

**BYLAWS**  
**for the**  
**MIDWEST CHAPTER**  
**of the**  
**HEALTH PHYSICS SOCIETY**  
Initially Adopted March 25, 1965  
Latest Revision, March 30, 2010

**ARTICLE I**  
**OFFICES**

Section 1. The principal office of the Midwest Chapter of the Health Physics Society, hereafter referred to as the MWCHPS, for the transaction of its business is located in Argonne, Illinois.

Section 2. The Board of Directors of the MWCHPS may change the principal office from one location to another by noting the changed address and effective date, and such changes of address shall not be deemed an amendment of the Bylaws.

**ARTICLE II**  
**SCOPE**

Section 1. The objectives of the MWCHPS are to aid in the work of the Health Physics Society, 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 and to promote and improve health physics as a profession. These objectives shall be accomplished by meetings, conferences, and publications on any facet of Health Physics.

Section 2. The objective and purpose of this Chapter being as above declared, "benevolent, educational, scientific, and without profit to its incorporate," the Chapter shall have no capital stock, nor shall any member at any time either upon dissolution of said Chapter or in any other event, be considered to be the owner or entitled to any extent to any of the assets, funds, or property, but shall be exclusively, and forever devoted to fostering meetings, conferences and publications with an emphasis on all sciences which contribute to the knowledge of provision, however, shall not prevent the payment of reasonable compensations to such members of the Chapter as may render services to the Chapter.

**ARTICLE III**  
**MEMBERSHIP**

Section 1. The MWCHPS shall have four classes of membership. No member shall hold more than one elected office in the MWCHPS.

Section 2. Membership in the MWCHPS is open to all persons regardless of race, sex, creed, or national origin. Every Member and Associate Member of the Health Physics Society residing in the states of Illinois, Indiana, Iowa, Minnesota, Missouri and Wisconsin shall qualify automatically as a Member of this Chapter.

Section 3. Membership of this Chapter shall consist of Members, Associate Members, Emeritus Members, and Affiliates. The Board of Directors shall be responsible for examining and approving applications for membership in accordance with Section 4.

#### Section 4.

- 1) Members, in addition to those qualified on the basis of Section 2 shall be:
  - a) persons who have engaged in some form of health physics activities for a period of at least one year and have graduated from an accredited college level school, or
  - b) have recognized scientific, technological or professional qualifications, or
  - c) have had equivalent training.

The Board may recognize one year of experience in health physics as being equivalent to one year of college work, and prospective members need not be completely versed in all phases of health physics at the time of application but must be engaged in one or more appropriate aspects of health physics at the time they apply for membership in the Chapter.

Graduate study in science may be accepted in place of part or all of the required period of health physics activity.

- 2) Associate Members shall be persons who lack the necessary qualification for election as members but are:
  - a) engaged in a field of endeavor related to health physics, or
  - b) whose interests in the science would make them desirable Associate Members.

Associate Members may not hold elective office but may vote.

- 3) Emeritus Members shall have been Members of this Chapter for at least ten (10) years, shall be at least 60 years of age, and shall not be employed in health physics due to either (a) retirement or (b) disability. Membership in the Health Physics Society or another chapter of the Health Physics Society may be accepted for part of the required membership period of this Chapter, at the discretion of the Board of Directors. Emeritus Members have full membership privileges, including voting and holding office.
- 4) Affiliates shall be individuals or organizations approved by the affirmative vote of at least four (4) members of the Board of Directors. Affiliates shall not hold elective office or voting privileges. The membership may be withdrawn at any time by a unanimous vote of the Board of Directors.

Section 5. Application for full membership, associate membership, or emeritus membership shall be made to the Chapter Secretary in writing. It shall be reviewed and approved by the affirmative vote by at least four (4) members of the Board of Directors.

### **ARTICLE IV DUES**

Section 1. Dues of Members, Associate Members, and Affiliates are paid on a calendar year basis, becoming payable on January 1. Dues paid by New Members during the last quarter of a year will be considered to be in good standing for the following year. Members, Associate Members, and Affiliates whose dues are unpaid on March 1 of that year shall not be in good standing. Voting and other Chapter privileges will be reinstated by payment of all delinquent Chapter dues. Emeritus Members are not required to pay dues, or to reapply for continuation of membership once established.

Section 2. Annual membership dues will be determined and set by the Board of Directors.

Section 3. A member of the MWCHPS is not personally liable for the debts, liabilities, or obligations of the Chapter.

Section 4. The record of names and addresses of the members of the MWCHPS maintained by the Secretary shall constitute the membership list of the MWCHPS and shall not be used, in whole or part, by any person for any purpose not reasonably related to Chapter business.

## **ARTICLE V BOARD OF DIRECTORS**

Section 1. The MWCHPS shall have (9) Directors and collectively they shall be known as the Board of Directors. The number may be changed by amendment of this Bylaw or adoption of a new Bylaw.

Section 2. The Board of Directors when fully constituted shall consist of five (5) elected officers (the President, President-Elect, Past-President, Secretary, and Treasurer) and four (4) board members.

Section 3. Duties

The President shall preside over the meetings of the Chapter and may appoint any other individuals to assist in the conduct of meetings. The President shall appoint necessary committees and automatically becomes an ex-officio member of these committees. The retiring President shall submit a report of the "State of the Chapter" to the membership at the Annual Meeting.

The President-Elect shall conduct dinner meeting arrangements, perform duties delegated by the President, and in the absence of the President assume the duties of the President. The Past-President shall handle all aspects of the election process and perform duties delegated by the President.

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

The Treasurer shall be the custodian of all monies of the Chapter, shall receive all monies due to the Chapter, and shall pay all authorized bills against the Chapter. The Treasurer shall submit the Chapter accounts for review at the Annual Meeting of the Board of Directors and shall turn over to his or her successor all funds and properties of the Chapter.

The Board of Directors shall perform any and all duties imposed on them collectively or individually by the Bylaws, review the financial status of the MWCHPS annually for the purpose of establishing the annual dues required for membership, review the program as presented by the President and other members and furnish the appropriate guidance, meet at such times as required by these Bylaws, and review applications for membership, making recommendations for acceptance and rejection.

The President-Elect and President must be members or associate members of the Health Physics Society.

#### Section 4. Terms of Office

The President-Elect shall be chosen by vote of the membership for a term of one year at the conclusion of which his or her ascension to the office of President for a one-year term is automatic. At the conclusion of his or her term as President, a one-year term as Past- President is automatic.

The Secretary and Treasurer shall be chosen by vote of the membership for terms of two years on alternating years. These officers shall hold office until the next Annual Meeting for election of their office as specified by the Bylaws and until their successors are elected.

Two board members shall be chosen by vote of the membership each year for a term of two years. These board members shall hold office during their two-year term as specified by the Bylaws and until their successors are elected.

#### Section 5. Maximum Number of Consecutive Terms

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

#### Section 6. Officers Terms of Office

The term of office for all officers shall begin following the conclusion of the Annual Meeting of the MWCHPS and shall end at the conclusion of the following Annual Meeting.

Section 7. An office shall be declared vacant by the Board of Directors in the event that an officer resigns or ceases to be a Member of the Chapter. The Board of Directors may make an appointment to this office until the unexpired term is filled by election at the next regular ballot presented to the membership.

### **ARTICLE VI MEETINGS**

#### Section 1. Regular Meetings

Chapter meetings shall be held at least three (3) times each year, at a time and place to be determined by the Board of Directors. The Secretary shall notify all members of the time and place at least fifteen (15) days prior to the meeting.

#### Section 2. Annual Meeting

The Chapter Annual Meeting shall be held on or before May 31, unless directed otherwise by the Board of Directors.

#### Section 3. Special Meetings

Special meetings of the Board of Directors may be called by the President, the President-Elect, the Past-President, Secretary, or by any two board members. Written notification of day, time and location must be delivered to each Board of Director member prior to the meeting.

#### Section 4. Conduct of Meetings

Meetings of the Board of Directors shall be presided over by the President, or in his or her absence, by the President-Elect, or in the absence of each of these persons by a chairperson chosen by a majority of the Board present at the meeting. All business meetings of the Chapter shall be conducted in accordance with Robert's Rule of Order.

Section 5. Meeting Quorum

A quorum shall consist of five (5) Board of Director members. No business shall be considered by the Board at any meeting at which a quorum is not present.

Section 6. Time Reference in Years

For purposes of Chapter business, a "year" shall be considered to include the period of time that begins with the close of an Annual Meeting and extends through the conclusion of the next Annual Meeting, unless there is specific use of the term "calendar year".

**ARTICLE VII**  
**ELECTION OF OFFICERS AND BOARD MEMBERS**

Section 1. The Nominating Committee shall nominate at least one (1) member for each officer position and at least two (2) members for board member positions.

Section 2. The election of officers and board members shall be accomplished by ballot. The Nominating Committee appointed by the Chapter President shall prepare the ballot. A ballot shall be sent to all voting members at least thirty (30) days prior to the Annual Meeting and shall have provisions for write-in candidates. Balloting may be conducted through postal mail or electronic mail, depending on the preference of each member.

Section 3. Balloting shall be conducted for a period of not less than twenty (20) days following the distribution of the last ballot to the membership.

Section 4. Each member shall return his or her ballot to the Secretary with the member's name and address displayed upon the mailing envelope. Within ten (10) days following the closing of the ballot, the Secretary shall convene not less than three (3) members of the Board of Directors for the purpose of tabulating and certifying the vote. The Secretary shall examine the names on the envelopes and certify the eligibility of the members to vote. The ballots shall be removed from the envelope in such a manner as to preserve the vote as secret, and no ballot shall be voided if the intent as to the choice of the member is clear. 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.

Section 5. The candidate receiving the majority of the votes cast shall be declared elected to office. In the event no majority is received the contest for that office shall be declared void, and a new election shall be held to choose between the two candidates who received the largest number of votes in the preceding elections for the office.

**ARTICLE VIII**  
**COMMITTEES**

Section 1. The membership of the Standing Committees of the Chapter shall be appointed by the President and approved by the Board of Directors.

Section 2. The Standing Committee Chairpersons and Committee members shall be named and approved by the Board at or before the next scheduled Chapter meeting following the Annual Meeting.

Section 3. The names of the Standing Committees and their general duties shall be as follows:

- a) Admissions – Comprised of the Board of Directors. It shall review applications for membership in the Chapter, making recommendation for acceptance or rejection.
- b) Nominating – Comprised of two (2) or more Members, none of whom shall simultaneously hold an elective office. The Past-President is normally the Nominating Committee Chairperson. The Committee shall submit its recommendations to the Secretary of the Chapter at least forty-five (45) days prior to the Annual Meeting. The recommendation of the Nominating Committee shall include the names of the nominees and the office for which nominated.
- c) Program – Comprised of one or more Members or Associated Members. The President-Elect is normally the Program Committee Chairperson. It shall be the responsibility of this Committee to review and promote agendas for the meetings and to make recommendations to the Board of Directors relative to those matters.
- d) Legislative – Comprised of one or more Members or Associate Members. It shall be the responsibility of this Committee to review existing and proposed standards, legislation, rules and regulations pertaining to radiation and its sources and to inform the membership of changes and proposed to pending changes in this matters. It shall be the responsibility of this Committee to prepare correspondence on the above matters as directed by the Board.
- e) Public Relations and Information – Comprised of one or more Members or Associate Members. It shall be the responsibility of this Committee to publicize the activities of the Chapter as well as promote the dissemination of information in accordance with policies established by the Board of Directors and by methods approved by the President of the Chapter.
- f) Publications – Comprised of one or more Members or Associated Members whose responsibility shall be to produce the membership directory and other material as requested by the Board. The Chairperson shall be the editor of the Chapter newsletter.
- g) Affiliates – Comprised of one or more Members or Associate Members whose responsibilities shall be to coordinate matters pertaining to Affiliate Members, including sponsorship of Chapter Meetings.

Section 4. There shall be no limit to the number of terms that a person may serve on a Committee. Each year the membership of all Committees is dissolved with the close of the Annual Meeting, and it shall be the responsibility of the Board of Directors for the ensuing year to reconstitute Committees as required.

Section 5. Committees may be formed to assist the officers and board members as required.

Section 6. The President, with approval from the Board of Directors, may appoint individuals to serve specific functions considered to be of benefit to the Chapter, for example, a Chapter photographer or Chapter historian.

## **ARTICLE IX AMENDMENTS**

Section 1. The Board of Directors may propose amendments to these Bylaws based upon a majority vote of the Board. In addition, any voting member at any regular Chapter meeting may introduce proposed amendments to these Bylaws, consistent with the Chapter's objectives or purpose. Any amendment proposed by an individual voting member must be introduced in the form of a motion and must be seconded by another voting member in order to be considered for adoption.

Section 2. Copies of a proposed amendment that has been recommended by the Board of Directors or has been introduced and seconded by individual voting members at a Chapter meeting shall be distributed to all members at least ten (10) days in advance of the next regular Chapter meeting, along with notification of a vote to be held on the proposed amendment.

Section 3. Adoption of an amendment requires a two-thirds (2/3) majority of voting members present at a regular Chapter meeting.