BY-LAWS OF THE ACADEMIC, INDUSTRIAL, AND RESEARCH RADIATION SAFETY SECTION OF THE HEALTH PHYSICS SOCIETY

ARTICLE I
Objectives and Purposes

1. The general objectives and purposes of the section are identified in the Section Charter.

2. Specific objectives and purposes of the Section include:

   (a) Disseminate information related to operational health physics and radiation safety programs at academic, industrial, and research facilities;
   (b) Provide a forum for dealing with regulatory issues pertaining to academic, industrial, and research facilities;
   (c) Promote professional development within radiation safety programs;
   (d) Develop consensus standards of practice for academic, industrial, and research radiation safety programs; and
   (e) Provide for open lines of communication between Section members, as provided for in the section Charter.

3. Further ad hoc objectives that are consistent with paragraphs 1 and 2 of the Article may be adopted by the Section Board of Directors, hereinafter called the Board.

ARTICLE II
Section-Society Relationship

1. The Section-Society relationship shall be set forth in the Section’s Charter.

2. Copies of critical documents of the Section shall be deposited in a file maintained in the offices of the Executive Secretary of the Society.

3. The Executive Secretary of the Society will assist in the management of the Section affairs, as requested by the Section Secretary/Treasurer, and will arrange for:

   (a) Receipt and deposit of dues for the Section;
   (b) Tracking Section membership information;
   (c) Place and logistics of the Annual Meeting of the Section, in conjunction with the Annual Meeting of the Society; and
   (d) Other tasks as needed, consistent with the Society-Secretariat contractual agreement.

4. The fiscal year of the Section will coincide with the fiscal year of the Society.
5. At least two weeks before the Annual Meeting of the Society, the Section President will submit an Annual Report of the Section to the Society President, with a copy to the Executive Secretary of the Society. The Annual Report of the Section should include a description of the major activities of the Section during the year ending with the forthcoming Annual Meeting, and other items deemed significant by the President of the Section or as requested by the Society President.

6. The Annual Report of the Section to the Society should be accompanied by a budget request for the next fiscal year.

7. Every activity of the Section shall be conducted in such a manner that it is financially sound and within the budget allocated to the Section, as determined by the Section Secretary/Treasurer.

8. The Section President (or designee) shall meet with the Society President (or designee) during the Annual Meeting of the Society to discuss current and past activities and future direction.

ARTICLE III
Membership

1. Any member of the Society in good standing who has substantial interest in academic, industrial, and research operational health physics, the structure and content of radiation safety programs at academic, industrial, and research facilities shall automatically become a member of the Section upon verification of Society membership and upon payment of Section dues.

2. The Section Board shall establish the amount of membership dues.

3. Membership in the Section ceases when (i) the Section Board accepts the written resignation of a member, (ii) upon the death of a member, or (iii) a member’s dues go unpaid after March 1 of the calendar year for which the dues are specified. 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. Dues are not pro-rated. Resigning from the 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 in the Section.

ARTICLE IV
Administration

1. Each year, the Section shall elect a President-Elect or Secretary/Treasurer-Elect, and a Director. The President-Elect, Secretary/Treasurer-Elect, and Director each serve three years in office. The President-Elect will automatically become President for the second and third years during their three-year tenure on the Board. The Secretary/Treasurer-Elect will automatically become Secretary/Treasurer for the second and third years.
during their three-year tenure on the Board. The Director serves for three years. There are three Directors, one being elected each year to replace the one whose three-year term is ending.

2. The Section Board and their representative terms of office are listed below for summary purposes:

<table>
<thead>
<tr>
<th>Office</th>
<th>Term of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>President-Elect</td>
<td>One Year</td>
</tr>
<tr>
<td>President</td>
<td>Two Years</td>
</tr>
<tr>
<td>Secretary/Treasurer-Elect</td>
<td>One Year</td>
</tr>
<tr>
<td>Secretary/Treasurer</td>
<td>Two Years</td>
</tr>
<tr>
<td>Director</td>
<td>Three Years</td>
</tr>
</tbody>
</table>

Election to President-Elect or Secretary/Treasurer-Elect includes the following two years as President and Secretary/Treasurer, respectively.

3. The President serves as the principal executive officer of the Section, is responsible for overall administration and direction of the Section, and serves as Chair of the Section Board. The President appoints Committee Chairs for Standing Committees and for Ad Hoc Committees that are required during the President’s term.

**ARTICLE V**

**Tenure, Vacancies, and Election Procedures for Officers**

1. A new Section Term begins with the close of each Annual Meeting of the Section, which is held in conjunction with an Annual Meeting of the Society.

2. The term for appointed office ends automatically when a new President is installed, unless the appointee is specifically reappointed by the new President.

3. The term of office for the elected officers is outlined in Article IV above. Each elected officer remains in office until a successor is installed at the close of the Annual Meeting.

4. A vacancy occurs in an office, whether it is appointed or elected, when (i) the officeholder resigns from office, (ii) the officeholder ceases to function in the office because of death or other circumstances deemed sufficient by the Section Board, or (iii) the term of office expires.

5. In the event of a vacancy in an appointed office, the President may appoint a successor to fill the vacancy.
6. In the event of a vacancy in the Presidency during a term in which the Officers of the Section includes a President-Elect, the office of President shall remain vacant; however, the President-Elect assumes the duties and authorities of the President while retaining the title of President-Elect until the next Annual Meeting of the Section. In the event of a vacancy in the Presidency during a term in which the Officers of the Section do not include a President-Elect, a special election will be called to fill the position of President.

7. In the event of a vacancy 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 Board for this purpose except where the provisions of Section 8 (catastrophe clause) are invoked.

8. In the event that more than one vacancy occurs, the Section Board may appoint Section Members to fill vacancies, except that if the Presidency is vacant and the President-Elect continues to serve, then the President-Elect ascends to Presidency, as provided in Section 6.

9. Except as provided for in other By-Laws Sections, the regular election procedure for offices by which a vote of the Section membership is taken shall be as follows:

(a) Nominations for Officers and Directors are made by a Nominations Committee consisting of a Chair appointed by the President, and two other members appointed by the Chair from the Section membership. The Nominations Committee may request Section input for nominees.

(b) The Committee should attempt to select at least two nominees for each elective office, but in any case shall select at least one nominee who has agreed to run for each of the elected Board positions required to be filled. No person shall be placed in nomination for more than one elected office during a given election.

(c) At least 60 days prior to the Annual Meeting of the Section, the Nominations Committee shall submit in writing the names of the nominees to the Secretary-Treasurer. If this timeline is not met, the Section Board shall evaluate whether Section Members have had a fair opportunity to vote and determine whether a new election is warranted and communicate their decision and new election procedure to the Section membership.

(d) Suitable ballots shall be prepared by or at the direction of the Secretary/Treasurer and made available to each member of the Section. Ballots for elective positions shall be made available at least 45 days prior to the Annual Meeting and provisions shall be made for the names of write-in candidates on the ballots.

(e) The Secretary/Treasurer shall certify the continued eligibility of each elected person at the time of election. If eligibility has been discontinued for some reason, the matter must be corrected within seven (7) days or the person with the next highest number of votes becomes elected. Printouts of e-mailed ballots and regular mail ballots shall be initialed by a member of the Nominations Committee and turned over to the Secretary/Treasurer at the Annual Meeting to be audited against the active membership roll. The Secretary/Treasurer shall verify before
the Annual Meeting election that any member intending to vote during the election shall not have previously submitted a ballot. Any member who wishes to vote at the Annual Meeting but who has already submitted a ballot may personally withdraw his/her ballot. A majority vote of the membership voting for an elective position shall be required to elect. In the event of a tie vote, the tie shall be broken by a coin toss.

(f) The newly elected Officers and Directors shall be notified of their election promptly if they are not present at the Annual Meeting.

10. All committees shall keep records of their activities and meetings, and shall provide written reports of activities to the President at least ten (10) days prior to the Annual Meeting of the Section. Committee Chairs shall also be prepared to present, at the request of the President, a brief report of Committee activities for the year.

11. The Standing Committees shall include a Nominations Committee and such other committees as may be provided for in the Rules of the Section.

Article VI
Meetings

1. The Section shall hold an Annual Meeting of the Section in conjunction with the Annual Meeting of the Health Physics Society.

2. The Section Annual Meeting is a business meeting of the Section to provide the President’s and the Committees’ reports, to obtain suggestions on further activities and programs from the members present, and to vote on any resolutions or recommendations for new programs. New Officers and Directors will be installed at the Section Annual Meeting.

3. The Section may hold a Midyear Meeting in conjunction with the Midyear Topical Meeting of the Society. If the President can not attend the Midyear Meeting, the President may designate another officer to preside over the meeting. If the Secretary/Treasurer cannot attend, another Section member may be designated to record the minutes of the proceedings.

4. Members of the Section shall be given at least fourteen (14) days notice of all meetings for the Section. The notification shall include the date, time, and place set for the meeting, with an outline of topics to be discussed or presented at the meeting.

5. A quorum at a Section meeting for voting purposes shall consist of at least ten (10) section members. If quorum is not present at a Section meeting where an important decision or resolution must be voted upon, the vote must be delayed and conducted by means that afford all Section members a fair opportunity to vote.

6. The Section Board shall meet in conjunction with each Annual Meeting to discuss and approve policies and programs of the Section. The Board may be presided over by the
President, the President –Elect if the President is absent, or another Officer as designated by the President. A quorum of the Board will consist of at least three (3) of the voting members of the Board.

7. Meeting of the Board may be called by the President as necessary to conduct Section Business. The Secretary/Treasurer shall record minutes of all meetings and transactions of the Board, and shall assist the President in preparing the President’s report for the Annual Meeting if requested. The Section Secretary/Treasurer shall provide a copy of all records for the year to the Society Secretariat.

8. The Society Rules Committee or Parliamentarian may be consulted as needed in the event that any procedure is not covered in these By-Laws and results in the inability to perform necessary business.

ARTICLE VII
Administration

1. These Section By-Laws augment the Section Charter and contain additional provisions for the organization and administration of the Section.

2. Further administration of Section affairs or programs is carried out by Committee Chairs, the Secretary/Treasurer, and Directors, with the assistance of the Society Board Liaison, at the direction of the Section President.

ARTICLE VIII
Financial

1. The Board shall review the financial status of the Section, as reported by the Secretary/Treasurer at the Annual Meeting. The Board shall propose any changes in the membership dues, with such changes being approved by a majority vote of a quorum of the Section members present at the Annual Meeting.

2. All Section membership funds are collected by the Society Secretariat. The Section Secretary/Treasurer shall obtain an accounting of income and expenses from the Secretariat as needed.

3. All expenditures for the year following an Annual Meeting shall be made in accordance with the budget as adopted by the Section Board in office at the beginning of the Annual Meeting. Section Board approval must be given to exceed budget expenditures.

ARTICLE IX
Amendments

Proposed amendments to these By-Laws may be prepared by any member of the Section. Society Rules govern the process for Society Board approval of modified By-Laws. Upon
Society Board approval, the Section Board shall submit the proposed amendments for balloting by Section membership. Ballots shall include the Section Board’s recommendations, if any. A By-Law is adopted, rejected, or amended on the basis of a majority of the votes cast on the issue designated in a particular poll.