

**AMERICAN NUCLEAR SOCIETY**

**Division Specific Rules for**

**REACTOR PHYSICS DIVISION**

**June 8, 2008**

*The rules contained herein serve to amplify and supplement the division bylaws. As such, numbering of these rules are consistent with the articles in aforementioned bylaws.*

**DIVISION SPECIFIC RULES FOR REACTOR PHYSICS DIVISION**  
**AMERICAN NUCLEAR SOCIETY**  
**Incorporated**

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**ARTICLE B2 - OBJECTIVES**

1. To further its objectives, the Division shall also publish papers, summaries of discussions, and whatever other communications are, in the judgment of the Executive Committee, appropriate and timely.

**ARTICLE B4 - MEMBERSHIP**

1. 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.

**ARTICLE B5 - DUES, ASSESSMENTS, AND CONTRIBUTIONS**

1. 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**

1. Executive committee members shall have terms not exceeding three (3) years, even though four (4) memberships are permitted under the standard bylaws.

**ARTICLE B7 - OFFICERS**

1. The officers of the Division shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer; they shall be either Fellows, Members or Associate Members of the Society, except that the Chair and Vice-Chair shall be Fellows or Members only. Officers shall be members of the Division as of the date of their nomination. The officers shall hold office for one (1) year, or until their successors are elected or appointed.
2. Chair: The Chair shall have general supervision over the affairs of the Division, subject to the direction of the Executive Committee. He or she shall preside at meetings and shall perform such other powers and duties as may be provided in these Bylaws or may be delegated to him or her by the Executive Committee. The Chair shall be an ex-officio

member of all committees of the Division, and of the Professional Division Committee of the Society.

3. Vice-Chair: The Vice-Chair shall perform the duties of the Chair if the Chair is absent, and such other duties as may be delegated to him or her by the Chair. He or she shall succeed to the office of Chair after a one (1) year tenure as Vice-Chair.
4. Secretary: The Secretary shall keep a record of the proceedings of the Division. He or she 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(s). He or she shall arrange for all notices to Division members, and for obtaining a Roster of Division members from the Executive Director. In the absence of both the Chair and the Vice-Chair, the Secretary shall preside at meetings of the Division.
5. Treasurer: The Treasurer shall receive and disburse funds as authorized by the Executive Committee. He or she 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 his or her term of office. The Treasurer shall be a member ex-officio of the Division Finance Committee, and shall submit the books of account to the Finance Committee at the end of the term of office. 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**

1. US and non-US candidates for the Executive Committee may be elected separately

#### **ARTICLE B9 - STANDING AND SPECIAL COMMITTEES**

1. Standing and special committees will be established according to the following procedures:
  - a. The Chair of the Executive Committee will be responsible for the establishment of fixed-term, special committees (e.g. the Nominating Committee) and the appointment of Chairs and Vice-Chairs for both the standing and special committees.
  - b. The outgoing Executive Committee Secretary will provide the incoming Chair with a list of standing and special committee membership at the beginning of his or her team.
  - c. The incoming Vice-Chair will nominate candidates for Vice-Chairship of the standing committees, The incoming Chair will appoint (or re-appoint) the Chairs and Vice-Chairs of all special and standing committees using the Vice-Chair's nominations as input.
  - d. The Chair will notify the Executive Committee Secretary of his or her

- nominations during the first six (6) weeks of his or her tenure (by July 31).
- e. The Chair's appointments will be reported to the Executive Committee prior to the winter meeting for ratification. The Executive Committee may change the appointments during this meeting by a simple majority vote.
  - f. The Chairs and Vice-Chairs of all special and standing committees will serve one-year terms. Following the completion of their one-year terms, the Vice Chairs of standing committees are expected to be nominated Chairs of said committees.
  - g. Unlike the Executive Committee, Chairs of the standing and special committees may be re-nominated by the incoming Executive Committee Vice-Chair and reappointed by the Chair. In such cases the same individual would hold the positions of Vice-Chair and Chair simultaneously for one year.
2. The following minimal standing committees exist for the Division:
- a. Executive Committee - as provided in Article B6 of the Division bylaws.
  - b. Nominating Committee - composed of not less than three (3) members, which shall function as described in Article B8 of the Division bylaws.
  - c. Program Committee - composed of not less than five (5) members, which 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.
  - d. Membership/Goals 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, and shall recommend to the Executive Committee appropriate goals of the Division to insure that the needs of the membership are served.
  - e. Finance Committee - composed of the Treasurer and not less than two (2) other members which shall be responsible for the financial activities of the Division in cooperation with the Society Treasurer and Executive Director.
  - f. Honors and Awards Committee - composed of not less than three (3) members, which shall be charged with providing recognition of Division members for outstanding contributions to the Society, and with recommending to the Executive Committee new means of honoring Division members.
  - g. Bylaws and Rules Committee - composed of not less than three (3) members, which shall consider and report upon matters concerning the Bylaws and Rules of the Society and the Division. It shall provide Division Bylaws and Rules to members upon request.

**ARTICLE B10 - MEETINGS**

1. 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**

1. To clarify the process for adopting amendments to the standard bylaws by the Division, the following process will be followed:
  - a. Proposed changes to the standard bylaws, when forwarded to the Division for review and comment, will first be reviewed by the Bylaws and Rules Committee.
  - b. Within thirty (30) days, the Bylaws and Rules Committee will distribute a summary of the proposed amendments along with any expected impacts on the Division rules.
  - c. Any rule changes will be implemented following the procedure in item 2 of Article B11 of the Division rules. This process will be completed by the next Annual meeting of the meeting (per Article B10 of the Division rules).
  - d. The amended standard bylaws will be adopted, de facto, at the next Annual meeting of the Division (per Article B10 of the Division rules) This will be announced by the Chair of the Bylaws and Rules Committee at said meeting.
  
2. To clarify the process for amending the Division rules, the following process will be followed:
  - a. Typically, rule changes will be initiated by the Bylaws and Rules Committee, but may be initiated by any member of the Executive Committee.
  - b. Proposed rule changes, along with a summary of why the change is being proposed and what the expected impact on Division operations will be, will be submitted to the Executive Committee Secretary not less than fifteen (15) days prior to the Executive Committee meeting where a vote on said change will be taken.
  - c. The Executive Committee Secretary will furnish each member of the Executive Committee with the proposed rule change and summary package not less than ten (10) days prior to the Executive Committee meeting where a vote on said rule change will be taken.
  - d. The rule change is approved by a simple majority vote in favor, requiring that a majority of the Executive Committee vote on the rule change.
  - e. Approved rule changes will be implemented in the Division rules within thirty (30) days of the favorable vote.