

AMERICAN NUCLEAR SOCIETY

Standard Bylaws & Rules for

ACCELERATOR APPLICATIONS DIVISION

4/6/10

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<p>Article B1 – Name</p> <p>1.1 The official designation shall be the Accelerator Applications Division of the American Nuclear Society, Incorporated, hereinafter referred to as the Division and Society, respectively.</p>	<p>R1 – Name</p> <p>1.1 The official names of the Accelerator Applications Division of the American Nuclear Society may also be referred to herein as AAD.</p>
<p>Article B2 – Objectives</p> <p>2.1 The objectives of the Division (or TG) shall be consistent with the objectives of the Society, as set forth in its Certificate of Incorporation and in Article B2 of its Bylaws and Rules, principally, the “advancement of science and engineering relating to the atomic nucleus and of allied sciences and arts.”</p> <p>2.2 The Division (or TG) shall provide, through a group of members of any grades particularly interested in the Division’s area of nuclear science or technology, a means to promote the sciences and arts of that area, within the scope of the Society.</p> <p>2.3 The Division’s (TG’s) area of nuclear science or technology includes promoting the advancement of knowledge of the use of particle accelerator technologies for nuclear and other applications.</p> <p>2.4 To further its objectives, the Division (or TG) shall:</p> <ul style="list-style-type: none"> a. Hold meetings, or conduct other activities, in accordance with the stated policy of the Society for the presentation and discussion of professional ideas relating to the Division’s area of nuclear science or technology. b. Disseminate knowledge and information in the Division’s area of nuclear science or technology by discussions, communications, and the presentation of papers and other means of information exchange. c. Encourage the formation of closer professional, and, as appropriate, personal relations among the members. d. Cooperate with other scientific and professional groups having related objectives 	<p>R2 – Objectives</p> <p>2.1 To further its objectives, AAD shall also publish papers, proceedings, newsletters, summaries of discussions, and other communications that are, in the judgment of the Executive Committee, appropriate and timely.</p>
<p>Article B3 – Obligations to the Society</p>	<p>R3- Obligations to the Society</p>

- 3.1 The activities of the Division (or TG) and its members shall be governed by the provisions of these bylaws which shall be in accord with the provisions of the Certificate of Incorporation and the Bylaws and Rules of the Society. Operation of the Division (or TG) shall be governed by the laws of incorporation of the Society and their respective Bylaws, Rules, Procedures, and Policies.
- 3.2 In the event of a conflict, the Society's Bylaws, Rules, Procedures, and Policies shall take precedence over the Bylaws and Rules of the Division or Technical Group.
- 3.3 The Division (or TG) shall not have authority to act for or in the name of the Society. No action, obligation, or expression of the Division (or TG) shall be considered an action, obligation, or expression of the Society as a whole. A statement to the effect that the Division (or TG) 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. The Division (or TG) may use its website for this purpose.
- 3.4 The financial affairs of the Division (or TG) shall be conducted in such manner that the Division (or TG) shall be financially independent and shall not rely on support from Society funds, except to the limit budgeted by the Board of Directors for each Division. The Division (or TG) may meet its financial obligations in accordance with the provisions in Article B5.
- 3.5 The Division (or TG) shall not represent any opinion or position in any matter technical or non-technical as being the official position of the Society or any of its subdivisions without prior approval of the Board of Directors.
- 3.6. The Secretary of the Division (or TG) shall file with the Executive Director of the Society a copy of the minutes of the Division (or TG) Executive Committee meetings within thirty (30) days following the meetings date(s) in accordance with B7.3.

Article B4 – Membership

- 4.1 Members in good standing in the Society shall be eligible to become members of the Division.
- 4.2 Student members in good standing in the Society shall be voting members and may hold the office of Secretary-Treasurer, Secretary, or Treasurer and serve on the Executive Committee in the Division.
- 4.3 Society members who desire to become members of the Division (or TG) 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.
- 4.4 Society members who desire to terminate their membership in the Division (or TG) 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 (or TG) roster and mailing list.
- 4.5 At the discretion of the Executive Committee, the Division (or TG) may enroll non-Society members as "Division (or TG) Participants" for a non-renewable period of up to two years. Division (or TG) Participants shall be "non-Society" members who qualify by submitting an application and paying a fee for an amount and via a path approved by the Executive Committee of any Professional Division (or TG) voluntarily choosing to enroll them. Division (or TG) Participants may be entitled: 1) to receive newsletters and notices of activities of the Division (or TG) and 2) to participate as non-Society members in Division (or TG) activities excluding voting and holding elective or appointed offices in the Division. Division (or TG) Participants shall be encouraged to apply for Society membership.

R4 – Membership

- 4.2 Student members of the Society shall be eligible for membership in the Division. Student Members have the right to vote on Division matters. Student Members are eligible to hold positions on the Executive Committee except for the positions of Chair and Vice-Chair.
- 4.4 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. In this event, the member's name shall be dropped from the Division roster and mailing list.
- 4.5 The AAD encourages the involvement of Division Participants. Division Participants need not meet the education and experience requirements that are established for accredited membership in the Society. Unless otherwise specified by the Society, a simple letter of request may suffice as an application for Division Participant status. The Executive Committee shall set dues and conditions of Participant status upon recommendation by the Membership Committee.

Article B5 – Dues, Assessments, and Contributions

- 5.1 The Division (or TG) may collect dues from its members as provided in the Division (or TG) Rules. The dues for membership in a Division (or TG) shall be shown on the annual statement sent to each member of the Society by the Executive Director.
- 5.2 The Division (or TG) may levy special and reasonable assessments to implement the sponsorship of special or topical meetings when authorized by affirmative vote of not fewer than two-thirds (2/3) of the members present at a regular or special meeting called as provided in these Bylaws.
- 5.3 The Division (or TG) may also accept non-compulsory financial contributions, but solicitation and acceptance of such contributions shall be subject to the written approval by the Board of Directors and the Executive Director.
- 5.4 The funds derived from these and from any other authorized sources shall be disbursed for the Division (or TG) by the Executive Director of the Society in response to requests from the Treasurer and Chair and in accordance with the annual operating budget prepared by the Finance Committee of the Division (or TG) and subject to the limitation stipulated in Article B3.4 of these Bylaws.

R5 – Dues, Assessments, and Contributions

- 5.2 The Division may also levy special and reasonable assessments when authorized by mail vote. The Secretary shall provide for mailing an explanation of the special assessment prior to the vote. Adoption of the special assessment shall require a majority of affirmative votes and that the total vote shall not be less than twenty percent (20%) of the total membership of the Division.

Article B6 – Executive Committee

- 6.1 The Division (or TG) shall be managed by an Executive Committee. This Committee shall constitute the governing body of the Division (or TG) and shall have power to act for the Division (or TG) in all matters, subject to these Bylaws and to the Certificate of Incorporation and the Bylaws and Rules of the Society.
- 6.2 The Executive Committee of the Division (or TG) shall consist of not fewer than six (6) members. The members, elected at large, other than the officers shall have terms not exceeding four (4) years, and the term designated for each shall commence at the close of the Annual meeting of the Society and shall be such as to maintain effective continuity of experience in conducting the affairs of the Division (or TG) and in performing the duties of the Executive Committee. The Chair of the Division (or TG) most recently retired shall be an ex-officio member with voting privileges. The Chair of the Professional Divisions Committee of the Society shall be an ex-officio member without vote. The Chair of the Division (or TG) shall be the Chair of the Executive Committee, and other officers, as defined in Articles B7.2, B7.3, B7.4, and B7.5, shall also serve on the Executive Committee. A quorum shall be a majority of the voting members of the Executive Committee
- 6.3 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 (the designated Chair-Elect if there is more than one Vice-Chair), who shall continue also to perform the duties of Vice-Chair until installed as Chair for the following year.
- 6.4 The Executive Committee may remove members missing more than two (2) consecutive meetings, unless appropriate reasons are provided for missing such meetings.

R6 – Executive Committee

- 6.1 The Executive Committee may empower officers or members of the Executive Committee to act specifically on its behalf in certain matters.
- 6.2 Composition and Term of Office
- a. The Executive Committee of the Division shall consist of not more than twenty (20) members including the Officers, the elected members, and ex-officio members.
- b. Term of Office - The term of office for non-officer Executive Committee members, who are elected at large (including those elected as Student Members), shall be three (3) years.
- 6.3 Filling of vacancies:
- a. A vacancy among the officers or on the Executive Committee may be declared because of death, resignation, or removal in accordance with Article B6.4.
- b. Between elections, a vacancy shall be filled through appointment of an individual by the Chair, with an affirmative vote by two-thirds (2/3) of the Executive Committee members.
- c. An individual appointed to fill a vacancy on the Executive Committee shall serve for the remainder of the original term
- 6.4 Removal by Executive Committee: An affirmative vote by two-thirds (2/3) of the Executive Committee members is required to

Article B7 – Officers

- 7.1 The officers of the Division (or TG) shall be a Chair, at least one Vice-Chair, a Secretary, and a Treasurer. The duties of the Secretary and Treasurer may be combined into a single office (i.e., Secretary-Treasurer). All officers shall hold their offices for a one-year or two-year term or until their qualified successors are elected or appointed.
- 7.2 The Vice-Chair (or one of them if there is more than one) 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.
- 7.3 The Secretary or Secretary-Treasurer shall record and file with the Executive Director within thirty (30) days after the meeting date(s) the minutes of the Division (or TG) Executive Committee meetings. Separate teleconference meetings minutes may be recorded by the Division (or TG) and do not have to be filed with the Executive Director.
- 7.4 For Divisions that do not have a Treasurer, the Secretary-Treasurer shall also serve as a member of the Division's Finance committee, and shall be the responsible custodian of any special funds of the Division. The Secretary-Treasurer shall have the same duties as the Treasurer.

R7 – Officers

- 7.1 The officers of the Division shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Vice-Chair shall be designated Chair-Elect, the Secretary designated the Vice-Chair Elect and the Treasurer the Secretary-Elect. The officers shall hold office for one year concurrently with the term of officers of the Society or until their successors are elected or appointed.
- 7.2 Duties of the Chair:
- The Chair shall have supervision over the affairs of the Division, subject to the direction of the Executive Committee, and shall be responsible for coordinating the work of the Division with the activities of the Society.
 - The Chair shall be responsible for calling all meetings of the Executive Committee and shall preside at meetings of the Executive Committee and the Division.
 - The Chair shall be responsible for representing the Division at the meetings of the Society Professional Divisions Committee and Society Board of Directors.
 - The Chair shall be an ex-officio member of all Division Committees, with voting rights.
- 7.3 Designated Chair-Elect and Vice-Chair:
- The Vice-Chair shall be the designated Chair-Elect and, at the expiration of that term, will automatically succeed to the office of Chair.
 - The Vice-Chair shall assist the Chair in conducting the duties of the office and shall perform the duties of the Chair if the Chair is absent.
 - The Vice-Chair shall perform the duties of the Chair if the Chair is unable to serve.
- 7.4 Secretary:
- The Secretary shall act as custodian of the Division Bylaws and Rules and shall keep records and minutes of the Division's activities.
 - The Secretary shall provide notices to Division members and for publicity releases, and shall be responsible for obtaining a roster of Division members from the Executive Director.

7.5 The Treasurer shall send the Division (or TG) budget to the Executive Director after approval of the Executive Committee.

c. In the absence or incapacity of the Chair and the Vice-Chair, the Secretary (if not a student member) shall be responsible for performing the duties of the Chair.

7.5 Treasurer:

- a. The Treasurer shall review the financial statements provided by the Society's staff and shall monitor the financial health of the Division.
- b. The Treasurer shall assist the Chair with the preparation of the Division's budget.
- c. The Treasurer shall advise the other officers on issues of expenses and revenue.
- d. The Treasurer shall receive and disburse funds as authorized by the Executive Committee.
- e. In the absence or incapacity of the other Officers, the Treasurer (if not a student member) shall be responsible for performing the duties of the Chair.
- f. The Treasurer shall also have such other duties as may be assigned to him or her by the Executive Committee.

Article B8 – Election and Eligibility

- 8.1 The members of the Division (or TG) Executive committee and the officers (except the Chair) shall be elected as specified in Article B6.2 and B7.1 of these Bylaws, respectively.
- 8.2 Executive Committee members shall be Fellows, Members, Student Members, Emeritus or Honorary Life Members of the Society.
- 8.3 The Nominating Committee shall place in the hands of the Secretary or Secretary-Treasurer and Executive Director no later than the completion of the Winter Meeting (or seven [7] months before the Annual Meeting for Divisions that were unable to meet during the Winter Meeting) the names of candidates for the Executive Committee and for the Division (or TG) officers. The Executive Director shall prepare and forward to each member of the Division (or TG) 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 or Secretary-Treasurer at least twenty-two (22) weeks before the Annual Meeting.
- 8.4 At least one candidate shall be named by the Nominating Committee for each Executive Committee membership expiring or vacated and for each elective office other than the office of Chair, which will be filled by the Vice-Chair. The ballot shall contain spaces for writing in additional candidates.
- 8.5 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 (or TG) member in good standing. The Division (or TG) shall be responsive to future electronic voting initiatives introduced by the Society, as appropriate.
- 8.6 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

R8 – Election and Eligibility

- 8.1 US and non-US candidates for the Executive Committee may be elected independently on the AAD ballot.

the most votes for that position. If a tie occurs, the Division (or TG) 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.

8.7 Members, elected at large, shall not be eligible for election to more than two consecutive terms on the Executive Committee, or more than two consecutive terms of office as Secretary, Treasurer, or Secretary-Treasurer. After one full term in office, the Chair shall automatically be succeeded by the Vice-Chair. Except as provided in these Bylaws, no member shall hold more than one office simultaneously.

8.8 No member shall be eligible for the office of Vice-Chair/Chair-Elect until having served on the Executive Committee in any capacity for at least one year except during the initial year of the Division (or TG) or in the event the office of Chair is declared vacant.

8.9 The retiring Chair shall not be eligible for election as Vice-Chair/Chair-Elect for the term immediately succeeding the term as Chair.

Article B9 – Standing and Special Committees

9.1 A Division (or TG) may establish Standing and Special Committees.

9.2 A simple majority of the members of the committee shall constitute a quorum at all committee meetings

R9 – Standing and Special Committees

9.1 Standing and Special Committees:

- a. As part of the strategic planning process for the Division, the Vice-Chair shall, prior to assuming the office of Chair, submit for approval by the Executive Committee a succession plan, including the appointment or reappointment of Committee members and Committee Chairs, that strives to achieve a balance between continuity of experience and new members.
- b. The Division Chair may, at any time, appoint additional members to serve on a Standing or Special Committee for a term of up to four (4) years.
- c. With the approval (simple majority) of the Executive Committee, the Division Chair may remove the Committee Chair or any Executive Committee member from any Standing or Special Committee.

9.2 Division Standing Committees:

- a. Technical Program Committee – composed of not fewer than five (5) members, including the Chair. The Chair of the Technical Program Committee shall be appointed by the Division Chair. The Technical Program Committee is responsible for organizing technical sessions of interest to Division members at National Meetings and Topical Meetings. The Technical Program Committee Chair shall be responsible for representing the Division at meetings of the Society National Program Committee.
- b. Newsletter – Composed of not fewer than four (4) members including the Secretary, Program Committee Chair, Vice-Chair and the Chair. The Newsletter and Publications Committee is responsible for publishing a semi-annual newsletter.
- c. Students and Young Members – Composed of not fewer than four (4) members including the Liaison with the Young Member Group and the Vice Chair. The Chair is appointed by the Division Chair. The Students and Young Members Committee is responsible for coordinating Division support and activities related to students and young members (e.g., Division scholarship recipients, and student conference attendees), and related to the transition from student to full member status.

9.3 Division Special Committees: Special committees may be established from time-to-time by the Chair, subject to authorization by the Executive Committee. Special Committees shall be dissolved upon completion of the duties assigned to them.

- a. Nominating Committee – composed of not fewer than three (3) members, including the Committee Chair. The Committee Chair is the immediate past chair of the Division. The Nominating Committee is responsible for assembling a slate of candidates for elected offices that represents a broad cross-section of the segments or groups within the Division.

Article B10 – Meetings

10.1 Meetings of the Division (or TG) shall be held as determined by the Executive Committee, at times and places it shall designate. If a business meeting is held, it shall be scheduled to coincide with the Annual Meeting of the Society and shall precede the annual reorganization of the Division (or TG) Executive Committee. The Secretary or Secretary-Treasurer shall mail an advance notice of all intended meetings of the Division (or TG) to the Executive Director of the Society not less than six (6) weeks before the date of that meeting. In addition, notices of all meetings will be sent to the members of the Division (or TG) not less than six (6) weeks before the meeting. These meetings are open to all members in good standing in the Division.

10.2 A quorum for the transaction of business at all Division (or TG) meetings shall consist of fifteen (15) qualified voters or twenty (20) percent of the qualified voters.

R10 – Meetings

10. 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 and shall follow the annual reorganization meeting of the Division Executive Committee

Article B11 – Amendments

11.1 Amendments to these Bylaws may be proposed by any Division, the Professional Divisions Committee, the Society Bylaws and Rules Committee, or the Society Board of Directors. Amendments must be of a nature that they can be applied equitably to all Divisions, in keeping with the intent of the Standard Bylaws. All proposed amendments shall be forwarded to each Division (or TG) for comment. Comments should be filed with the Professional Divisions Committee Chair no later than forty-five (45) days prior to the next ANS national meeting. Further detailed procedures for approval of amendments to the Standard Bylaws are in the ANS Rule R18.9.1.

11.2 The Professional Divisions Committee shall notify all Divisions of approved amendments to the Standard Bylaws. Each Division (or TG) shall be responsible for reviewing approved amendments to determine if corresponding changes to the Division’s Rules are required.

R11 – Amendments

11.1 Proposed Amendments to the Standard Bylaws:
a. Amendments proposed by the Division shall have received an affirmative vote by a simple majority of the Executive Committee.
b. Comments filed by the Division on proposed amendments, which were forwarded to the Division, in accordance with B11.1, shall have received an affirmative vote by a simple majority of the Executive Committee.

11.2 Approved Amendments to the Standard Bylaws
a. When notified of an approved amendment to the Standard Bylaws, the Secretary shall obtain an updated copy of the Division Bylaws from the National Bylaws and Rules Committee, and prepare reconciling changes in the Division Rules for review and approval by the Executive Committee.
b. Division members shall be notified of the amended Bylaws and Rules by appropriate means, such as posting the amended Bylaws on the Division webpage or including a notice in the Division newsletter.

Article B12 – Rules of Conduct

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

Article B13 – Dissolution

R12 – Rules of Conduct

12.1 Electronic Voting.

The Executive Committee and other AAD committees may resolve issues before them by normal voting procedures at meetings, or they may use e-mail voting. In order to properly transact committee business using e-mail, the following concepts shall be included in the committee procedures.

1. The Chair of the committee shall determine if an issue is to be considered and voted upon electronically.
2. Documents and/or issues that require electronic review and/or vote will be sent to the committee's listserv (i.e., aad@list.ans.org) with a request to review, comment, and/or vote.
3. Deadline dates for comment and voting periods will be provided. Votes can be submitted during the comment period and must be received prior to the voting deadline. All comments will be posted on the listserv for all other members to review both comments and votes.
4. Once the voting deadline has passed, the Chair will review the votes and inform the committee members via the listserv of the outcome of the vote. To be valid, all votes taken outside of a meeting must have a quorum of committee members registering a vote. To pass, the vote must have a majority of the quorum of committee members submitting an affirmative vote.
5. Between ANS national meetings, issues that have successfully passed through the electronic comment and voting process will be considered approved and activity may commence in accordance with the approved item.
6. Each electronic vote will be confirmed at the next face-to-face meeting of the committee for historical record.

13.1 Any Division (or TG) may be dissolved at the discretion of the Board of Directors of the Society, after proper consultation with the Executive Committee of the Division (or TG) and the Professional Divisions Committee.

13.2 The Division (or TG) membership must approve dissolution by a 2/3 vote before a petition is submitted.

13.3 A Division (or TG) considering dissolution should prepare and submit a petition to the Professional Divisions Committee that clearly states the reasons the Division (or TG) cannot fulfill its obligations and mission. The PDC with the Division (or TG) will forward the petition to the Board of Directors.

13.4 Assets of dissolved Division (or TG) shall become the property of the American Nuclear Society.

13.5 Any Division (or TG) that merges with another Division (or TG) may do so at the discretion of the Board of Directors after receiving a request from the Professional Divisions Committee and the involved Divisions.

a. Assets of merged Divisions will be combined under the newly established Division

R13 – Dissolution