BYLAWS
OF THE MILITARY HEALTH PHYSICS SECTION
OF THE HEALTH PHYSICS SOCIETY

ARTICLE I
NAME
The name of the organization shall be the Military Health Physics 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) disseminate information related to military health physics (which is health physics performed in the service of the Department of Defense and/or the Public Health Service), (ii) provide a forum for military health physicists, (iii) promote professional development among military health physicists, (iv) promote the mutual interests of Society and Section members in military health physics, (v) nominate Section members for Society elective offices and awards, and (vi) provide for open lines of communication between Section members, as provided for in the Section CHARTER.

Specific interests include, but are not limited to, structure and content of military health physics programs, professional development of Section members, development of and support for mentor/protégé relations between senior and junior Section members, and public education and outreach.

PART 2
The objectives of the Section shall be accomplished by meetings, conferences, and communications with emphasis on military health physics.

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

a. Hold meetings for the presentation and discussion of topics and issues relating to military health physics.

b. Disseminate knowledge and information concerning the topics and programs as listed in Parts 1 and 2 supra by discussions, communications and the presentation of papers.

c. Encourage a support network for closer professional relations among the members.

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 BYLAWS and RULES of the Section.

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 as a whole without prior approval of the Executive Board of the Section shall be considered an action, obligation or expression of the Section.

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 technical and program 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.

PART 2
The Executive Board of the Section serves as the Committee on Admissions and is responsible for approving applications for membership involving persons who are not members of the Society. An applicant may be any person who is engaged in a field of endeavor related to the objectives set forth in Article II, Parts 1 and 2 and whose interests in the profession would make the person a desirable member of the Section.

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 Section.

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

PART 2

The President is the presiding officer of the Section and as such is responsible for the overall administration of Section affairs. After the term as President, the President becomes the Past-President of the Section.

PART 3

The President-Elect shall be chosen by vote of the membership. At the conclusion of the first Section Term, the President-Elect automatically becomes the President; the President-Elect performs duties as delegated to him by the President; and, in the absence of the President, the President-Elect assumes the duties of the President.

PART 4

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

The Secretary-Treasurer is responsible for assuring that correspondence of the Section as directed by the President is distributed to members, dues are collected, and all ballots used in elections and amending procedures are posted. The Secretary-Treasurer is the custodian of all monies of the Section and approves the payment of all authorized bills against the Section.

The Secretary-Treasurer shall submit the Section accounts for audit to the Executive Board prior to the Annual Meeting of the Section, submit an annual report summarizing the financial status of the Section to the membership at the Annual Meeting, and turn over to the successor all funds and properties of the Section. Any or all of the Secretary-Treasurer’s functions may be performed by the Society Secretariat.
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 ten voting members including the President, Past-President, President-Elect, Secretary-Treasurer, and six elected Board members.

The Board Members shall be elected from the membership of the Section for three Section Terms each and two Board Members shall be elected each year.

PART 2
The Executive Board shall 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 five (5) members of the Board requires that a meeting be called.

PART 4
Five (5) 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. The presiding officer shall have no vote except in case of a tie vote, in which case, the presiding officer may cast the deciding vote. If a quorum cannot be established at a regular scheduled meeting of at least three (3) Executive Board members, a vote can be made by the three (3) members present to empower the President to conduct a letter or electronic ballot of all members of the Executive Board not present.

PART 5
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 closed executive sessions.
ARTICLE VII
SECTION MEETINGS

PART 1
The Section shall hold an Annual Meeting of the Section no later than the Society Annual Meeting. Other meetings of the Section may be called at the discretion of the Executive Board. The Section shall hold at least one meeting each calendar year. A petition directed to the Executive Board bearing the signatures of at least ten (10) percent of the Section members shall require a meeting of the Section to be called.

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, and place set for 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 Society membership and, except when otherwise specified in writing by the Executive Board, any Society 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
Robert’s Rules of Order shall be the guide for any parliamentary procedure not especially provided for in the BYLAWS or 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 organizational groups within the Section to include Section active duty, civil service, and retired members from the Department of Defense and its Services (Army, Navy, Air Force, and Marine Corps), and from the Public Health Service.
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 Standing Committees shall include a Nominating Committee, a Program Committee, and such other committees as may be provided for in the RULES of the Section. The President-Elect shall chair the Program Committee.

PART 4
The President, the President-Elect or Secretary-Treasurer will represent the Section at meetings of the Chapter Council when it meets at an 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, Part 1.

PART 3
The term of office for an elective office shall be as defined elsewhere in the BYLAWS of the Section. Such officeholders remain in office until a successor has been selected and installed in the office. However, no person may succeed oneself in an elective office unless that person is filling out an unexpired term for another. Also, for purposes of this Part, the offices of President, Past-President and President-Elect shall be considered as one office.

PART 4
A vacancy occurs in an office, whether 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 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.

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:

a. Nominations for all elective positions shall be made by a Nominating Committee consisting of a Chair and at least two 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 and an effort shall be made toward achieving a balance of representation on the committee to include active duty, civil service, and retired Section members from the Department of Defense and its Services (Army, Navy, Air Force, and Marine Corps) and from the Public Health Service. All decisions of the committee shall require the affirmative vote of a majority of the committee members.

b. The Nominating Committee shall select two nominees for each elective office: in no case shall an individual's name be placed in nomination for more than one elective position during any one election; and no member shall be nominated without that member’s consent.

c. At least 120 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.

d. 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 ninety (90) 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.

e. The member shall return the ballot in accordance with instructions provided with the ballot. In not more than thirty (30) 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.
f. The initial election of Section Officers and Board members shall be in accordance with Rule 10.2 of the Society's Rules.

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, above, as may be applicable. As the first order of business at the first scheduled meeting of the Section at which a quorum as defined in Article VII, Part 3 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 Chair 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 Chair 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 Chair 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 section that person shall ascend to the office of President. Following the above procedures, the Temporary Chair shall turn the meeting over to the appropriate officer at which time the office of Temporary Chair is dissolved.

ARTICLE X

FINANCIAL

SECTION 1

The Executive Board shall review the financial status of the Section annually. The initial dues fee structure and any proposed changes will be submitted to and approved by the Society’s Finance Committee and Board of Directors.

SECTION 2

All funds accrued by the authorized agents of the Section shall, after proper accounting, be paid into the office of the Secretary-Treasurer where they shall be entered in the books of the Section and deposited in a bank approved by the Executive Board. Alternatively, the Society Secretariat may execute these functions.

SECTION 3

All expenditures shall be made in accordance with a budget of appropriations as adopted by the Executive Board.
ARTICLE XI
AMENDMENTS

SECTION 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.

SECTION 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.

SECTION 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 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.

SECTION 4
A waiting period of thirty (30) days shall elapse following 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.

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

END OF BYLAWS