

**BY-LAWS OF THE SOUTHERN CALIFORNIA CHAPTER
OF THE HEALTH PHYSICS SOCIETY**

Article I - Objectives

Section 1 The objectives of the Southern California Chapter as stated in the Charter shall be accomplished through meetings, publications, lectures and such other means as are approved by the Executive Committee. All members are encouraged to pursue these objectives; however no member shall do so in the name of the Chapter without prior approval-by the Executive Committee.

Article II - Membership

Section 1 MEMBERS

Every Plenary or Corresponding Member of the Health Physics Society (hereinafter called Society) who applies for membership in the Southern California Chapter (hereinafter called Chapter) shall automatically become a member upon presentation to the Admissions Committee of proof of Society membership status and following payment of Chapter dues.

Section 2 ASSOCIATE MEMBERS

Every Associate Member of the Society shall automatically become an Associate Member of the Chapter upon presentation to the Admissions Committee of proof of Society membership status and following payment of Chapter dues. Other persons engaged or interested in health physics may become Associate Members of the Chapter upon approval of the Admissions Committee and following payment of Chapter dues.

Section 3 LIFETIME MEMBERS

Every Member or Associate Member of the Chapter shall be entitled to become a Lifetime Member through one payment to cover all potential dues for their membership with the Chapter. The fee for Lifetime Membership shall be determined by the Executive Board, and reviewed annually during budget discussions. Future increases in the fee established for this membership category will not affect any current Lifetime Members.

Section 4 STUDENT MEMBERS

Every Student Member of the Society shall automatically become a Student Member of the Chapter upon presentation to the Admissions Committee of proof of Society membership status. Other persons who are full-time students at an institution of higher learning may become Student Members of the Chapter upon presentation of student status to the Admissions Committee. Student Members will not vote nor hold elective office. They will receive a 10\$ subsidy toward their meals at regular Chapter meetings and special student rates for attendance at technical and educational meetings and seminars sponsored by the Chapter.

Section 5 EMERITUS MEMBERS

Any member or Associate Member of the Chapter upon reaching the age of sixty-five (65) may apply, using the procedure described in Section 9, Application for Membership, for reclassification as an Emeritus Member of the Chapter. Emeritus Members will not be required to pay dues, yet will continue to be eligible to vote and hold elective office. Emeritus Members will receive all regular Chapter mailings such as Newsletter, Membership Handbook, and announcement of special meetings or technical programs. They will receive special Emeritus Member rates for attendance at technical and educational meetings sponsored by the Chapter.

Section 6 AFFILIATE MEMBERS

Affiliate Members must be organizations whose interests in the general field of radiation protection are such as to warrant a formal working relationship with the Chapter. Affiliate Members are non-voting Members except in matters as may develop between the Affiliate Members and the Chapter Executive Committee. However, a representative of such an organization may serve on the Chapter Committees when such persons are duly appointed to such Committees. Affiliate Membership is divided into subgroups, the privileges of each being specified in a Standing Rule.

Section 7 CHANGE IN MEMBERSHIP STATUS

Members may change membership status following approval by the Admissions Committee of their qualifications or reason for status change. Student Members must verify their student status annually.

Section 8 DUES

Dues shall be payable on the first day of January. Dues for the forthcoming calendar year shall be established by the Executive Committee, for all membership grades. They shall be published in a membership mailing not less than thirty (30) nor more than sixty (60) days before they come due. Members of any grade whose dues are unpaid on the first day of March shall not be entitled to vote, or be nominated for or hold elective office until such time as they are paid. Members of any grade whose dues remain unpaid for an entire calendar year shall be terminated from membership and removed from the mailing list, following notification by the Treasurer (Article III, Section 5)

Section 9 REINSTATEMENT

Members of any grade who have been terminated for non-payment of dues, may be reinstated to good standing following approval by the Admissions Committee, and payment of the current years dues plus a reinstatement fee equal to fifty percent (50%) of annual dues in effect at the time. Members who have resigned for other reasons may be reinstated without payment of the reinstatement fees.

Section 10 APPLICATION FOR MEMBERSHIP

Application for chapter membership shall be made on the form approved by the Executive Committee. All applicants for membership shall be notified in writing by the Chapter Secretary within thirty (30) days of the Admissions Committee action.

Article III - Officers

- Section 1 The officers of the Chapter shall be a President, a President-elect, a Secretary, and a Treasurer. The President and President-elect must be Plenary or Corresponding Members in good standing with the National Society; all officers must be Members in good standing with the Chapter. The President-elect will serve for one (1) year and shall automatically succeed to a one (1) year term as President. The Secretary and Treasurer will serve for two (2) years; each officer being elected in alternate years. No President-elect/President shall be elected to consecutive terms.
- Section 2 The President shall guide the Chapter in the formulation of constructive activities, and shall preside over meetings of the Chapter. The President shall, upon approval by the Executive Committee, appoint necessary committees and make other such appointments as deemed necessary. The President, unless specifically named elsewhere, shall be an ex-officio member of each committee, with the exception of the Nominating Committee. At the Annual Meeting, the President shall submit a report (either oral or written) summarizing the accomplishments of the Chapter and, within thirty (30) days after the Annual Meeting, shall submit a written report to the Secretary of the Health Physics Society.
- Section 3 The President-elect shall perform the duties delegated by the President, and in the absence of the President shall assume the duties of the President. The President-Elect shall assume the office of the President at the close of the Annual Meeting.
- Section 4 The Secretary shall prepare and appropriately distribute minutes of all Chapter and Executive Committee meetings, and shall maintain records of the Chapter. Within one-hundred and twenty (120) days after the Annual Meeting, the Secretary will distribute to all Chapter members a Membership Handbook containing such information as Name, Affiliation, Home Address, and Telephone Number and Business Address and Telephone Number, when possible. The Secretary shall prepare and distribute other correspondence in a manner directed by the President .
- Section 5 The Treasurer shall maintain custody of all moneys of the Chapter in a manner approved by the Executive Committee and shall pay all authorized bills against the Chapter. The Treasurer shall notify the membership of the dues payable for the forthcoming Chapter year by letter, no later than thirty (30) days before they become payable (January 1). A reminder notice shall be sent to all members delinquent in dues not later than thirty (30) days before their membership will be automatically terminated, advising them of the impending action. (Article II, Section 7). At the Annual Meeting, the Treasurer shall submit a written financial report at the next scheduled meeting of the Executive Committee. At the end of the term of-office, all funds, financial records, and other properties of the Chapter will be turned over to the incoming Treasurer.

Article IV - Executive Committee

Section 1 The Executive Committee is the governing body of the Chapter.

Section 2 The Executive Committee shall consist of the Officers, the most recent Past-President, three (3) Directors, an ex-officio, any Chapter member who is an Officer Director, or Committee Chairman of the Health Physics Society. Four (4) members of the Executive shall constitute a quorum.

Section 3 The Chairman of the Executive Committee shall be the President.

Section 4 Directors shall be Members or Associate Members in good standing of the Chapter. Directors shall be elected for three (3) year terms; one Director being elected each year. A Director designated to fill a partial term may be re-elected to a full term, but may not be elected to or serve two consecutive full terms.

Section 5 The Executive Committee shall meet at least four (4) times during each Chapter year. The schedule for these meetings shall be planned by the Committee as far in advance as practical to ensure maximum attendance. The Secretary shall notify Committee members of meetings at least ten (10) days prior to the meeting.

Section 6 An annual budget will be prepared by the Executive Committee at the first Executive Committee Meeting following the Annual Meeting. Any member of the Executive Committee may approve an expenditure of no more than \$100.00. Any non-budgeted expenditure of more than \$100.00 must be approved by the Executive Committee. All bills will be paid or reimbursed by the Treasurer upon receipt of approved invoices.

Section 7 The Chapter may establish and position statements on topics of public significance (e.g., impending legislation) that are in or directly related to the technical area of radiation protection as follows:

- a) The Executive Committee, on it's own initiative or as directed in (c) below, may prepare the statement which is prefaced to indicate that it reflects the position of the Executive Committee of the Chapter, and does not necessarily reflect or commit individual Chapter or Society members to this position. The statement must be approved by two-thirds of the entire Executive Committee, and must be published in the Chapter Newsletter immediately following Committee action.
- b) The Executive Committee, on its own initiative or as directed in (c) below, may prepare the statement, which must be approved by a majority of the Executive Committee members present. The statement shall be provided to each Chapter member by mail ballot for approval or rejection. If two thirds of the members voting within a 30-day period after mailing approve the statement, the statement shall be issued as representing the Chapter position, but not necessarily that of the Society.
- c) At any Chapter business meeting, the Executive Committee may be directed to prepare position statements, as provided in paragraphs (a) or (b) above, by a simple majority vote of the eligible Chapter membership present.

Article V - Vacated Offices

- Section 1 This Article provides for the filling of vacated, elective positions.
- Section 2 An elective office shall be declared vacant by the Executive Committee in the event that an officer or director resigns or ceases to be a member of the Health Physics Society.
- Section 3 The office of President, if vacated, shall not be filled. Instead, the President-elect shall assume the duties of the President for the remainder of the Chapter year.
- Section 4 The office of the President-elect, if vacated, shall be filled as quickly as possible by special election performed in the manner specified in Article VI.
- Section 5 The office of Secretary, if vacated, shall be filled by appointment by the President, with approval by the Executive Committee.
- Section 6 The office of Treasurer, if vacated, shall be filled by appointment by the President, with approval by the Executive Committee.
- Section 7 If one (1) Director position should become vacant, the President may, with the approval of the Executive Committee, appoint a replacement to serve until the next annual election. If additional Director positions become vacant in the same Chapter year, they shall be filled at the next annual election or by special election, at the discretion of the Executive Committee.

Article VI - Election of Officers and Directors

- Section 1 Election, both annual and special, of Officers and Directors shall be performed in the manner specified by the Charter of this Chapter and by this Article.
- Section 2 Nominations for all elective positions shall be made by the Nomination Committee, and the ballot shall provide for write-in candidates.
- Section 3 The Nominating Committee shall select two (2) nominees for each elective position. In no case shall a person's name be placed in nomination for more than one (1) elective position during any election. Except for write-in candidates no person shall be nominated without the person's consent. The Committee shall deliver, in writing, it's nominations and a brief resume of each nominee's health physics background to the Secretary by the April Chapter Meeting.
- Section 4 The Secretary shall prepare the ballot, nominee resumes, voting instructions, and suitable return envelopes. The ballot package shall be mailed to the eligible Chapter membership on or before 1 May. (See Article II, Section 5)
- Section 5 Ballots shall be counted by at least three (3) Chapter members, two (2) or more of whom are members of the executive Committee. All ballots received by the opening

of the Annual meeting shall be counted. (In the event of a special election, only those ballots received within thirty (30) days after mailing by the Secretary shall be counted.) Election shall be accomplished by a majority vote of the eligible membership voting. Ties shall be settled by lottery.

Article VII - Chapter Meetings

Section 1 Chapter meetings shall be held at least four (4) times each Chapter year. The nature, time, and place of each meeting shall be determined or approved by the Executive Committee, except that special meeting can be required by written petition signed by ten (10) or more members.

Section 2 The Annual Meeting will be held during June of each calendar year.

Section 3 Members shall be notified of all Chapter meetings by written announcement mailed by the Secretary at least fifteen (15) days prior to each meeting.

Article VIII - Committees

Section 1 The President shall, with the approval of the Executive Committee, appoint the committees listed in Section 3(c) through (j), and any others necessary to accomplish the objectives of the Chapter, and shall notify the membership of such appointments.

Section 2 Each Committee shall maintain records of the activities of the Committee and shall submit these records to the President, upon request.

Section 3 STANDING COMMITTEES

- a) The Admission Committee shall be comprised of any assembled quorum of the Executive Committee. It shall review applications for membership in the Chapter, and for changes in membership status. It shall vote on applicants who are not Plenary, Corresponding, Associate, or Student Members of the Society. An affirmative vote by a majority of the Committee is required for acceptance.
- b) The Memorial Fund Committee shall be comprised of the President, the most recent Past-President, and the Treasurer. Administration of the Memorial Fund shall be in accordance with Article IX. If any of the three (3) officers named above is not available, then the President shall appoint a current chapter member who has served on the Executive Committee.
- c) The Nominating Committee, whose function is described in Article VI, shall be comprised of a Chairman, and at least two (2) other persons, each of whom is a Member or Associate Member of the Society. No member of this Committee shall be an Officer or Director of the Chapter.
- d) The Program Committee shall consist of the President-elect as Chairman, and at least two (2) other Chapter members, who shall develop as early as possible in the Chapter year, a tentative program (speakers, etc.) for Chapter meetings throughout the year and shall submit this program to the Executive Committee for approval. Upon approval, the Program Committee shall make final arrangements for speakers, meeting places, etc. , and shall submit this information to the Secretary who will notify the membership in accordance with Article VII, Section 3.

- e) The Publications Committee shall consist of the Secretary as Chairman, the Editor of the Newsletter, and other Chapter members appointed by the Chairman, who will assist in the preparation, publication, and distribution of the Newsletter, the Membership Handbook, and other related tasks as may be requested by the Executive Committee.
- f) The Education Committee shall consist of a Chairman and other persons from the membership to be appointed by the Chairman. This Committee shall advise the Executive Committee regarding educational programs and activities which will assist the Chapter in achieving its objectives as stated in the Charter. The Education Committee shall conduct educational programs as approved by the Executive Committee.
- g) The Public Information Committee shall consist of a Chairman and other Chapter Members appointed by the Committee Chairman, each of whom is a Member or Associate Member of the Society. This Committee shall advise the Executive Committee regarding the dissemination of information to the general public and shall, with the approval of the Executive Committee, conduct a public relations program consistent with the objectives of the Health Physics Society.

The Public Information Committee shall also serve as a Speakers Bureau, maintaining a roster of members who are qualified and willing to speak publicly on various phases of Health Physics. The Public Information Committee shall assist the Education Committee as requested by the Chairman of that Committee.

- h) The Legislative and Standards Committee shall consist of a Chairman and other Chapter Members to be appointed by the Chairman. This Committee shall keep abreast of proposed legislation and radiation standards at all levels of government that would be of interest to the Members of the Chapter. This Committee shall advise the Executive Committee on proposed legislation and regulation.
- i) The Science Fair Award Committee shall consist of a Chairman and such other Chapter members, to be appointed by the Chairman, as are necessary to carry out the functions of this Committee. The Chairman and each member of this Committee shall be responsible for selection of two (2) other members, who, with the Chairman, will act as judges at the Science Fair assigned.

The winner of each Fair shall receive a certificate of award within thirty (30) days of the selection, and such additional award as may be approved by the Executive committee.

- j) The Membership Committee shall consist of a Chairman and such other Chapter members, to be appointed by the Chairman, as are necessary to carry out the functions of this Committee. The Chairman shall be a Member or Associate Member of the Society. Committee members shall be members of the Chapter. Responsibilities of this Committee include keeping an up-to-date roster of the Chapter membership, coordinating activities with the Secretary and Treasurer; contacting and reinstating delinquent members, and actively recruiting new members.

- k) The Professionalism Award Committee shall consist of the three (3) most recent Past-Presidents with the Immediate Past President as Chairman. If any of the three (3) most recent Past-Presidents is not available, then the President shall appoint a current Chapter member who has served on the Executive Committee. This Committee shall select a Chapter member, if one is suitable, annually, for a "Distinguished Achievement" award under the following conditions: The candidate need not necessarily be a member of the National Society. The nomination of candidates shall be endorsed by three (3) Chapter members and shall include supporting information. Criteria for the selection of a candidate shall include the nominees contributions in at least one of the following areas: Operational Health Physics; Research and Development; Radiation Program Management; Public Relations Activities; Training and Education; and Legal and Regulatory. Nominations and selection shall be for service or performance in the Health Physics Profession that is reasonably current in nature. If a member of the Selection Committee is an award candidate, he shall be disqualified from serving on the Committee. An Award of \$200.00 shall be made, accompanied by a certificate and a letter of citation.

Article IX - Memorial Fund

Section 1 PURPOSE

This Fund, established as a means of honoring deceased members, will be used to further the educational aims of the Chapter.

Section 2 ORGANIZATION

The Fund is a continuing one which is divided at present as follows:

- a) The Louis B. Silverman Memorial Fund established in January, 1964, to honor Mr. Louis B. Silverman, as a charter Member of the Chapter.
- b) A General Fund to honor other people who need not be members of either the national or local Health Physics Society.

Additional sections of the Fund may be established in the name of a specific individual when an excess of \$500.00 has been donated honoring this particular individual.

NOTE: When any one section of the fund contains insufficient funds to permit giving an award in the name of a person, such funds will be combined with the General Fund (Section 2(b)).

Section 3 USES

- a) As long as funds are available in Section 2(a), Louis B. Silverman Award of a special certificate and a check, for an amount to be determined by the Chapter Executive Committee, will be made each year to a graduate student in the general field of Radiobiology. The field of Radiobiology will be considered as including Biophysics, Environmental Health and Safety, Health Physics, Nuclear Medicine, Radiation Biology, and Radiation Chemistry. The Memorial Fund Committee shall solicit nominations from schools in the Southern California area which have graduate programs in the field of Radiobiology. Names of qualified students, together with a statement of qualifications, may be submitted by Chapter members to the Memorial Fund Committee for consideration. Selection of the candidate will be made by the Memorial Fund Committee in consultation with the appropriate staff members of the University of California at Los Angeles.
- b) If, when it is time for the selection of a graduate student, a suitable candidate cannot be found, the Award may be (1) made to a library of any college in Southern California for the purchase of books in the field of Radiobiology (these books to be labeled as being given by the Louis B. Silverman Award of the Southern California Chapter of the Health Physics Society) or (2) not given.
- c) Similar named awards may be given if and when funds are available from other selections of the Fund. Awards given from the General Fund will be presented in the name of the Southern California Chapter of the Health Physics Society.

Section 4 DISPOSITION OF FUND

In case the Southern California Chapter of the Health Physics Society disbands, any moneys remaining-in the Memorial Fund at that time shall be transferred to the Library of the University of California at Los Angeles for the purchase of books of their choice.

Section 5 DATE OF AWARD

The first award was made at the April, 1965 meeting of the Southern California Chapter of the Health Physics Society and yearly thereafter

Article X - International Colleague Program
(Deleted October, 1969)

Article XI - Amendments

Section 1 Amendments to these bylaws may be presented to any Member or Associate Member in good standing at any regular meeting of the Chapter, or at any special meeting called for that specific purpose. They shall be presented in writing and shall be offered to the membership present at that meeting on motion for consideration and circulation to the voting membership. A simple majority of those eligible voting members present shall be necessary to pass the motion. Amendments accepted for future consideration and circulation shall be circulated with ballot to all eligible voting members in good standing. A two-thirds affirmative vote of the ballots returned within thirty (30) days shall be necessary for adoption of any amendment

Section 2 CHAPTER STANDING RULES

The Executive Committee shall determine which criteria, procedures and guidelines, relating to Committee membership qualifications and functions, Officers' duties, Chapter operations and other related matters, are to be defined in the Chapter Standing Rules. These Rules will be maintained, on current basis, by the Chapter Secretary and shall be changed and/or modified by a majority vote of the Executive Committee at any regular or special business meeting of the Committee.