

RULE 10.1 - CHAPTERS

I. PURPOSE

To specify the requirements and procedures regarding the Chapters of the Society.

II. DEFINITIONS

CHAPTER. A group of people with interests in radiation protection who represent a specific geographical area and who wish to coordinate local efforts towards greater technical understanding of the health physics profession.

III. SPECIFICATIONS

a) AUTHORIZATION

The Board authorizes a Chapter as an affiliated organization of the Society. The Executive Secretary shall authorize an organizing committee to proceed with the formation of a proposed Chapter upon receipt of a petition from five or more persons who reside in an area where no Chapter of the Society exists.

b) CHARTER

Each Chapter shall operate under the provisions of a Charter issued by the Society.

c) MEMBERSHIP QUALIFICATIONS

- i) Any person who is a member of the Society becomes a member of the Chapter upon presenting proof of membership in the Society and the payment of dues appropriate to the membership class sought in the Chapter (See BY-LAWS Article VIII, Section 1).
- ii) Non-members of the Society may be admitted to the Chapter as provided in the Chapter By-laws.

d) GOVERNING BODY

- i) The Chapter shall have officers consisting of a President and President-Elect and others as may be provided for in the Chapter By-laws.
- ii) The Chapter President and President-Elect shall be members of the Society.

- iii) The Chapter By-laws may vest control over the affairs of the Chapter in a board of directors, executive council, or other type of governing body.

e) RESPONSIBILITIES AND PRIVILEGES

- i) Each Chapter shall hold an annual meeting no later than May 31 of each year.
- ii) Each Chapter shall submit to the Executive Secretary annual reports concerning the activities of the Chapter.
- iii) Each Chapter shall select representatives to the Chapter Council (See [Rule 7.3](#)).
- iv) Each Chapter is strongly encouraged to present candidates to:
 - (1) the Society President-Elect for Committee appointments,
 - (2) the Society Nominating Committee for officer and Board elections, and
 - (3) the Awards Committee for Society awards (See [Rule 13.0](#)).

IV. PROCEDURES

a) CHAPTER FORMATION

- i) A petition shall be submitted to the Executive Secretary containing the names of five or more persons residing in an area where no Chapter has been previously authorized. The Society may consider formation of chapters in countries, or regions of countries, outside the United States, on a case-by-case basis.
- ii) The Executive Secretary, in consultation with the President, will appoint a presiding Chair and an organizing committee from the initial petitioners.
- iii) The organizing committee shall prepare a set of Chapter By-laws, consistent with the by-laws of the Society, under which the proposed Chapter will function. The by-laws shall be developed prior to authorization by the Board as a Chapter. (Model By-laws and guidance are available from the Executive Secretary.)
- iv) The interim Chapter shall submit its By-laws to the Rules Committee for review.

- v) The Board shall authorize the Chapter following review by the Rules Committee when the membership of the interim Chapter has grown to at least twenty (20) members.
- vi) The Board shall issue a charter to the Chapter establishing its relationship as an affiliated organization of the Society.

b) INACTIVE CHAPTERS

- i) A Chapter may be placed in inactive status by the Board for:
 - (1) failure to hold an annual meeting for two consecutive years,
 - (2) failure to hold elections for two consecutive years,
 - (3) failure to submit annual reports to the Executive Secretary for two consecutive years, or
 - (4) conducting activities that are inconsistent with the purposes and objectives of the Society, because the purposes and objectives of Chapters are the same as those of the Society.
- ii) A Chapter that has been in inactive status for two consecutive years will be encouraged to dissolve or combine with another Chapter by mutual agreement with the Society or upon its own initiative. In conjunction with any Chapter dissolution, disbursement of finances shall be performed with oversight and involvement of the Secretariat and in accordance with the Chapter's Articles of Incorporation or applicable by-laws and rules.
- iii) A Chapter on inactive status may be removed from inactive status by the Board following completion of the following:
 - (1) Holding an annual meeting for two consecutive years,
 - (2) Holding elections for two consecutive years, and
 - (3) Submitting annual reports to the Board through the Executive Secretary for two consecutive years.

c) CHAPTER DISAFFILIATION

An inactive Chapter may be disaffiliated from the Society by a majority vote of the Board.

RULE 7.3 - CHAPTER COUNCIL

I. PURPOSE

To specify the function, composition, duties, and operation of the Chapter Council and specify eligibility, selection and term of office of the members of the Chapter Council.

II. DEFINITIONS

CHAPTER. A chartered, affiliate organization of the Society.

III. SPECIFICATIONS

a) FUNCTION

The Chapter Council is an advisory body to the Board.

b) COMPOSITION

The Chapter Council is composed of two members from each active Chapter of the Society. The Society Support Committee Chair is the coordinator of the Chapter Council.

c) RESPONSIBILITIES

The Chapter Council may submit comments and recommendations regarding Society policy, operations and business, in writing, to the Society Support Committee Chair.

d) MEETINGS

The Chapter Council is convened at least once each year during the Annual Meeting of the 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.

e) MEMBERSHIP AND ELIGIBILITY

Chapter Council members must be members of a Chapter of the Society.

f) MEMBER SELECTION AND TERM OF OFFICE

Each Chapter shall assign two of its members to the Council. It is preferred, but not required, that the members be officers of the Chapter.

IV. PROCEDURES

None.

RULE 13.0 - SOCIETY AWARDS

I. PURPOSE

To identify the Society awards established by the Board and to specify general requirements regarding Society awards.

II. DEFINITIONS

None.

III. SPECIFICATIONS

a) AWARDS CRITERIA

The Awards Committee shall develop criteria whereby excellence in health physics may be recognized and make recommendations to the Board relative to awards to be made by the Society.

b) AWARDS BOOKLET

The Awards Committee shall prepare an awards booklet, for distribution at the Annual Meeting.

c) OTHER RESPONSIBILITIES

The Awards Committee shall perform other responsibilities as enumerated in the other sections of this Rule.

d) NOMINEE CONFIDENTIALITY

Nominators are requested to keep confidential the names of their nominees to the Awards Committee.

IV. PROCEDURES

None.