall consist of thirty (30) percent of the Chapter membership.

Item 4. All meetings of the Chapter are open to the entire membership and, except when otherwise specified 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.



Item 5. The Roberts' Manual shall be the guide for any parliamentary procedure not especially provided for in the rules of the Chapter.

## Section 2. Executive Council Meetings

Item 1. The Executive Council meets at the call of the President. A written request directed to an Officer and which bears the signatures of a simple majority of the Council requires that a meeting be called.

Item 2. A simple majority 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, the presiding officer may cast the deciding vote.

Item 3. Ordinarily, the meetings of the Council are not open to the membership or public. However, on occasion, the Council may hold sessions that are open to any persons, or groups of persons, whom the Council may designate.

Item 4. Votes are requested and approved during meetings or electronically, as necessary.

Item 5. Minutes of Executive Council meetings shall be approved by the Executive Council and presented to the membership.

Item 6. The Roberts' Manual shall be the guide for any parliamentary procedure not especially provided for in the rules of the Chapter.

## **ARTICLE VIII - COMMITTEES AND APPOINTMENTS**

Section 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 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.

Section 3. The Permanent Committees shall include a Nominating Committee and such other committees as may be provided for in the rules of the Chapter.

Section 4. The President and the President-Elect represent the Chapter at a meeting of the Chapter Council when it meets at an Annual Meeting of the HPS. 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 HPS.

#### **ARTICLE IX - ATTESTATIONS**

Section 1. The HPS shall provide the Chapter with a Certificate of Affiliation which bears the name of the Chapter along with the HPS official seal.

Section 2. The Chapter may use the official seal of the HPS, in part, modified, or in the whole, on Chapter stationery, and/or for other legitimate purposes so long as the use of the seal is such as to guarantee that an observer will recognize that he is dealing with the Chapter and not the HPS.

#### **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 at which the motion is presented. Upon passage of a motion to amend the bylaws, the President shall appoint a committee that, within 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 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 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 bylaws by means of (i) a letter ballot, (ii) electronically through e-mail or the website, or (iii) at a meeting of the Chapter. The proposed amendments to the bylaws are submitted to the HPS Rules Committee. The HPS Rules Committee reviews the Chapter bylaws to ensure conformance to the HPS bylaws and rules in accordance with HPS rules. Upon approval of the HPS Rules Committee, an affirmative vote of a majority of the Chapter membership voting is required to amend.



## RECORD OF REVISIONS

Date	Revision	Justification
May 8, 2020	The entire content of the charter and bylaws was revised.	<p>The last revision of the charter and bylaws is dated March 16, 1992 and was adopted on March 23, 1992. Given the time of the revision, the acting Executive Council proposed a full revision of the charter and bylaws. The proposal was presented to the membership during a virtual meeting hold on May 7, 2020.</p> <p>Portions and language of the original charter and bylaws were maintained in the revision with minor clarifications. The original charter and bylaws is only available on pdf format and, thus, not easily modified to present the proposed changes to the membership. The acting Executive Committee presented the revision in Microsoft Word format to easily track future amendments.</p>
January 12, 2021	May 8, 2020 revision (draft 2) was reviewed by the Board of Directors. Minor revisions to correct spelling and verbiage.	Verbiage clarification and correcting misspelling.