

Cincinnati Radiation Society:

Chapter Bylaws

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**Bylaws of the
CINCINNATI RADIATION SOCIETY CHAPTER
of the
HEALTH PHYSICS SOCIETY**

ARTICLE I - Name

The name of the organization shall be the CINCINNATI RADIATION SOCIETY CHAPTER in recognition of its being the oldest society of this nature founded in 1952, and hereinafter shall be designated as the Chapter.

ARTICLE II – Objectives

Section 1. The objectives of the Chapter are to aid in the work of Health Physics, to improve dissemination of information between individuals in Health Physics and related fields, to promote and improve Health Physics as a profession, to improve public understanding of the problems and needs in radiation protection, and to promote within the Chapter’s jurisdiction the activities of the Health Physics Society.

ARTICLE III – Membership

Section 1. Every Member of the Health Physics Society shall automatically become a Member of the Chapter upon presenting to the Chapter proof of membership in the Health Physics Society and payment of Chapter dues.

Section 2. The Executive Council of the Chapter shall serve as the Committee on Admissions and shall be responsible for approving applications for membership involving persons who are not members of the Health Physics Society. An applicant may be any person who is engaged in a field of endeavor related to Health Physics or whose interests in the profession would make him a desirable member of the Chapter. Application for membership in the Chapter by such persons shall be made on a form approved by the Executive Council. Election to membership in the Chapter under the provisions of this section of the Bylaws requires the approval of at least two (2) members of the Executive Council and persons so elected shall be entitled to all privileges of membership in the Chapter except, as hereinafter provided in Article IV, Section 1, of the Bylaws, the right to become President, President-elect, Secretary or Treasurer.

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Section 3. The Chapter administrative year begins September 1 of each calendar year and resides on August 31 of the following calendar year. Membership dues are established on an annual basis by the Executive Council and are payable beginning September 1 of each administrative year. Any member of the Chapter whose dues are unpaid on January 1 of the current administrative year is not in good standing and shall have no vote. Membership in the Chapter ceases when the dues of the member are not paid within one year after they are due; the individual's name shall be removed from the active membership list. Any member who moves residence outside of the geographical jurisdiction of the Chapter may retain his membership in the Chapter at their discretion provided that they fulfill all other requirements for membership.

ARTICLE IV – Officers

Section 1. The officers of the Chapter can be a President, President-elect, Secretary and Treasurer. The President and President-elect shall be persons who are Members or Associate Members in good standing of the Health Physics Society.

Section 2. The President-elect shall be chosen by vote of the membership for a term of one year at the conclusion of which ascendance to the Office of President for a one-year term becomes automatic.

Section 3. The Secretary and Treasurer shall be chosen by vote of the membership on alternate years, each for a term of two years.

Section 4. No officer shall be eligible for election to the same office for more than two consecutive terms.

Section 5. The term of office for all officers shall begin following installation at the Annual Meeting of the Chapter.

Section 6. An office may be declared vacant by the Executive Council in the event that an Officer misses three consecutive meetings of the Executive Council or ceases to be a Member of the Chapter. The vacated office shall be filled by the Executive Council according to Article V hereinafter provided.

ARTICLE V – Administration

Section 1. The Executive Council is the representative body of the Chapter, and as such, shall have, hold, and control all funds, properties and activities of the Chapter in accordance with the Bylaws governing these matters.

Section 2. The Executive Council shall consist of seven (7) voting members including the President, President-elect, Secretary, Treasurer, and three elective Council Members,

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and one (1) non-voting member, the Past President, who has no vote except in the event to break a tie vote. A Council Member shall be elected from the membership of the Chapter for a three-year term each. One of the three Council Members shall be elected each year.

Section 3. The Executive Council shall hold at least two meetings each year, and the meetings shall be presided over by the Chapter President. Four (4) voting members of the Executive Council shall constitute a quorum and all decisions of the Executive Council shall require approval of at least four (4) voting members of the Council. Any Council member not able to be present at a meeting of the Executive Council may be represented by a proxy.

Section 4. A seat on the Executive Council may be declared vacant by the Council in the event that a Council member should miss three consecutive meetings of the Executive Council or cease to be a member of the Chapter. The vacated seat may be filled as provided by Section 5 of this Article.

Section 5. In the event of a vacancy in an elective position, the Council may make an appointment to hold until the unexpired term is filled by election at the next regular ballot presented to the membership.

Section 6. (Catastrophe Clause) In the event that the membership of the Council drops below four (4) members because of death, resignations, or other circumstances, as the first order of business at the first scheduled meeting of the Chapter at which thirty (30) percent or more of the active membership is in attendance, the Chapter President or in the absence of the Chapter President an acting President shall cause the election of a Temporary Nominating Committee Chair who, in turn, shall convene those 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, the Temporary Chair shall appoint proxies for the absentee members. The Nominating Committee as now constituted shall select nominees for all vacated elective positions in accordance with provisions of Article VI, Section 4 of the Bylaws as hereinafter provided. 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 present shall be required to elect. In the event that 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 the office of Temporary Chair is dissolved.

Section 7. It shall be the responsibility of the Executive Council to review the financial status of the Chapter annually for the purpose of establishing the annual dues required for membership in the Chapter.

Section 8. The Executive Council shall review the programs of the Chapter as presented by the President and other Members, furnish appropriate guidance in these matters, and approve or reject in accordance with Council procedures.

Section 9. Meetings of the Executive Council shall be called at the direction of the President. All sessions of the Executive Council shall require at least ten (10) days prior notification to the members of the Council. A request to the President made in writing (e.g., email) by four (4) members of the Council shall require a meeting to be called.

Section 10. Ordinarily, the meetings of the Council will not be open to the Membership or public. However, on occasion, the Council may hold sessions which are open to any person or groups of persons whom the Council may designate.

Section 11. The President will preside over all meetings of the Chapter and may appoint other individuals to assist in the conduct of the meetings. The President shall appoint necessary committees with the approval of the Executive Council and automatically becomes an ex-officio member of these committees. The retiring President shall submit an oral report of the "State of the Chapter" to the Membership at the Annual Meeting, if deemed appropriate by the Executive Council.

Section 12. The President-elect shall perform duties as delegated by the President, and in the absence of the President at a meeting of the Chapter, will assume the duties of the President.

Section 13. The Secretary shall keep a record of all transactions and meetings of the Chapter and Executive Council. The Secretary shall carry out correspondence of the Chapter, keep an accurate mailing list of the Membership, and post all ballots used in election and amending procedures.

Section 14. The Treasurer shall be the custodian of all monies of the Chapter, shall receive all monies due the Chapter, and shall pay all authorized bills against the Chapter. The Treasurer shall submit the accounts for audit to the Executive Council prior to the Annual Meeting of the Chapter, and shall turn over to the successor all funds and properties of the Chapter. The Treasurer shall submit an annual report summarizing the financial status of the Chapter to the Membership at the Annual Meeting. The Treasurer may be bonded in such an amount as shall be determined by the Executive Council and by a company approved by the Executive Council. When bonded, expense of bonding shall be borne by the Chapter.

ARTICLE VI – Election and Balloting Procedures

Section 1. Except as provided for in Article V, Section 6, of the Bylaws, nominations for all elective positions and the election procedure governing the processes of election and balloting shall be in accordance with the provisions of Article VI of the Bylaws.

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Section 2. Nominations for all elective positions should be made by a Nominating Committee consisting of a Chair and at least one (1) other member appointed by the President and approved by the Executive Council. The additional member(s) is not required to be a member of the Executive Council and may be any member of the Chapter in good standing.

Section 3. The President-elect, Secretary or Treasurer, and one Council member shall be elected annually by the Members of the Chapter. Newly elected Officers and Council member shall be installed at the Annual Meeting following the ballot.

Section 4. The Nominating Committee shall select at least one nominee for each elective office and in no case shall an individual's name be placed in nomination for more than one elective position during any one election. No member shall have their name placed in nomination without consent.

Section 5. The Nominating Committee shall submit in writing the names of the nominees to the Secretary not later than thirty (30) days prior to the Annual Meeting of the Chapter.

Section 6. All ballots shall be prepared at the direction of the Secretary and transmitted (i.e., by electronic means or letter) to each member of the Chapter in good standing. Ballots for elective positions shall be transmitted at least fourteen (14) days prior to the Annual Meeting. Provisions shall be made for the names of write-in candidates on the ballot. A ballot shall be closed on the thirtieth (30th) day following the transmittal of the last ballot to the Membership or on the date of the Annual meeting, whichever is sooner.

Section 7. The Member shall return their ballot to the Secretary in accordance with Health Physics Society rules or guidelines for balloting. On the day following the closing of the ballot, the Secretary shall convene not less than four (4) members of the Executive Council to tabulate and certify the vote. The Secretary shall examine the names on the ballots and certify the eligibility of the member to vote. The ballots shall be handled in such a manner as to preserve the vote as secret and no vote shall be voided if the intent as to the choice of the member is clear. The ballots and tally sheets shall be retained by the Secretary and sealed in a suitable container until the close of the next Regular Meeting of the Chapter, after which time the envelopes, ballots and tally sheets shall be destroyed. A majority vote of the Membership voting for an elective position or an amendment shall be required to elect or amend. Ties shall be settled by lottery. Following certification of the results, nominees shall be notified promptly of the outcome.

ARTICLE VII – Chapter Meetings

Section 1. The Chapter administrative year begins September 1 of each calendar year and resides on August 31 of the following calendar year. The Chapter shall hold at least

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two (2) Regular Meetings to include the Annual Meeting each administrative year. The date, time and place for each regular meeting shall be established by the Executive Council, except as otherwise provided for in the Bylaws.

Section 2. The Chapter Annual Meeting should be held in September of each administrative year or as the first meeting of the Chapter. Should the Executive Council warrant a change of the Annual Meeting from that prescribed, the Annual Meeting shall be held no later than May 31 of the administrative year.

Section 3. Other meetings of the Chapter may be called by the President with the approval of one (1) or more members of the Executive Council. A petition directed to a member(s) of the Executive Council bearing the signatures of at least ten (10) percent of the active membership shall require a meeting of the Chapter to be called.

Section 4. Members in good standing shall be notified by mail or electronic transmittal of all meetings at least ten (10) days in advance of the date, time and place set for the meeting. The notification shall include a program listing of scheduled activities of the meeting.

Section 5. A quorum at a Chapter Meeting shall consist of ten (10) members or twenty (20) percent of the Membership, whichever constitutes the greater number.

Section 6. All meetings of the Chapter are open to the entire Membership. Except when otherwise specified in writing by the Executive Council, any member is privileged to bring guests to Chapter Meetings provided reservations are made if required and/or fees are paid when applicable.

Section 7. The Executive Council shall develop a standard procedure for governing the order of business for all meetings of the Chapter, establishing session time limits where applicable, and the *Robert's Rules of Order* shall be the guide for any parliamentary procedure not especially provided for in the said rules of the Chapter. A change in the standard procedure governing the order of business at a meeting of the Chapter requires the approval of the majority of the Membership at the meeting.

ARTICLE VIII – Financial

Section 1. The Executive Council shall review the financial status of the Chapter annually and establish annual membership dues.

Section 2. All funds shall be paid into the office of the Treasurer where they shall be entered in the books of the Chapter and deposited in a bank approved by the Executive Council.

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

ARTICLE IX – Committees and Appointments

Section 1. The President shall appoint, with the approval of the Executive Council, individuals and/or committees to assist the officers and the Executive Council 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 geographical jurisdiction of the Chapter 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 of the Chapter.

Section 3. The Standing Committees shall be as follows and membership shall conform to the provisions of Section 1.

(a) The Membership Committee shall be comprised of the Secretary and Treasurer and any other members as designated by the Executive Council. It will review applications for membership in the Chapter and decide for or against the acceptance of an applicant for membership.

(b) The Program Committee shall consist of the President or President-Elect as Chair and one (1) or more other members. The Program Committee should handle the arrangements for all Chapter meetings. The Chair of the Program Committee shall be responsible for providing the Secretary with an agenda for each meeting which will be circulated to the Membership at least fourteen (14) days before the meeting.

(c) The Nominating Committee shall be chaired by the Past President.

Section 4. The President shall appoint such other committees as are deemed desirable for the effective operation of the Chapter.

Section 5. The membership of all committees appointed by the President under the provisions of Article IX shall terminate automatically at the close of the presidential term in which the appointments were made.

Section 6. (Proxy Clause) Absentee Members of Committees at meetings of the Executive Council, and at Chapter Meetings, are authorized to be represented in any and all such meetings by proxy. Except as specified in Article V, Section 6 (Catastrophe Clause), the Absentee member shall be required to submit a letter of authorization naming the person authorized to act in his stead. The person so named must be a

Member in good standing of the Chapter, but need not be a member of the same body of the Chapter as that of the absentee Member. The absentee Member may, or may not, set forth conditions limiting the authority of his proxy. The letter of authorization shall be submitted to the Chair of the body involved for recognition and certification, after which it shall be turned over to the Secretary of the Chapter to become a matter of record.

Section 7. (Chapter Council) The Chapter shall select two (2) members as representatives to the Chapter Council, an advisory board to the Board of Directors of the Health Physics Society. Although not required, it is preferred that the members be officers of the Chapter.

(i) The responsibilities of the Chapter Council may include submitting comments and recommendations regarding Health Physics Society policy, operations and business, in writing to, the Health Physics Society Support Committee Chair.

(ii) The Chapter Council is convened at least once a year during the Annual Meeting of the Health Physics Society. The Chapter Council may be convened at other times at the request of the Board or President-Elect. The Society Support Committee arranges and convenes and the President-Elect presides over the Chapter Council. A Secretary appointed by the Society Support Committee Chair shall prepare minutes of the meeting. The Society Support Committee shall distribute copies of the minutes to all members of the Council and the Board, as well as follow-up on all requests and action items received at the Chapter Council Meetings.

(iii) [See Health Physics Society Rule 7.3 – Chapter Council]

ARTICLE X – Amendments

Section 1. Amendments to the Bylaws may be proposed in the form of a motion by any member in good standing at a Regular Meeting of the Chapter or at any Special Meeting called for that specific purpose. 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 in which the motion is presented. 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 shall prepare and submit the proposed amendment in writing to the Membership. A waiting period of thirty (30) days must elapse following the transmission of the proposed amendment to the Membership before a vote can be taken. A vote must be taken prior to the conclusion of the first meeting of the Chapter following the thirty (30) day waiting period set out above. The Executive Council is authorized to poll the Membership on proposed amendments to the Bylaws by means of a letter ballot in accordance with Article VI, Sections 6 and 7, or at a meeting of the Chapter. The affirmative vote of a majority of the Membership voting shall be required to amend.

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Section 2. Any proposed changes to the Chapter's Charter or Bylaws will be submitted to the Health Physics Society Rules Committee for review and submitted to the Board of Directors for approval. [See Health Physics Society Rule 10.1, Article IV – Procedures, Section (d) Changes in Governance]