

**BYLAWS OF THE ENVIRONMENTAL/RADON SECTION  
OF THE HEALTH PHYSICS SOCIETY**

ARTICLE I

Name

The name of the organization shall be the Environmental/Radon Section, hereinafter designated as the Section, of the Health Physics Society (hereinafter designated as the Society).

ARTICLE II

Objectives

Part 1. The primary objectives of the Section are to (i) encourage the dissemination of information among individuals in the fields related to environmental radiation protection and the behavior and effects of radon and radon progeny, (ii) improve public understanding of the problems and needs in protection of people from the health effects of exposure to radon and radon progeny, (iii) encourage research in environmental radiation protection and promote excellence in the practice of environmental radiation protection, and (iv) provide for open lines of communication among section members and with the Society, as provided for in the Section CHARTER.

Part 2. The objectives of the Section shall be accomplished by meetings, conferences, and publications with emphasis on all sciences and technologies that contribute to the knowledge of the behavior and effects of radioactive materials in the environment, including radon and its progeny, and methods of protecting workers and the public from the adverse effects of environmental radionuclides, including radon and its progeny, in occupational and public settings.

Part 3. To further the objectives given in the CHARTER, the Section shall:

- a. Hold meetings for the presentation and discussion of professional papers relating to environmental radioactivity, including radon and the indoor environment;
- b. Disseminate knowledge and information concerning the behavior and effects of environmental radioactivity, including radon and radon progeny, as listed in Sections 1 and 2 supra by discussions, communications and the presentation of papers;
- c. Encourage closer professional relations among the members of the Section; and
- d. Cooperate with other scientific and professional groups that have similar objectives.

ARTICLE III

Section-Society Relationship

Part 1. The activities of the Section and its members shall be governed by the Articles of Incorporation, BYLAWS and RULES of the Society and the CHARTER, BYLAWS and RULES of the Section.

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Part 2. The Section shall not have authority to act for or in the name of the Society. No action, financial or other obligation or expression of the Section shall be considered an action, obligation or expression of the Society.

Part 3. Section policy shall be set by the Section Executive Board. An annual report concerning the Section shall be submitted by the Section Secretary-Treasurer to the Business Office of the Society prior to the Annual Meeting of the Society. The Report shall describe the financial and membership status of the Section and major scientific and technical activities during the year.

Part 4. Every activity of the Section shall be conducted in such a manner that it shall be financially sound as determined by the Secretary-Treasurer of the Section.

### ARTICLE IV Membership

Part 1. Every member of the Society shall automatically become a member of the Section upon presenting to the Section proof of membership in the Society followed by payment of Section dues to the Society Business Office.

Part 2. With the concurrence of the Section Executive Board, an individual with a professional interest in environmental radioactivity and/or radon and its progeny, may become a special member of the Section upon application and payment of annual Section dues to the Society Business Office.

Part 3. The Executive Board may confer honorary membership on any person whose personal contribution to the advancement of the Section affairs is particularly worthy. Persons so honored shall receive program announcements of Section activities and no dues are required but they shall have no vote and the honorary membership terminates at the end of the Section Term in which it is granted unless renewed by action of the Executive Board. Other classes of membership with or without dues requirements may be established by the Executive Board if provided for in the RULES of the Society.

Part 4. Membership in the Section ceases when (i) the Executive Board accepts the written resignation of a member, (ii) the death of a member is confirmed, or (iii) a member allows his/her dues to 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. 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 V Officers

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

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Part 2. The president is the presiding officer of the Section and as such is responsible for the overall administration of Section affairs.

Part 3. The President-Elect shall be chosen by vote of the membership for two Section Terms as an officer and one Section Term on the Executive Board. At the conclusion of the first Section Term, the President-elect automatically becomes the President; the President-elect performs duties as delegated by the President; and, in the absence of the President, assumes the duties of the President. At the conclusion of the Section Term as President, the incumbent serves on the Executive Board as Past-president.

Part 4. The Secretary-Treasurer is chosen by a vote of the membership on alternate years for two Section Terms.

Part 5. The Secretary-Treasurer keeps a record of all transactions and meetings of the Section and Executive Board. The Secretary-Treasurer carries out correspondence of the Section as directed by the President, keeps an accurate mailing list of the membership, and posts all ballots used in elections and amending procedures.

The Society Business Office collects and maintains custody of Section dues. The Society pays all authorized bills against the Section. The Society Business Office provides a record of the Section finances to the Secretary-Treasurer prior to the Annual Meeting of the Section. The Secretary-Treasurer provides a financial statement to the membership at the Annual Meeting of the Section.

### ARTICLE VI Executive Board

Part 1. The Executive Board is the governing body of the Section, and, as such, shall have, hold, and control all funds, properties, and activities of the Section in accordance with the BYLAWS governing these matters. It consists of seven (7) voting members including the President, President-Elect, Past-President, Secretary-Treasurer, and three (3) elected Board Members. The Board Members shall be elected from the Society membership of the Section for three Section Terms each and one Board Member shall be elected each year.

Part 2. The Executive Board may adopt and document RULES which govern the conduct of all meetings and the administration of Section 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 Executive Board action.

Part 3. The Executive Board meets at the call of the President who presides over the meetings. A written request directed to an Officer and which bears the signatures of at least four (4) members of the Board requires that a meeting be called.

Part 4. Four (4) members of the Executive Board shall constitute a quorum. Any member not able to be present at a meeting of the Board may be represented by 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 Executive Board 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

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case, the presiding officer may cast the deciding vote. If a quorum cannot be established at a regular scheduled meeting of at least two (2) Executive Board members, a vote can be made by the two (2) members present to empower the President to conduct a letter ballot or email ballot of all members of the Executive Board not present.

Part 5. Any time the President deems it necessary for the Executive Board to vote on an issue between Annual Meetings, he/she may conduct the vote by electronic means if all seven (7) members of the Executive Board have access to said means.

Part 6. Ordinarily the meetings of the Executive Board are open to the membership and such other persons as the Executive Board may designate. However, on occasion, the Executive Board may hold a closed session if personnel matters are involved.

### ARTICLE VII Section Meetings

Part 1. The Section shall hold an Annual Meeting of the Section no later than July 31 of each calendar year except in the event the Society Annual Meeting is to be held after that date. Other meetings of the Section may be called at the discretion of the Executive Board and the Section shall hold at least one meeting each calendar year.

Part 2. Members of the Section shall be given at least thirty (30) days advance notice of all meetings of the Section. The notification shall include the date, time, place set for the meeting, and an agenda that lists the scheduled activities of the meeting.

Part 3. A quorum at a Section meeting for voting purposes shall consist of twenty (20) percent of the Section membership or 25 qualified voters, whichever is less.

Part 4. All meetings of the Section are open to the entire membership and, except when otherwise specified in writing by the Executive Board, any member is privileged to bring guests to Section meetings provided reservations are made when required and/or registration fees are paid when applicable.

Part 5. The Robert's Manual shall be the guide for any parliamentary procedure not especially provided for in the RULES of the Section.

### ARTICLE VIII Committees and Appointments

Part 1. The President shall appoint, with the approval of the Executive Board, individuals and/or committees to assist the officers and the Executive Board 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 groups within the Section to include industrial, governmental, educational, and professional interests. In addition, except where committees are charged specifically with either a radon or environmental radioactivity issue, the committee should include members with primary interests in each of the two areas.

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Part 2. All committees shall be responsible for keeping records of the activities of the committee and shall submit such records to the Secretary-Treasurer of the Section.

Part 3. The Permanent Committees shall include a Nominating Committee and other such committees as may be provided for in the RULES of the Section. The Nominating Committee must include members with primary interests in radon and in environmental radioactivity.

Part 4. The President, the President-Elect or Secretary-Treasurer will represent the Section at meetings of the Chapter Council when it meets at the Annual Meeting of the Health Physics Society. In the event that one of these officers cannot attend these meetings, the Executive Board may appoint alternates who shall be members of the Society.

### ARTICLE IX

#### Tenure, Vacancies, and Election Procedures

Part 1. A new Section Term begins with the close of each Annual Meeting of the Section.

Part 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 names all persons who will serve in an appointive office subject to Article VIII, Section 1.

Part 3. The term of office for an elective office shall be as defined elsewhere in the BYLAWS of the Section. Such office holders remain in office until a successor has been selected and installed in the office. However, no person may succeed his or herself unless that person is filling out an unexpired term for another. Also, for the purposes of Article VII of the BYLAWS, the offices of President and President-elect shall be considered as one office.

Part 4. A vacancy occurs in an office, whether it is appointive or elective, when (i) the office holder resigns from office, (ii) the office holder ceases to function in the office because of death or other circumstances, or (iii) the term of office expires.

Part 5. In the event of a vacancy in an appointive office, the vacancy is filled in accordance with procedures governing appointments.

Part 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 Board may make an appointment to hold through the next Annual Meeting of the Section at which time the vacancy shall be filled by a vote of the membership under the regular election procedure. When the office of the President becomes vacant: The President-elect assumed the duties of the President, but he/she retains the title of President-Elect until such time as he/she ascends to the presidency in his/her own right and the position of past-President becomes 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 Board for this purpose except where the provisions of Part 8, *infra*, are invoked.

Part 7. Except as provided for in Part 8 of this article, the regular election procedure by which a vote of the membership is taken shall be as follows:

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- a. Nominations for all elective positions shall be made by a Nominating Committee consisting of a Chairman and two (2) other members appointed by the President and approved by the Executive Board. No member of the Executive Board shall be eligible to serve on this committee. An effort shall be made towards achieving a balance of representation on the committee by including individuals with interest in environmental radioactivity and radon. All decisions of the committee shall require the affirmative vote of a majority of the committee.
- b. The Nominating Committee shall select two nominees for each elective office and no member shall be nominated without that member's consent.
- c. In the event the Nominating Committee fails to find two nominees for any elective office, the Chair of the Committee shall inform the Executive Committee. The Executive Committee may decide to allow the election to proceed without two nominees for one or more positions.
- d. At least ninety (90) days prior to the Annual Meeting of the Section, the Nominating Committee shall submit in writing the names of the nominees to the Secretary-Treasurer.
- e. Suitable ballots shall be prepared by or at the direction of the Secretary-Treasurer and sent to each member of the Section. Ballots for elective positions shall be mailed or sent electronically at least sixty (60) 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 thirtieth (30th) day following the mailing or electronic dispatch of the last ballot to the membership.
- f. The member shall return the ballot in accordance with instructions provided with the ballot. In not more than fifteen (15) days following the closing of the ballot, the Secretary-Treasurer shall tabulate or provide for the tabulation by a disinterested third party and certify the vote. 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. Following certification of the results of the poll, nominees shall be notified promptly of the outcomes of the election.
- g. For the initial election of Section Officers and Board members, the Acting President of the Section shall appoint a nominating Committee which shall present nominees for President (2 year term, second as past-president), President-Elect 3 year term, second year as President, third year as past-president), Secretary-Treasurer (2 year term), and nominees (6) for three Board positions. The Board nominee receiving the most votes shall be elected for a three-year term, the nominee receiving the second highest number of votes, to a two year term, and the nominee with the third highest number of votes, to a one-year term. Ties will be settled by coin toss. The officers and Board members so elected will take office at the first meeting of the Section following the election at which time the Steering Committee shall be dissolved.

Part 8. (Catastrophe clause) In the event that the membership of the Executive Board falls below five (5) members, the provisions of Part 8 take precedence over provisions of Parts 6 and 7, supra, as may be applicable. As the first order of business at the first scheduled

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meeting of the Section at which twenty (20) percent or more of the membership is in attendance following appropriate notification to the members of the Section, the person who is presiding at the meeting shall cause the election of a Temporary Chairman 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 Chairman shall form a Nominating Committee, including any members who may have been appointed previously and who are present. The Nominating Committee as now constituted shall select two nominees for all vacated elective positions. The Temporary chairman 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 Part of the BYLAWS shall take office immediately and they shall serve through the next annual Meeting of the Section 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 Part that person shall ascend to the office of President. Following the above procedures, the Temporary Chairman shall turn the meeting over to the appropriate officer at which time the office of Temporary Chairman is dissolved.

### ARTICLE X Financial

Part 1. The Executive Board shall review the financial status of the Section annually.

Part 2. The Business Office of the Society shall collect the annual dues and maintain the Section funds. Expenditures for the Section shall be made through the Society Business Office.

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

### ARTICLE XI Amendments

Part 1. Amendments to the BYLAWS may be proposed in the form of a motion by any member at any meeting of the Section where a quorum is present.

Part 2. 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.

Part 3. Upon passage of a motion to amend the BYLAWS, the President shall appoint a committee which, within thirty (30) days following the motion to amend, prepares and submits the proposed amendment in writing to the Society's Rules Committee Chair and Society's Board of Directors for review and approval as provided in Society Rule 10.2. Upon approval, the proposed amendment shall be sent to the membership.

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Part 4. A waiting period of thirty (30) days shall elapse following the sending 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 Section following the thirty (30) day waiting period set out above.

Part 5. The Executive Board is authorized to poll the membership on proposed amendments to the BYLAWS by means of (i) a letter ballot, (ii) electronic ballot, or (iii) at a meeting of the Section. The affirmative vote of a majority of the membership voting is required to amend.

END OF BYLAWS