

**BY-LAWS of the  
NORTHEASTERN NEW YORK CHAPTER of the  
HEALTH PHYSICS SOCIETY**

Adopted: June 29, 1960

Revised: July 1, 2014

**ARTICLE I**

Name

The name of the organization shall be the Northeastern New York Chapter of the Health Physics Society hereinafter designated as the Chapter.

**ARTICLE II**

Objectives

Section 1. The primary objective of the Chapter is to:

- a) encourage the dissemination of information between individuals in the field of radiation protection and related fields;
- b) improve public understanding of radiation protection; and
- c) provide open lines of communication between Chapter members and the Health Physics Society, as provided for in the Chapter CHARTER, such as the subsidization of transportation expenses for a Chapter representative to attend the Health Physics Society (HPS) Annual Meeting.

Section 2. The objectives of the Chapter shall be accomplished by meetings, conferences, and publications with emphasis on all sciences and technologies which contribute to the knowledge of radiation effects and radiation protection.

## **ARTICLE III**

### Membership

- Section 1. Every member of the Health Physics Society shall automatically become a member of the Chapter after acceptance of a completed application for membership by the Executive Council.
- Section 2. The Executive Council of the Chapter serves as the Committee on Admissions and is responsible for approving applications for membership involving persons who are not 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.
- Section 3. The Executive Council may confer honorary membership on any person whose personal contribution to the advancement of Chapter affairs is particularly worthy. Persons so honored shall receive program announcements of Chapter activities. These persons shall pay no dues, but also shall have no vote. The honorary membership terminates at the end of the Chapter term in which it is granted unless it is renewed by action of the Executive Council.
- Section 4. Membership in the Chapter ceases when:
- a) the Executive Council accepts the written resignation of the member,
  - b) the death of the member is confirmed, or
  - c) a member allows his/her dues to go unpaid after September 1<sup>st</sup> of the calendar year for which the dues are specified.
  - d) 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 the failure to pay dues shall not prejudice the right of an individual to make a new application for membership in the Chapter.

## **ARTICLE IV**

### Officers

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

- Section 2. The President is the presiding officer of the Chapter and as such is responsible for the overall administration of Chapter affairs.
- Section 3. The President-Elect shall be chosen by vote of the membership for two Chapter Terms. The President-Elect is the Chairperson for the Chapter meeting program committee; and, in the absence of the President, assumes the duties of the President. At the conclusion of the first Chapter term, his/her ascension to the office of President becomes automatic.
- Section 4. The Secretary and the Treasurer are chosen by vote of the membership on alternate years, each for two Chapter terms.
- Section 5. The Secretary keeps a record of all transactions and meetings of the Chapter and Executive council. He/she carries out correspondence of the Chapter as directed by the President, a current mailing list and e-mail distribution list of the membership. The Secretary shall compile and submit an annual report to the HPS each July or as requested by the HPS liaison.
- Section 6. The Treasurer is the custodian of all moneys of the Chapter, collects all dues, and pays all authorized bills against the Chapter. He/she shall submit his/her accounts for audit to the Executive Council prior to the Annual Meeting of the Chapter, submit an annual report summarizing the financial status of the Chapter to the membership at the Annual Meeting, and turn over to the successor all funds and properties of the Chapter.

## **ARTICLE V**

### Executive Council

- 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 eight (8) voting members including the President, President-Elect, Secretary, Treasurer, three elective Councilpersons, and the most recent Past-President. The Councilpersons shall be elected from the membership of the Chapter for three Chapter terms each. One of three Councilpersons shall be elected each year.
- Section 2. The Executive Council shall adopt and document RULES which 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 which are effective until amended by due process through appropriate Council action.

Section 3. The Executive Council meets at the call of the President who presides over the meetings. An Executive Council meeting shall be held upon receipt by a Chapter officer, of a request from at least four (4) members of the Council.

Section 4. Four (4) voting members 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 his/her 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, he/she may cast the deciding vote.

Section 5. Ordinarily, the meetings of the Council are not open to the membership or public. However, on occasion, the Council may hold sessions which are open to any person or groups of persons, whom the Council may designate.

## **ARTICLE VI**

### Chapter Meetings

Section 1. The Chapter shall hold an Annual Meeting of the Chapter to host the visit of the President-Elect of the Health Physics Society. Other meetings of the Chapter may be called at the discretion of the Executive Council. A petition directed to the Executive Council bearing the signatures of at least ten (10) percent of the Chapter members, shall be sufficient to require a meeting of the Chapter to be called.

Section 2. Members of the Chapter shall 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 program which lists the scheduled activities of the meeting.

Section 3. A quorum at a Chapter meeting for voting purposes shall consist of twenty (20) percent of the Chapter membership.

Section 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.

Section 5. The current edition of Robert's Rules of Order shall be the guide for any parliamentary procedure not covered in the RULES of the Chapter.

## ARTICLE VII

### Committees and Appointments

- Section 1. The President, with the approval of the Executive Council, shall appoint 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, Program, Membership Committee and such other committees as may be provided for in the RULES of the Chapter.
- Section 4. The President and/or the President-Elect represent the Chapter at a meeting of the Chapter Council when it meets at an Annual Meeting of the Health Physics Society. 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 VIII

### Tenure, Vacancies, and Election Procedures

- Section 1. A Chapter term begins September 1<sup>st</sup> of each year.
- Section 2. The term of office for an appointive office ends automatically when a new President is installed. An individual who holds an appointive office shall not continue in the office unless requested to do so by the newly installed President. The President, or his/her duly authorized representative, names all persons who will serve in an appointive office subject to Article VII, Section 1.
- Section 3. The term of office for an elective office shall be as defined elsewhere in the BYLAWS of the Chapter. Such officeholders remain in office until a successor has been selected and installed in the office. An incumbent Officer, if re-elected, may hold their office for two (2) consecutive terms. In addition, a person may have consecutive terms in an elective office if he/she is filling out an unexpired term for another.

Section 4. A vacancy occurs in an office, whether it be appointive or elective, when:

- a) the officeholder resigns from office,
- b) the officeholder ceases to function in the office because of death or other circumstances, or
- c) 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 following applies:

- a) The Executive Council may make an appointment to hold through the next September 1<sup>st</sup> at which time the vacancy shall be filled by a vote of the membership under the regular election procedure.
- b) When the office of President becomes vacant, the President-Elect assumes the duties of the President but he/she retains the title of President-Elect until such time as he/she would have ascended to the Presidency in his/her own right and the office of President remains vacant.
- c) 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, *infra*, are invoked.

Section 7. Except as provided for in Section 8, *infra*, 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 through self-nomination. No later than June 1<sup>st</sup>, the President shall request members to self-nominate for the available offices. All willing to run for an office shall be included on the ballot, but they may run for only one office in each election. If they are currently holding an elective office, their self-nomination will be considered a resignation from their current office. Ballots will include an option for a write-in candidate for each office.
- b) Ballots shall be prepared at the direction of the Secretary and sent to each member of the Chapter. Ballots for elective positions shall be sent by August 1<sup>st</sup>. A ballot shall be closed on the thirtieth (30th) day following the mailing of the last ballot to the membership.

c) The member shall return the ballot to the Secretary by the date indicated on the ballot. This date shall be at least fourteen (14) days after the ballot was sent to the members. The Secretary shall retain a copy of all ballots provided and tabulate the name of the member and their votes. A majority vote of the responding membership voting for an elective position shall be required to elect. Ties shall be settled by lottery. The Secretary will call a meeting with not less than four (4) members of the Executive Council to review and certify the election results. Following certification of the results of the poll, nominees shall be notified promptly of the outcome of the election.

Section 8. In the event that the membership of the Executive Councils falls below four (4) members, the provisions of Section 8 take precedence over provisions of Sections 6 and 7, as may be 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 fourteen (14) days prior notification to the active members of the Chapter, the person who is presiding at the meeting shall request nominations from the floor. After the nominations are closed, a 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 September 1<sup>st</sup> 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, he/she shall ascend to office of President.

## **ARTICLE IX**

### Financial

Section 1. The Executive Council shall review the financial status of the Chapter annually and establish dues in an amount not to exceed thirty percent (30%) per annum of the annual dues of the Health Physics Society.

Section 2. All funds accrued by the authorized agents of the Chapter shall, after proper accounting, 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.

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

Section 4. Notwithstanding any other provision of these articles, the Chapter is organized exclusively for one or more of the following purposes: scientific and educational as specified in Section 401(c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954.

No part of the net earnings of the Chapter shall inure to the benefit of any member, trustee, director, officer of the Chapter, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Chapter), and no member, trustee, officer of the Chapter or any private individual shall be entitled to share in the distribution of any of the Chapter assets upon dissolution of the Chapter.

## **ARTICLE X**

### Amendments

Section 1. Upon recognition by the Executive Council of a need to amend the BYLAWS, the President shall appoint a committee, which within thirty (30) days shall prepare and submit a proposed amendment in writing to the membership. A waiting period of thirty (30) days shall elapse following the electronic distribution or 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 a letter ballot or at a meeting of the Chapter. The affirmative vote of a majority of the membership voting is required to amend.

## **ARTICLE XI**

### Chapter Position Statements

Section 1. A motion that the Chapter makes a position statement on a specific subject may be made by any member at any meeting of the Chapter where a quorum is present. Passage of the motion shall require the approval of a majority of the membership present at the meeting in which the motion is presented. Upon passage of a motion to make a Chapter position statement, the procedure shall be as follows:

- a) The President, with concurrence of the Executive Council, shall appoint a committee which within thirty (30) days following the motion, prepares and submits the proposed statement in writing to the membership. Also, all pertinent information for or against the position statement shall be presented to the membership in such a manner as to enable a member to weigh his/her decision carefully. How the position statement shall be implemented must be stated

- b) A waiting period of fifteen (15) days shall elapse following the distribution of the proposed position statement 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 fifteen (15) day waiting period, but not more than forty-five (45) days after the mailing of the position statement.
- c) The Executive Council is authorized to poll the membership on proposed position statements by means of (1) a letter ballot, or (2) a secret ballot at a meeting of the Chapter. Approval requires a two-thirds (2/3) majority vote and more than 20% of the membership voting.
- d) Executive Council, under dire emergent circumstances, may prepare and issue a position statement prior to submission to the membership. Within one (1) week, the Executive Council is to notify the membership of the need to respond prior to the submission to the membership and provide a copy of the issued position statement. The notification shall also include notice of a special Chapter meeting to be held no later than three (3) weeks of issuance of the position statement by the Executive Council.

**RULES of the  
NORTHEASTERN NEW YORK CHAPTER of the  
HEALTH PHYSICS SOCIETY**

Adopted June 29, 1960

Amended July 1, 2014

The following RULES are promulgated to augment the BYLAWS of the Chapter. Provision for these RULES is made in Article V, Section 2 of the BYLAWS. These RULES are intended to expedite the effective administration of the Chapter and to provide continuity of operation from one administration to the next. These RULES, along with the BYLAWS, shall govern the administration of Chapter affairs until such time they are amended through appropriate Executive Council action.

**Section I – Membership**

- (1) Application for membership in the Chapter shall be made on a form approved by the Executive Council which shall include the approval signatures of at least two (2) sponsors who are Chapter members.
- (2) Election to membership in the Chapter shall require the approval of at least four (4) members of the Executive Council. Applications for membership must be acted upon within thirty (30) days of receipt.
- (3) The Secretary shall notify new members of acceptance into the Chapter within fifteen (15) days of their election to membership by the Executive Council.
- (4) There shall be an official roll of membership and a list of the membership of the Chapter shall be furnished to each member each year. Only names will be furnished to Chapter members. Other information, such as mailing or e-mail addresses or phone numbers will not be provided.
- (5) It shall be the responsibility of the Chairman of the Membership Committee to prepare and distribute the annual membership roll within sixty (60) days following the deadline for dues payment for the current year.

**Section II - Annual Dues**

- (1) The annual dues shall be fifteen (15) U.S. dollars and shall be payable upon acceptance to membership and upon each dues billing thereafter.

### **Section III - Financial Records**

- (1) The Treasurer shall issue a receipt for all dues paid in cash. A receipt will be issued, only if requested, for dues paid by check.
- (2) The Treasurer shall maintain a detailed ledger of receipts and expenditures for each fiscal year which shall run concurrent with the Chapter term. The ledger shall itemize all receipts and expenditures with date, amount and description of each transaction. A standardized format for bookkeeping as approved by the Executive Council will be used from year to year.
- (3) The Treasurer shall prepare the annual financial report in a standardized format as approved by the Executive Council.

### **Section IV - Standing Committees**

- (1) The President shall appoint a Membership Committee to include representatives from the various organizational groups within the Chapter. The primary duties of the Membership Committee shall be to recruit new members and to assist in the preparation of the annual membership roll.
- (2) 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 all arrangements for all Chapter meetings.