

BYLAWS
of the
MATERIALS SCIENCE AND TECHNOLOGY DIVISION
of the
AMERICAN NUCLEAR SOCIETY
Incorporated

Approved June 1981

With Revisions through June 1995

- B9.4 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. A statement to the effect that *the Division assumes sole responsibility for the contents shall be imprinted on any publication regarding an action, obligation, or expression with respect to the Society, issued by the Division.
- B18.10.4 3. The Financial affairs of the Division shall be conducted in such a manner that the Division shall be financially independent and shall not rely on support from Society funds, except to a limit in accordance with Society budgets approved-by the Board of Directors.
- ARTICLE B4 - MEMBERSHIP
- R18.9 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 office in the Division.
2. Society members who desire to become 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 may do so by notifying the Executive Director and paying the associated fee, if necessary.
3. Society members who desire to terminate their membership in the Division shall so indicate on the annual dues billing form. Society members desiring to resign at other times may do so by notifying the Executive Director. Upon resignation, the member's name shall be dropped from the Division roster and mailing list.
- ARTICLE B5 - DUES, ASSESSMENTS, AND CONTRIBUTIONS
- R18.10.4 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.
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 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.
- ARTICLE B6 - EXECUTIVE COMMITTEE
- R18.1. 1. The Division shall be managed by an Executive Committee
R18.7.3 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.
- R18.10.2 2. The Executive Committee shall consist of not fewer than six (6) members including both the officers and the 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 Chair of the Division most recently retired shall be an ex officio member. The Chair of the Professional Divisions Committee of the Society shall be an ex officio member without vote. The Chair of the Division shall be the Chair of the Executive Committee. A quorum shall be 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 Chair shall be filled by the Vice Chair, who shall continue also to perform the duties of the Vice Chair until installed as Chair for the following year.

61 8.5.2

- 4. *In order to provide for handling the affairs of the Division, the Executive Committee may prepare and adopt, in connection with these Bylaws, suitable rules. Such rules shall be adopted by affirmative vote of not fewer than three-fourths (3/4) of the members of the Executive Committee, provided that the text of the proposed amendments has been furnished to each member of the Committee at least ten (10) days before the meeting at which the vote is taken or provided at least thirty (30) days are allotted between ballot distribution and the specified closing date for return if the vote is by letter ballot. A copy of such rules shall be filed with the Executive Director of the Society.

- 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 Chair, or at the request of any three or more members of the Committee. Two consecutive, unexcused absences (failure to attend without prior notice) from the two Executive Committee meetings to be held in conjunction with the Annual and Winter meetings of the Society shall constitute an automatic resignation. A member qualifying for automatic resignation shall be notified by the Secretary-Treasurer who shall also duly record the resignation in the official records of the Division.

ARTICLE B7 - OFFICERS

R18.10.2

- 1. The officers of the Division shall be a Chair, a Vice Chair, and a Secretary-Treasurer. The officers shall hold office for a one-year term, or until their qualified successors are elected or appointed.
- 2. Chair - The Chair shall have supervision over the affairs of the Division, subject to the direction of the Executive Committee. The Chair 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 office by the Executive Committee. The Chair shall be an ex officio member of all committees of the Division and an ex officio member of the Professional Divisions Committee of the Society.
- 3. Vice Chair - The Vice Chair at the time of election shall be designated Chair-Elect, and at the expiration of that term will automatically succeed to the Office of Chair. The Vice Chair shall perform the duties of the Chair if the Chair is unable to serve. The Vice Chair shall participate in those activities of the Division that are the responsibility of the Chair in order to gain training in the affairs of the

Division and shall have such other specific duties as may be assigned the office by the Executive Committee.

- B 9.3 4. Secretary-Treasurer The Secretary-Treasurer shall record and file with the Executive Director within thirty (30) days after the meeting date(s) the minutes of the Division meetings and of their Executive Committee meetings. The Secretary-Treasurer shall act as custodian of Society Bylaws and Rules, and of Division Bylaws and Rules. The Secretary-Treasurer shall be the responsible custodian of any special funds of the Division and shall have such other duties as may be assigned by the Executive Committee. The Secretary-Treasurer shall arrange for notices to Division members and shall be responsible for obtaining a roster of Division members from the Executive Director. The Secretary-Treasurer shall prepare an annual budget for presentation to, and approval by, the Executive Committee of the Division for incorporation into the Society's budget. In the absence of both the Chair and the Vice Chair, the Secretary-Treasurer shall preside at meetings of the Division.

ARTICLE B8 - ELECTION AND ELIGIBILITY

- R18.10.2 1. The members of the Executive Committee, and the Division Officers (except the Chair) after the initial year, shall be elected as specified in these Bylaws.
2. Executive Committee members shall be Fellows, Members, Associate Members, Emeritus or Honorary Life Members of the Society.
3. The Nominating Committee shall place in the hands of the Secretary-Treasurer and Executive Director no later than five (5) months before the Annual Meeting, the names of candidates for the Executive Committee and for Division Officers. The Executive Director shall prepare and forward to each member of the Division a ballot containing the nominations submitted by the Nominating Committee, and others made by petition of not fewer than ten (10) members of the Division, received in writing either by the Nominating Committee or by the Secretary-Treasurer at least four (4) months before the Annual Meeting.
4. Candidates shall be named by the Nominating Committee for Executive Committee membership and for each elective office other than the office of Chair. The ballot shall also contain spaces for writing in additional names.
5. 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,
6. Voting shall be by secret ballot under the general procedure stipulated for voting and for handling the ballots in the Bylaws and Rules of the Society. The Executive Director shall declare elected to each position the candidate receiving the most votes for that position. If a tie occurs, the Division shall resolve the tie by a vote 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 consecutive terms of office as Secretary-Treasurer. After one full term in office, the Chair shall automatically be succeeded by the Vice Chair. No member shall hold more than one office simultaneously.

- R18.10.2 8. No member shall be eligible for the office of Chair until having served on the Executive Committee for at least one year except in the event the Chair is declared vacant due to death, resignation or other causes.

ARTICLE B9 - STANDING AND SPECIAL COMMITTEES

1. The Standing and Special Committees of the Division shall be appointed by the Chair of the Division to serve to the end of the Chair's term, except as otherwise specified. Appointments to committees shall be reported to the Executive Committee for ratification, and that Committee may change the appointed personnel of committees at any time at its discretion. Committee chairs shall not be eligible for reappointment to the same committee for more than three (3) consecutive terms. The Standing Committees shall, at the discretion of the Chair, include the following.
 - a. Nominating Committee - composed of not fewer than three (3) members, who shall function as described in Article B8.
 - b. Program Committee - composed of not fewer than three (3) members, shall be responsible for planning meetings of the Division and special sessions sponsored by the Division at national meetings of the Society. For special sessions of contributed papers at national meetings, the Program Committee shall select session chairs and other officers required for presiding at technical meetings of the Division and at its special sessions in national meetings of the Society; all such meeting officers shall be members 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 Chair of the Program Committee shall be responsible for liaison with the Program Committee of the Society. The Program Committee shall be responsible for planning and execution of Division-sponsored topical meetings, tutorials, and workshops in accordance with rules and procedures promulgated by the National Program Committee. The term of office of the Program Committee Chairman shall be two years.
 - c. Membership Committee - shall be charged with the duty of bringing the advantages of Society and Division membership to the attention of qualified candidates.
 - d. Finance Committee - chaired by the Secretary-Treasurer shall be responsible for the financial activities of the Division in cooperation with the Society Treasurer and Executive Director.
 - e. Honors & Awards Committee - composed of not fewer than three (3) members who shall be responsible for recommending to the Executive Committee, candidates for Society and Division Honors and Awards. The Committee will arrange for the Division awards whether they are citations, financial awards, certificates, or other items.
 - f. Publicity Committee - shall arrange for publicity for the Division Activities.

- g. Publications Committee - shall be responsible for the publication of special publications such as books and monographs within the scope of the Division. The Publications Committee shall maintain liaison with the Publications Committee of the Society. The Publications Committee shall also monitor the quality of the technical publications published by the Society and of interest to the Division, and handle assessments by members of the Division regarding publications.
 - h. University Liaison Committee - shall stimulate interest in the activities of the Division and administer university related award programs set-up by the Executive Committee.
2. Additional standing committees may be established by the Executive Committee. Special committees may be established from time to time by the Chair, subject to authorization by the Executive Committee; these shall be dissolved upon completion of the duties assigned to them.
 3. A majority shall constitute a quorum at all committees' meetings.

ARTICLE B10 - MEETINGS

- R18.10.3
1. Meetings of the Division shall be held as determined by the Executive Committee, at times and places it shall designate. There shall be at least one meeting each year. One of the meetings shall be scheduled to coincide with the Annual Meeting of the Society and shall follow the annual reorganization meeting of the Division Executive Committee. The Secretary-Treasurer 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 will be sent to the members of the Division not less than six (6) weeks before the meeting.
 2. A quorum for the transaction of business at the Annual or other Division meetings shall consist of ten (10) qualified voters or twenty percent (20%) of the qualified voters of the Division, whichever is fewer.
 3. Members of the Division are also invited to meetings of the Executive Committee and will be given the opportunity to bring up matters of interest to the Division. An Executive Committee meeting, therefore, may constitute a Division meeting.

ARTICLE B11 -AMENDMENTS

1. Amendments to these Bylaws may be proposed at any regular meeting of the Division attended by a quorum of qualified voters of a Division.

- R18.5.12. Any proposed amendment shall be forwarded to the Society Bylaws and Rules Committee for Society review and approval following approval of two-thirds (2/3) of the members of the Division Executive Committee.
- R18.5.13. Following a review by the Bylaws and Rules Committee, a proposed amendment shall be presented to the members of the Division for a vote. Voting may take place at any meeting attended by a quorum of qualified voters of the Division provided that a written notice of the meeting, together with the text of the proposed amendment and of any existing articles thereby affected, has been mailed to the members by the Secretary-Treasurer at least ten (10) days before the meeting at which the vote will be taken. Voting may also take place by letter ballot provided at least (30) days are allotted between ballot distribution and the specified closing date for return. Division approval of a proposed amendment shall require the affirmative votes of no fewer than two-thirds (2/3) of the members voting and the total vote shall not be less than twenty-five percent (25%) of the total voting membership of the Division.
- R18.5.14. The proposed amendment shall become effective following Society and Division approval and the division Secretary-Treasurer's filing of a certified copy of the approved amendment with the Executive Director of the Society.
5. The Division Secretary-Treasurer shall be responsible for notifying members through a publication sent to all members of amendments to the Bylaws as soon as practicable after adoption. The Secretary-Treasurer shall be responsible for supplying single copies of Bylaws and amended Bylaws as may be requested by the Division members in good standing.

ARTICLE B12 - RULES OF CONDUCT

1. In all procedural matters not covered by the Bylaws and Rules of the Division, Robert's Rules of Order, latest edition, will be used as the authority for parliamentary procedures.