

Bylaws of the Baltimore-Washington Chapter of the Health Physics Society, Inc.

ARTICLE I - NAME

The name of the organization shall be the "Baltimore-Washington Chapter of the Health Physics Society, Inc.", (the Chapter).

ARTICLE II - OBJECTIVES

Section 1. Objectives:

The primary objectives of the Chapter are to:

- encourage the dissemination of information between individuals in the field of radiation protection and related fields;
- improve public understanding of the problems and needs in radiation protection; and
- provide for open lines of communication between Chapter members and the national Health Physics Society (the Society), as provided for in the Chapter Charter.

Section 2. Methods to Meet Objectives:

The objectives of the Chapter shall be accomplished by meetings, conferences, educational sessions, and publication, with emphasis on all sciences and technologies which contribute to the knowledge of radiation effects and radiation protection.

ARTICLE III - MEMBERSHIP

Section 1. Plenary Membership:

- (a) Every member of the Health Physics Society shall automatically become a plenary member of the Chapter upon presenting a membership application to the Chapter's Membership Director attesting to membership in the Society and upon payment of Chapter dues. The Secretary shall be notified by the Membership Director of all applications.
- (b) An application may also be made by any person engaged in a field of endeavor related to Health Physics or whose interests in the profession would make them a desirable member of the Chapter. Applications for membership may be made by letter, addressed to the Secretary who will forward them to the Membership Director. The application shall state the nature of the applicant's interest in Health Physics and such other data as are pertinent. Approval of the Membership Director shall constitute acceptance as a member of the Chapter, and the Secretary shall be so notified by the Membership Director.

Section 2. Affiliate Membership:

- (a) Affiliate membership shall be open to companies, groups, and organizations interested or involved in the field of radiation protection, subject to acceptance by the Affiliate Director. Application for Affiliate membership shall be made in writing. The application shall state the applicant's interest in radiation protection and designate an individual as the Affiliate (or liaison) member. Approval of the Affiliate Director shall constitute acceptance as a member of the Chapter, and the Secretary shall be so notified by the Affiliate Director.
- (b) Privileges of Affiliate members shall be determined by vote of the Executive Committee.

Section 3. Student Membership:

Student memberships shall be open to interested college students, subject to acceptance by the Membership Director. Applications for Student membership may be made by letter, addressed to the Secretary who will forward them to the Membership Director. Student memberships shall carry no voting privileges.

Section 4. Honorary Membership:

Honorary membership may be conferred on any person whose personal contribution to the advancement of Chapter affairs is particularly worthy. Honorary members may be nominated by any Plenary member of the Chapter. The nomination must be forwarded to the Executive Committee for approval. Persons so honored shall receive program announcements of Chapter activities and no dues are required. Honorary Members shall have no vote. The honorary membership terminates at the end of the Chapter term in which it is granted unless renewed by action of the Executive Committee.

Section 5. Emeritus Membership:

The Executive Committee may confer Emeritus membership on any person whose personal contribution to the advancement of Chapter affairs is exceptionally worthy. Persons so honored have all the rights and privileges of Plenary members except that no dues are required. The Emeritus membership does not expire.

Section 6. Dues:

- (a) Dues for each class of membership listed above shall be determined by vote of the Executive Committee.
- (b) The dues-year shall be from June 1 through May 31. Membership dues are payable in advance. Any member whose dues are unpaid on June 1 shall not be in good standing and voting privileges shall cease until dues in arrears are paid.

Section 7. Ceasing Membership:

Membership in the Chapter ceases when:

- (a) the Executive Committee accepts the written resignation of the member;
- (b) the death of the member is confirmed;
- (c) or a member has not paid dues owed by June 1.

Resigning from the membership or loss of membership of an individual shall not prejudice the right of an individual to make a new application for membership in the Chapter.

ARTICLE IV - CHAPTER MEETINGS

Section 1. Meetings:

- (a) The Chapter shall hold at least two (2) or more general meetings each Chapter Year. A petition directed to the Executive Committee bearing the signatures of at least ten percent (10%) of the Chapter members shall require a meeting of the Chapter to be called.
- (b) The Chapter shall hold an annual business meeting of the Chapter no later than May 31 of each calendar year.
- (c) At least one meeting a year shall be held to recognize the contribution from Affiliate Members and will provide them the opportunity to display equipment, descriptive material, posters, results of studies, and similar materials related to radiation protection.
- (d) Other meetings of the Chapter may be called at the discretion of the Executive Committee or by the President-elect, as Chair of the Program Committee.

Section 2. Notice of Meetings:

Members of the Chapter shall be given at least ten (10) days advance notice of all meetings of the Chapter. The notification shall include the date, time, and place set for the meeting, and a program which lists the scheduled activities of the meeting.

Section 3. Quorum:

A quorum at a Chapter meeting for voting purposes shall consist of 10% of the Chapter membership.

Section 4. Open Meetings:

All meetings of the Chapter are open to the entire membership, guests, and the general public, except when otherwise specified in writing by the Executive Committee.

Section 5. Rules of Order:

The "Roberts Rules of Order" shall be the guide for any parliamentary procedures not especially provided for in the RULES of the Chapter.

ARTICLE V - OFFICERS

Section 1. Officers:

The officers of the Chapter are:

- President;
- President-elect;
- Secretary; and
- Treasurer.

The President and President-elect shall be persons who are members of the national Health Physics Society in good standing.

Section 2. President:

The President is the presiding officer of the Chapter and as such is responsible for the overall administration of Chapter affairs. The President is vested with the authority to respond to public issues on behalf of the Chapter membership upon the approval of the Executive Committee.

Section 3. President-elect:

The President-elect performs duties as delegated to that office by the President, and in the absence of the President, assumes the duties of the President. The President-elect shall be chosen by a vote of the membership for two Chapter years. At the conclusion of the first Chapter term the ascension to the office of the President is automatic.

Section 4. Secretary

The Secretary maintains a record of all non-financial transactions and meetings of the Chapter and of the Executive Committee. The Secretary ensures that an accurate roster of the membership is maintained and that announcements of the Chapter meetings are distributed in a timely manner. The Secretary ensures that all ballots are distributed to the membership in a timely manner, accepts returned ballots, and convenes a temporary Teller's Committee with at least two other members of the Executive Committee, or alternates, to tabulate and certify the votes. The Secretary shall be chosen by a vote of the membership on odd numbered years. The term of office for the Secretary is two Chapter years.

Section 5. Treasurer:

The Treasurer maintains a record of all financial transactions of the Chapter, including the collection of annual dues and other funds incidental to the operation of the Chapter. The Treasurer maintains the Chapter bank accounts, pays the chapter's bills, prepares and files tax returns, and prepares financial reports. The Treasurer shall be chosen by a vote of the membership on even numbered years. The term of office for the Treasurer is two Chapter years.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. Membership:

The Executive Committee is the governing body of the Chapter and controls all funds, properties, and activities of the Chapter in accordance with the BYLAWS governing these matters. The Executive Committee consists of the:

- President;

- President-elect;
- Secretary;
- Treasurer;
- most recent Past-president; and
- Two elected members, designated as Membership Director and Affiliate Director.

Section 2. Rules and Procedures:

The Executive Committee shall adopt and document Rules and Procedures which govern the conduct of all meetings and the administration of Chapter affairs. The Rules and Procedures, when enacted and documented as such, shall be construed so as to expedite administrative matters and shall be effective until amended by due process through appropriate Executive Committee action.

Section 3. Meetings of the Executive Committee:

The Executive Committee shall meet at the call of the President, who presides over the meetings. A petition directed to an officer and bearing the signatures of at least four (4) members of the Executive Committee requires that a meeting be held.

Section 4. Quorum and Voting:

Four (4) voting members of the Executive Committee shall constitute a quorum. Any member not able to attend a meeting may be represented by a proxy, and the proxy may vote in the name of the member. Proxies shall not be counted in establishing a quorum. Decisions at a meeting of the Executive Committee are reached by a simple majority of those present and voting. The presiding officer at a meeting of the Executive Committee shall have no vote except to cast the deciding vote in case of a tie-vote.

Section 5. Open Meetings:

Ordinarily, Committee Chairs (or their representative) are invited to the meetings of the Executive Committee. These meetings are open to the membership and to the public. The Presiding Officer of the Executive Committee may adjourn the public meeting and proceed into an Executive Session consisting only of members of the Executive Committee to discuss matters involving Chapter personnel or other sensitive issues.

Section 6. Directors:

The two elected Directors of the Executive Committee shall serve for two years and may not be elected to consecutive terms. The Membership Director shall be chosen by a vote of the membership on even numbered years. The Affiliate Director shall be chosen by a vote of the membership on odd numbered years.

ARTICLE VII - COMMITTEES AND APPOINTMENTS

Section 1. Standing Committees:

The Standing Committees of the Chapter shall include:

- Nominating Committee;
- Program Committee; and
- Training and Education Committee.

The Standing Committees shall consist of a Chairperson and other members appointed by the Chairperson. The Program Committee shall be chaired by the President-elect. The chairs of the Training and Education Committee and the Nominating Committee shall be appointed by the President.

Section 2. Appointments:

The President shall appoint individuals and/or committees to assist the officers and the Executive Committee in the development and administration of programs, projects, policies, etc. In making such appointments,

consideration shall be given to maintaining a balance of representation from the various organizational groups within the Chapter to include industrial, government, education, and professional interests. Ad-hoc committees may be appointed by the President to address specific concerns of the Chapter.

Section 3. Records:

All committees shall be responsible for keeping records of their activities and shall submit such records to the Secretary of the Chapter.

Section 4. Advisory Council:

The Chairpersons of the Standing Committees, Ad Hoc Committees and individuals appointed by the President for specific programs shall constitute an Advisory Council that provides advice and guidance to the President and the Executive Committee on the conduct of the Chapter's business. The Advisory Council meets with the Executive Committee at least once a year.

Section 5. Chapter Council Representation:

The President and President-elect represent the Chapter at meetings of the Chapter Council at Annual Meetings of the Health Physics Society. In the event that the President and/or the President-elect are unable to attend these meetings, the Executive Committee may appoint alternates, provided the appointees are members of the Society.

ARTICLE VIII - TENURE, VACANCIES, AND ELECTION PROCEDURES

Section 1. Chapter Year:

A new Chapter Year shall be from June 1 through May 31 of each calendar year.

Section 2. Term for Appointive Office:

- (a) The Term of an individual in an appointive office or Committee ends automatically at the end of each Chapter year, and an individual shall not presume to continue in office or in a Committee function unless requested to do so by the newly installed President.
- (b) The President has the right to terminate the appointment of any individual for any reason, with the approval of the Executive Committee.

Section 3. Term for Elective Office:

The Term of an individual in an elective office shall begin at the start of a new Chapter year. The length of the term in office is defined in Article V of the BYLAWS. Such officeholders remain in office until a successor has been selected and installed in office. However, no person may serve two consecutive terms in an elective office unless that person is serving an unexpired term for another. Also, for purposes of Article VIII of the BYLAWS, the office of the President and President-elect shall be considered as one office.

Section 4. Vacancy:

A vacancy occurs in an office, whether it be appointive or elective, when:

- the officeholder resigns from office;
- the officeholder is removed from office;
- the officeholder ceases to function in the office because of death or other circumstances; or
- the term of office expires.

Section 5. Vacancy in Appointive Office:

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

Section 6. Vacancy in Elective Office:

- (a) In the event of a vacancy which creates an unexpired term in any elective office other than one which involves the Presidency, the Executive Committee may make an appointment to hold through the next Annual Business Meeting of the Chapter at which time the vacancy shall be filled by a vote of the membership under regular election procedures.
- (b) When the office of the President becomes vacant, the President-elect assumes the duties of the President but retains the title of President-elect until such time as to normally ascend to the Presidency, and the office of the President remains vacant.
- (c) When both the office of the President and President-elect are vacant, the Secretary assumes the duties of the President but retains the title of Secretary until such time when the vacancies shall be filled by a vote of the membership under regular election procedures.
- (d) When a vacancy cannot be filled by a vote of the membership under regular election procedures or by the procedures described above, a special election may be called by the Executive Committee for this purpose, except where the provisions of Article VIII, Section 9 are involved.

Section 7. General Election Procedures:

Definitions

- Letter Ballot - A ballot delivered to voting members of the Society by USPS, commercial courier, or by electronic mail (e-mail).
- Electronic Ballot – A ballot accessed via an electronic communication device, except electronic mail, such as a website capable of recording the vote of a member.

Except as provided for in Article VIII, Section 9, the general election procedures by which a vote of the membership is taken shall be as follows.

- (a) Nominations for all elections shall be made by the Nominating Committee. No member of the Executive Committee shall be eligible to serve on this committee. All decisions of the committee shall require an affirmative vote of a majority of the committee.
- (b) The Nominating Committee shall approach at least two Chapter members to serve as nominees for each elective office.
- (c) No individual's name shall be placed in nomination for more than one elective position during any one election. No member shall be placed in nomination without that member's consent.
- (d) The Nominating Committee shall submit, in writing, the names of the nominees to the Secretary at east sixty (60) days prior to the Annual Business Meeting.
- (e) In addition to the nominees, provisions shall be made for the names of write-in candidates on the ballot.
- (f) If no individual consents to be nominated for an elective position, that position will be filled under the Special Election Procedures described in Article VIII, Section 8, and no write-in candidates will be allowed.
- (g) Letter or electronic ballots shall be prepared at the direction of the Secretary. Ballots for elective positions shall be mailed or made available electronically to every member in good standing at least forty (40) days prior to the Annual Business Meeting. Balloting shall be closed on the thirtieth (30th) day following the mailing of the last ballot to the membership.
- (h) The members shall return letter ballots by mail to the Secretary with the member's signature displayed on the mailing envelope. Within seven (7) days following the closing of the ballot, the Secretary shall convene not less than two members of the Executive Committee for the purpose of tabulating and certifying the vote. Letter ballots shall be removed from the envelopes 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. Letter ballots shall be validated by entering, via the secure mechanism established, the ballot information into the secure electronic voting system for the name or membership number indicated on the ballot

envelope. Ballots that are invalid will be set aside and not counted. The votes will be tallied as validated by the secure electronic voting system. The Executive Committee members witnessing the results will affix their signatures to the tally sheets, giving witness to the recorded results. A simple majority of the legitimate vote cast for an elective position shall be required to elect. Following certification of the results of the poll, nominees shall be notified promptly of the outcome of the election. The envelopes, ballots, and tally sheets shall be retained by the Secretary and sealed in a suitable container until the close of the Annual Business Meeting. After the duly elected officers have been installed, the envelopes, ballots, and tally sheets shall be destroyed.

- (i) Tie votes for the election of any officer shall be decided by a drawing of one name from a receptacle containing the names of the tied candidates, each name to be written on a separate but similar piece of paper. The drawing shall be conducted under the auspices of the Teller's Committee prior to the Annual Business Meeting, and the winning candidate shall be installed in office as prescribed in this Section.
- (j) Newly elected officers shall be installed by the outgoing President or a duly authorized representative in a manner set forth by the Executive Committee and shall normally take office on the first day of the new Chapter year following the Annual Business Meeting.

Section 8. Special Election Procedures:

In the event that no Chapter member accepts a nomination for an elective office, the Executive Committee may call for a special election to be held during the Annual Business Meeting.

- (a) As the first order of business at the Annual Business Meeting of the Chapter and following appropriate notification to the active members of the Chapter, the President shall convene the members of the Nominating Committee who are present. In the event that one or more members of the Nominating Committee are not present, or if the Nominating Committee has not been named, the President shall form a Nominating Committee of five (5) persons to include those members of the Nominating Committee who may have been previously appointed and who are present.
- (b) The Nominating Committee as now constituted shall select at least one nominee for all vacated elective positions. No individual's name shall be placed in nomination for more than one elective position. No member shall be placed in nomination without that member's consent. The President shall present the names of the nominees to the membership at the meeting allowing additional nominations from the floor.
- (c) 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.
- (d) Newly elected officers shall be installed by the outgoing President or a duly authorized representative in a manner set forth by the Executive Committee and shall normally take office on the first day of the new Chapter year following the Annual Business Meeting.

Section 9. Catastrophe Clause:

In the event that the membership of the Executive Committee falls below four (4) members, the provisions of this section take precedence over provisions of Article VIII, Sections 6 and 7, as may be applicable.

- (a) As the first order of business at the first scheduled meeting of the Chapter at which ten percent (10%) or more of the active membership is in attendance, and following appropriate notification to the active members of the Chapter, the person who is President 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 members of the Nominating Committee are not present, or if the Nominating Committee has not been named, the temporary Chairperson shall form a Nominating Committee of five (5) persons to include those members of the Nominating Committee who may have been previously appointed and who are present.

- (b) The Nominating Committee as now constituted shall select at least one nominee for all vacated elective positions. No individual's name shall be placed in nomination for more than one elective position. No member shall be placed in nomination without that member's consent. The temporary Chairperson shall present the names of the nominees to the membership at the meeting allowing additional nomination from the floor.
- (c) 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 Business Meeting of the Chapter. At that time any unexpired term shall be filled in accordance with regular election procedures, except a President-elect who has been chosen under the provisions of this Section, shall ascend to the office of the President.
- (d) Following the above proceedings, the temporary Chairperson shall turn the meeting over to the appropriate officer at which time the office of Temporary Chair is dissolved.

ARTICLE IX - FINANCIAL

Section 1. Fiscal Year:

The fiscal year for the chapter shall be from June 1 through May 31 of each year.

Section 2. Budget:

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

Section 3. Budget Approval:

Adoption of the budget and changes in dues shall be by a majority vote of the membership present at the first regular meeting of the new Chapter Year.

Section 4. Banking:

All the money due the Chapter shall be billed and collected by the office of the Treasurer. All funds shall be deposited in a bank designated by the Executive Committee. The Treasurer shall pay bills owed by the Chapter from the Chapter's accounts.

Section 5. Summary Financial Report:

The Treasurer shall submit, at the first Executive Committee meeting of the Chapter year, a summary financial report for the previous fiscal year and a suggested budget and any necessary change in dues for the ensuing Chapter year.

Section 6. Advertising Charges:

Charges for advertising in the Newsletter and Membership Handbook, and for the use of the membership list shall be set by the Executive Committee consistent with:

- the costs to the Chapter,
- current charges for similar advertising or mailing lists, and
- the unique nature of the service.

ARTICLE X - AMENDMENTS

Section 1. Proposals by Members:

Amendments to the BYLAWS may be proposed in the form of a motion by any plenary member at any meeting of the Chapter where a quorum is present. A motion covering a proposal to amend the BYLAWS shall require the

approval of a two-thirds (2/3) majority of the membership present at the meeting at which the motion is presented.

Section 2. Proposals by the Executive Committee:

Amendments to the BYLAWS may be proposed in the form of a motion by any member of the Executive Committee at any meeting of the Committee where a quorum is present. A motion covering a proposal to amend the BYLAWS shall require approval by two-thirds (2/3) of all members of the Executive Committee.

Section 3. Approval of Amendments to the BYLAWS:

- (a) 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 the proposed amendment for publication.
- (b) The Executive Committee is authorized to poll the Chapter members in good standing on proposed amendments to the bylaws by means of a letter or electronic ballot. Responses to the proposed amendment must be received by the Secretary within 30 days after the ballot is mailed or made available electronically to the membership. The affirmative vote of a majority of the membership voting is required to amend the BYLAWS.

ARTICLE XI - CHAPTER DISSOLUTION AND ASSETS DISTRIBUTION

Section 1. Petition for Dissolution:

Dissolution of the Chapter may be initiated by petition of the membership to the Executive Committee or by action originating with the Executive Committee.

- (a) Chapter members may submit a petition for dissolution addressed to the Executive Committee. This petition shall include:
 - (1) reasons for the petition,
 - (2) the effective date of the proposed dissolution, and
 - (3) signatures of two-thirds (2/3) of the members in good standing, or certification by the Secretary, countersigned by the President, to the effect that two-thirds (2/3) of the members in good standing have voted to request dissolution by secret ballot.
- (b) The Executive Committee may initiate the dissolution of the chapter by approval of two-thirds (2/3) of all members of the Executive Committee.

Section 2. Process for Dissolution:

Following the initiation of dissolution, the Executive Committee shall direct the Secretary to publish the proposed dissolution to the Chapter membership. This notification will include:

- (1) reasons for dissolution;
- (2) how dissolution proceedings were initiated; and
- (3) an invitation for any member in good standing to show cause to the Executive Committee why the petition should not be implemented.

A specific date for response should be set at least sixty (60) days after the publication of the notice.

- (a) In the event that no member in good standing contests the petition before the specified date, the Executive Committee shall dissolve the Chapter by two-thirds (2/3) affirmative vote of all members of the Executive Committee.
- (b) In the event that a member in good standing shows apparent good cause that the Chapter should not be dissolved, the Executive Committee shall:
 - (1) direct the President to stay the dissolution until testimony can be heard at the next meeting of the Executive Committee. If still deemed appropriate, an affirmative vote by two-thirds (2/3) of

all members of the Executive Committee is required to sustain and proceed with the dissolution; and

- (2) notify the membership of the results of the meeting.
- (c) If the Chapter is not dissolved, further proceedings shall cease, and the chapter shall continue operation.
- (d) If the Chapter is dissolved, the President shall:
 - (1) request the preparation of a final Financial Statement from the Treasurer;
 - (2) recall all records and files for transport to the Health Physics Society; and
 - (3) notify the Society's Executive Secretary so the name of the Chapter can be expunged from future Society publications.

Section 3. Transfer of Assets:

After settling all outstanding obligations, the President and/or Executive Committee shall transfer all remaining assets to the Health Physics Society.