

**BYLAWS**  
**of the**  
**RADIATION PROTECTION & SHIELDING DIVISION**  
**of the**  
**AMERICAN NUCLEAR SOCIETY**  
**Incorporated**

**Approved May 1979**

**BYLAWS OF  
RADIATION PROTECTION & SHIELDING DIVISION**

**AMERICAN NUCLEAR SOCIETY  
INCORPORATED**

**BYLAWS**

(ratified in March 1979)  
(includes all amendments before 1 January 1979)

ARTICLE B1 - NAME

The official name of this organization is the Radiation Protection and Shielding Division, AMERICAN NUCLEAR SOCIETY, Incorporated, hereinafter referred to as the Division.

ARTICLE 2 - OBJECTIVES

- I. The objectives of the Division are consistent with the objectives of the American Nuclear Society, hereinafter referred to as the Society, as set forth in its Certificate of Incorporation and in Article B2 of its Bylaws and Rules. The Division shall devote itself specifically to the following:
  - a. To coordinate the radiation protection and shielding activities of the Society.
  - b. To promote the free interchange of the radiation protection and shielding information.
  - c. To stimulate radiation protection and shielding research in areas in which it is needed.
  - d. To provide guidance for the coordination with radiation protection and shielding programs of the many organizations involved in nuclear energy and research applications.
  - e. To serve as an advisory body and cooperate with the Society's Standards Committee on radiation protection and shielding matters of the Society.
  - f. To promote the publication of radiation protection and shielding work in the open literature.

2. To further its objectives, the Division shall:
  - a. Hold meetings in accordance with the stated policy of the Society for the presentation and discussion of professional papers relating to radiation protection and shielding.
  - b. Disseminate knowledge and information in the branch of radiation protection and shielding by discussions, communications and the presentation of papers.
  - c. Encourage the formation of closer professional and personal relations among the members.
  - d. Cooperate with other scientific and professional groups having related objectives.

### ARTICLE 3 - OBLIGATIONS TO THE SOCIETY

1. The activities of the Division shall be governed by the provisions of the Certificate of Incorporation and of the Bylaws and Rules of the AMERICAN NUCLEAR SOCIETY, Incorporated.
2. The Division shall not have authority to act for or in the name of the Society. No action, financial or other obligation, or expression of the Division shall be considered an action, obligation or expression of the Society as a whole without prior approval of the Board of Directors of the Society. A statement to that effect shall be imprinted on any publication issued by the Division.
3. Every activity of the Division shall be conducted in such a manner that it shall be financially sound as determined by the Division Treasurer and the Treasurer and the Executive Director of the Society. The Division may rely on the support from funds of the Society in accordance with Society budgets approved by the Board of Directors.

### ARTICLE 4 - MEMBERSHIP

1. Members of any grade, in good standing in the Society, shall be eligible to become members of the Division. Student members shall be non-voting and ineligible for holding offices in the Division.
2. Society members who desire to become or remain members of the Division, shall so indicate on the dues billing form issued annually to all Society members by the Executive Director. Society members desiring to join at other times shall notify the Executive Director and pay the required fee.

3. In addition to formal notification to the Executive Director of intent to resign, failure to indicate intention of continuing Division membership when returning the annual dues billing form, shall be considered as a resignation and the member's name shall be dropped from the Division roster and mailing list.

#### ARTICLE 5 - DUES, ASSESSMENTS, AND CONTRIBUTIONS

1. The dues for Division membership shall be shown on the dues billing sent annually to each member of the Society by the Executive Director, as specified in the Society Bylaws and Rules.
2. In addition, the Division may levy special and reasonable assessments to implement the sponsorship of special or topical meetings when authorized by vote of two-thirds (2/3) majority of the votes of the members present at any regular or special meeting called as provided in these Bylaws.
3. The Division may also accept non-compulsory financial contributions, but solicitation and acceptance of such contributions shall be subject to written approval by the Board of Directors of the Society.

#### ARTICLE 6 - EXECUTIVE COMMITTEE

1. The Division shall be managed by an Executive Committee that shall constitute the governing body of the Division and shall have power to act for the Division in all matters, subject to these Bylaws and to the Certificate of Incorporation and the Bylaws and Rules of the Society.
2. The Executive Committee shall consist of not less than seven (7) but not more than thirteen (13) members including both the Officers and the elected members. The Committee shall consist of the officers of the Division and at least three (3) but not more than nine (9) other elected members. The elected members other than the officers shall have terms not exceeding three (3) years, and the term designated for each shall expire during or after an Annual Meeting and shall be such as to maintain effective continuity of experience in conducting the affairs of the Division and in performing the duties of the Committee. The Chairman of the Division most recently retired and the Chairman of the Professional Divisions Committee of the Society shall be members ex officio, without power to vote. A quorum shall be constituted by a majority of the voting members of the Committee.
3. Any vacancy among the officers or on the Executive Committee occurring during their terms shall be filled by appropriate action of the Executive Committee until the next regular election, except that a vacancy in the office of Chairman shall be filled by the Vice Chairman who shall continue also to perform the duties of Vice Chairman until the Vice Chairman is installed as Chairman for the following year.

4. The Executive Committee shall be responsible for instituting a series of Rules under the Bylaws to govern the operating procedures of the Division. These Rules and Regulations shall be submitted to the Executive Director for review and recommendations of the Bylaws and Rules Committee and subject to approval by the Board of Directors. Such Rules shall be adopted by affirmative votes of not less than two-thirds (2/3) of the Executive Committee. A copy thereof shall be filed with the Executive Director of the Society. Amendment of the Rules shall conform to the procedure specified in Article 11.
5. The Executive Committee shall meet at least twice each year, during the Annual Meeting and the Winter Meeting of the Society. Other meetings of the Executive Committee may be called at any time by the Chairman, or at the request of any three (3) or more members of the Committee.

#### ARTICLE 7 - OFFICERS

1. The officers of the Division shall be a Chairman, a Vice Chairman, a Secretary and a Treasurer. They shall be either Fellows, Members, Associate Members, or Emeritus Members, except that the Chairman and Vice Chairman shall be Fellows or Members only. The Officers shall hold office for a one-year term, or until their qualified successors are elected or appointed.
2. The Chairman shall have supervision over the affairs of the Division, subject to the direction of the Executive Committee. The Chairman shall preside at meetings and shall have the power to perform such other duties as may be provided in these Bylaws, or in the Rules, or as may be delegated to the Chairman by the Executive Committee. The Chairman shall be a member of all committees of the Division without voting power and a member of the Professional Divisions Committee of the Society.
3. The Vice Chairman upon election shall be designated Chairman-Elect. The Vice Chairman shall perform the duties of the Chairman if the Chairman is unable to serve. The Vice Chairman shall also serve as a member of the Professional Divisions Committee of the Society, without power to vote.
4. The Secretary shall keep a record of the proceedings of the Division. The Secretary shall act as custodian of Society Bylaws and Rules, and of Division Bylaws, Rules, minutes and files. The Secretary shall report the proceedings to the Executive Director, including the minutes of the Executive Committee and the programs and other activities conducted at meetings held by the Division within thirty (30) days after the meeting date(s).
5. The Treasurer shall receive and disburse funds as authorized by the Executive Committee. The Treasurer shall deposit the funds of the Division in a repository approved by the Executive Committee, shall handle the financial accounting, and shall present a financial report at the first Division meeting during the term of

office. The Treasurer shall also have such other duties as may be assigned by the Executive Committee.

#### ARTICLE 8- ELECTION AND ELIGIBILITY

1. The members of the Executive Committee, and the Division Officers shall be elected as specified in these Bylaws. Executive Committee members shall be Fellows, Members, Associate Members or Emeritus Members of the Society.
2. The Nominating Committee constituted under the provision of these Bylaws shall place in the hand of the Executive Director, by such time that he requires them, the names of candidates for the elective offices. The Executive Director shall prepare a ballot containing the nominations of the Nominating Committee, and others made by endorsement of not less than ten (10) members received in writing either by the Nominating Committee or the Executive Director prior to February 1st.
3. For the offices of Secretary and Treasurer, the Nominating Committee may nominate the current officer without opposition for election to a second term. Otherwise, for each elective office, at least two candidates shall be named by the Nominating Committee. The ballot shall also contain spaces for write-in names for each office.
4. Ballots, in order to be counted, shall be postmarked as instructed and shall be validated by the Executive Director as having been received from a Division member in good standing.
5. Voting shall be secret ballot under the general procedure stipulated for voting and for handling the ballots in the Bylaws and Rules of the Society.
6. The Executive Director of the Society shall declare elected to each position the candidate receiving the most votes for that position. If an election is challenged, three Inspectors of Election shall be appointed by the Chairman, from members of the Division who are not members of the Executive Committee. If a tie occurs, the Division shall resolve the tie by a vote of the members of the Executive Committee. The elected candidates shall be installed and their terms of office shall commence at the close of the Annual Meeting of the Society.
7. Members shall not be eligible for election to more than two (2) consecutive terms on the Executive Committee, or more than two (2) consecutive terms of office as Secretary or Treasurer. After one full term in office, the Chairman shall automatically be succeeded by the Vice Chairman.

## ARTICLE 9 - STANDING AND SPECIAL COMMITTEES

1. The standing and special committees of the Division shall be appointed by Chairman of the Division to serve to the end of the Chairman's term, except as otherwise specified. Members shall not be eligible for reappointment to the same committee for more than three (3) successive terms, except that a committee chairman may be appointed for a committee even when it would constitute a fourth year on the committee. Appointments of Committee Chairmen shall be reported to the Executive Committee for ratification at the beginning of the new Chairman's term, and that Executive Committee may change the appointed Committee Chairman at any time at its discretion by affirmative votes of not less than two-thirds (2/3) of the Committee. The standing committees shall include:
  - a. Executive Committee - as provided in Article 6.
  - b. Nominating Committee - composed of not less than three (3) members, appointed by the Chairman, with the approval of the Executive Committee, by mail if necessary, not later than October 1st, which shall function as described in Article 8.
  - c. Program Committee - composed of not less than five (5) members of which three (3) members shall be the Vice Chairman of the Division, the Chairman of the Division, and the immediate past Chairman of the Division. The Program Committee shall be responsible for planning the technical programs of the Division. The Division's technical program includes, but is not limited to portions of the Society's Annual and Winter Meetings and Topical meetings considered to be within the scope of the Division. The Program Committee shall, as needed, call on other members of the Division to serve as long-range planning coordinators for particular meetings or special sessions. The Chairman of the Program Committee shall be responsible for liaison with the Program Committee of the Society.
  - d. Membership Committee - composed of not less than three (3) members, which shall be charged with the duty of bringing the advantages of Society and Division membership to the attention of qualified candidates.
  - e. Publication Committee - shall have responsibility for all publications authorized by the Division.
  - f. Honors & Awards Committee - shall seek nomination, determine criteria for selection and select recipients for awards authorized by the Division and perform other functions pertaining to Honors and Awards, as determined by the Executive Committee.

2. Special committees may be established from time to time by the Chairman, subject to authorization by the Executive Committee; these shall be dissolved upon completion of the duties assigned to them.

#### ARTICLE 10 - MEETINGS

1. Meetings of the Division shall be held as determined by the Executive Committee, at times and places it shall designate. There shall be not less than one meeting each year. One of the meetings shall be scheduled to coincide with the Annual Meeting of the Society. The Secretary shall mail an advance notice of all intended business meetings of the Division to the Executive Director of the Society not less than six (6) weeks before the date of that meeting. Notices of all meetings shall be sent to the members of the Division not less than four (4) weeks before the meetings.
2. A quorum for the transaction of business at the Annual or other Division meeting shall consist of fifteen (15) qualified voters or twenty (20) percent of the qualified voters of the Division, whichever is less.

#### ARTICLE 11 - AMENDMENTS

1. These Bylaws may be amended at any meeting attended by a quorum of qualified voters of the Division provided that a written notice of meeting, together with the text of the proposed amendments and of any existing articles thereby affected, has been mailed by the Secretary to the members not less than ten (10) days before the meeting at which a vote will be taken. Bylaws also may be amended by letter ballot provided at least thirty (30) days are allotted between ballot distribution and the specified closing date for return.
2. In either case, texts shall not be mailed until they have been submitted to the Bylaws and Rules Committee of the Society and the Executive Director for review.
3. Adoption of a proposed amendment to the Bylaws shall require the affirmative votes of not fewer than two-thirds (2/3) of the members voting, and the total vote shall be not less than twenty (20) percent of the total voting membership of the Division.
4. The Rules named in Article 6, fourth paragraph, may be amended by affirmative votes of not less than two-thirds (2/3) of the members serving on the Executive Committee, provided that the text of the proposed amendment has been furnished to each member of the Committee, not less than ten (10) days before the meeting at which a vote will be taken.



5. A copy of the Bylaws and/or Rules certified by the Secretary of the Division shall be filed with the Executive Director. Such amendments are subject to the approval of the Board of Directors. The Division Secretary shall be responsible for notifying members by publication in NUCLEAR NEWS, of amendments to the Bylaws and Rules as may be requested by Division members in good standing.