

**BYLAWS  
OF THE  
NONIONIZING RADIATION SECTION  
OF THE  
HEALTH PHYSICS SOCIETY**

**ARTICLE I  
Objectives**

Section 1. The primary objectives of the Section shall be to:

- Develop Society Position Papers and or Fact Sheets on a wide variety of topics ranging from UV exposure to smart meters.
- Sponsor technical sessions during annual meetings to share information and increase the overall working knowledge of other HPS members.
- Support the HPS "ask the Expert" function to enable the HPS to continue to respond to the needs of the public for information about nonionizing radiation protection.
- Maintain a web page that is resource driven and can guide people to finding the latest information on a given topic.
- Serve as the focal point for the HPS on non-ionizing topics.

Section 2. To further the objectives given in the CHARTER, the Section shall:

Hold meetings for the presentation and discussion of professional papers relating to the uses and application of nonionizing radiation

Disseminate knowledge and information in the area nonionizing radiation

Encourage closer professional relations among the members; and

Cooperate with other scientific and professional groups that have similar objectives.

**ARTICLE II  
Section-Society Relationship**

Section 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.

Section 2. The Section shall not have authority to act for, or in the name of, the Society unless such authority is specifically given by the Board of the Society.

Section 3. Section policy shall be set by the Section Executive Board. An annual report concerning the Section shall be submitted by the Section President or President's designee to the Executive Director 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.

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

**ARTICLE III**

## Membership

Section 1. Any individual shall automatically become a member of the Section upon presenting to the Section proof of membership in the Society or an IRPA-affiliated Society (including the Society's Section Only membership classification) followed by payment of Section dues.

Section 2. 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. 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.

Section 3. Membership in the Section ceases when (i) the Section 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 IV** Officers

Section 1. The officers of the Section are a President, a President-Elect, a Secretary/Treasurer, and a Past President.

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

Section 3. The President-Elect shall be chosen by vote of the membership. The President-Elect performs duties as delegated to him/her by the President and, in the absence of the President, assumes the duties of the President. At the conclusion of the year of service as the President-Elect, the President-Elect automatically becomes the President for the following year. The President then automatically becomes the Past-President for the following year.

Section 4. The Secretary/Treasurer is chosen by vote of the membership on alternate years to serve for two years.

Section 5. The Secretary/Treasurer keeps a record of all transactions and meetings of the Section and Executive Board, carries out correspondence of the Section as directed by the President, and coordinates all ballots used in elections and amending procedures. The Secretary-Treasurer shall submit an annual report summarizing the financial status of the Section to the membership at the Annual Meeting.

## **ARTICLE V** Executive Board

Section 1. The Executive Board is the governing body of the Section. It consists of seven (7) voting members including the President, President-Elect, Secretary/Treasurer, Past President and three elected Board members. The Board members shall be elected from the membership of the Section for three years each. The initial term of the elective board members shall be staggered such that a new executive board member is elected each successive year.

Section 2. The Executive Board shall adopt and document RULES that 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.

Section 3. The Executive Board meets at the call of the President who presides over the meetings.

Section 4. Four (4) members of the Executive Board shall constitute a quorum. Any member not able to be present at a meeting or teleconference 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 case, the presiding officer may cast the deciding vote. If a quorum cannot be established at a scheduled meeting or teleconference of at least three (3) Executive Board members, a vote can be made by three (3) members present to empower the President to conduct a letter or electronic ballot of all members of the Executive Board not present.

Section 5. Ordinarily, the meetings of the Executive Board are open to membership or public. However, on occasion, the Executive Board may hold Executive sessions that are not open.

## **ARTICLE VI**

### **Section Meetings**

Section 1. The Section shall hold an Annual Meeting of the Section each calendar year. Other meetings of the Section may be called at the discretion of the Executive Board. A petition directed to the Executive Board bearing the signatures (handwritten or electronic) of at least twenty five (25) percent of the Section members shall require a meeting of the Section to be called.

Section 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 as well as a program that lists the scheduled activities of the meeting.

Section 3. A quorum at a Section meeting for voting purposes shall consist of five (5) percent of the Section membership.

Section 4. Except when otherwise specified in writing by the Executive Board, all meetings of the Section are open to all individuals provided reservations are made when required and/or registration fees are paid when applicable.

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

## **ARTICLE VII**

### **Committees and Appointments**

Section 1. The President shall appoint with the approval of the Executive Board individuals and/or committees to assist the Executive Board in the development and administration of programs, projects, and policies. In making such appointments, consideration should be given to maintaining a balance of representation from the various organizational groups within the Section 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/Treasurer of the Section.

Section 3. The Permanent Committees shall include a Nominating Committee and such other committees as may be provided for in the RULES of the Section.

Section 4. The President, President-Elect, or Secretary/Treasurer shall represent the Section at a meeting of the Section Council when it meets at an Annual Meeting of the Society. If the President, President-Elect, and/or Secretary/Treasurer is unable to attend these meetings, the Executive Board may appoint alternates who are members of the Section.

## **ARTICLE VIII**

### **Tenure, Vacancies, and Election Procedures**

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

Section 2. The term of office for an appointed office ends automatically when a new President is installed and an individual who holds an appointed office shall not presume to continue in the office unless requested to do so by the newly installed President. The President, or a duly authorized representative, names all persons who will serve in an appointed office subject to Article VII, Section 1.

Section 3. The term of office for an elected office shall be 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 elected office unless that person is filling out an unexpired term for another.

Section 4. A vacancy occurs in an office, whether it be 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, or (iii) the term of office expires.

Section 5. In the event of an appointed office, the vacancy is filled in accordance with procedures governing appointments.

Section 6. In the event of a vacancy that creates an unexpired term in any elected 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 regular election procedures.

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 provision of Section 8 of this Article are invoked.

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

Nominations for all elected positions shall be made by a Nominating Committee consisting of a Chairperson and two (2) other members appointed by the President and approved by the Executive Board. The Past President of the Section shall serve as the Committee Chair unless another individual is appointed by the President. No other 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 of the Committee to include industrial, governmental, educational, and professional interests. Two (2) members of the Committee shall constitute a

quorum, and all decisions of the Committee shall require the affirmative vote of at least two (2) members of the Committee.

The Nominating Committee should select two nominees for each elected office. In no case shall an individual's name be placed in nomination for more than one elected position during any one election. No members shall be nominated without that member's consent.

For regular elections, at least 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.

For special elections, at least 7 days prior to balloting, the Nominating Committee shall submit in writing the names of the nominees to the Secretary/Treasurer. The terms of such special elections, including ballot distribution and return deadlines, may be set by the Section Executive Board.

Balloting shall be completed by means of (i) letter ballots, (ii) electronic ballots or (iii) a web-based balloting method. Ballots for elected positions shall be distributed at least (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 (30<sup>th</sup>) day following its distribution to the membership.

If balloting is conducted via letter ballots, each member shall return the ballot by mail to the Secretary/Treasurer with the member's name and return address displayed upon the mailing envelope. In not more than (3) days following the closing of the ballot, the Secretary/Treasurer shall convene at least three members of the Section for the purpose of tabulating and certifying the vote. The Secretary/Treasurer shall examine the name on the envelopes and certify the eligibility of the member to vote. The ballots shall be removed from the envelope in such a manner as to preserve the vote as secret. No ballot shall be voided if the intent as to the choice of the member is clear. The envelopes, ballots, and tally sheets shall be retained by the Secretary/Treasurer and sealed in a suitable container until the close of the next meeting of the Section, after which time the envelopes, ballots, and tally sheets shall be destroyed. A majority vote of the membership voting for an elected position shall be required to elect. In the event of a tie vote, the tie shall be broken by a suitable lottery. Following certification of the results of the poll, nominees shall be notified promptly of the outcomes of the election.

If balloting is conducted via electronic ballots, with the assistance of the Secretariat, the Secretary/Treasurer shall certify the eligibility of the member to vote. A majority vote of the membership voting for an elected position shall be required to elect. In the event of a tie vote, the tie shall be broken by a suitable lottery. Following certification of the results of the poll, nominees shall be notified promptly by the President or Secretary/Treasurer of the outcomes of the election.

Section 8. (Catastrophe clause) In the event that the membership of the Executive Board falls below five (5) members or, if for any reason, the provisions of this Section take precedence over provisions of Sections 6 and 7 of this Article as may be applicable. As the first order of business at the first scheduled meeting of the Section at which five (5) percent of the active membership is in attendance and the following appropriate notification to the active members of the Section, the person who is presiding at the meeting shall cause the election of a Temporary Chairperson 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 Chairperson shall form a Nominating Committee who may have been appointed previously and who are present. The Nominating Committee as now constituted shall select two nominees for all

vacated elected positions. The Temporary Chairperson shall present the names of the nominees to the memberships 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 Section 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 ascent to the office of President. Following the above procedures, the Temporary Chairperson shall turn the meeting over to the appropriate officer at which time the office of Temporary Chair person is dissolved.

## **ARTICLE IX** **Financial**

Section 1. The Executive Board shall review the financial status of the Section annually and establish membership dues and benefits for each class of membership.

Section 2. All Section funds are collected and accounted for by the Society Secretariat.

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

## **ARTICLE X** **Amendments**

Amendments to the BYLAWS may be proposed in the form of a motion by any member at any meeting of the Section or at any meeting (including teleconferences) of the Section Executive Board where a respective quorum is present. 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. Upon passage of a motion to amend the BYLAWS, the President shall appoint a committee that, within thirty (30) days following the motion to amend, prepares and submits the proposed amendment to the Society Rules Committee. Following approval by the Society Board, the Executive Board is authorized to poll the membership on proposed amendments to the BYLAWS by means of (i) a letter ballot, ~~or~~ (ii) at a meeting of the Section, or (iii) via an electronic ballot. The affirmative vote of a majority of the membership voting is required to amend.

**-END OF BYLAWS-**