

# BYLAWS OF THE ACCELERATOR SECTION OF THE HEALTH PHYSICS SOCIETY

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*APPROVED by HPS Board September 16, 2020*

*APPROVED by Section Members September 30, 2020*

## **ARTICLE I Objectives and Purposes**

1. The general objectives and purposes of the Section are identified in the Section Charter.
2. Specific objectives and purposes of the Section include:
  - (a) Improved communication between those involved in accelerator radiation protection activities;
  - (b) Provide forums for discussion and resolution of scientific, technical, and administrative problems related to accelerator radiation protection;
  - (c) Provide coordination between the development of accelerator regulatory and administrative standards, and relevant standards under development by private and professional organizations.
3. Further ad hoc objectives that are consistent with paragraphs 1 and 2 of this article may be adopted by the Section Board of Directors, hereinafter called the Board.

## **ARTICLE II Section-Society Relationship**

1. The Section-Society relationship shall be as set forth in the Section's Charter.
2. Copies of critical documents of the Section shall be deposited in a file maintained in the offices of the Executive Director of the Society.
3. The Executive Director of the Society will assist in the management of the Section affairs, as requested by the Section Secretary/Treasurer, and will arrange for:
  - (a) Receipt and deposit of dues for the Section;
  - (b) Tracking Section membership information;
  - (c) Place and logistics of the Annual Meeting of the Section, in conjunction with the Annual Meeting of the Society; and
  - (d) Other tasks as needed, consistent with the Society-Secretariat contractual agreement.
4. The fiscal year of the Section will coincide with the fiscal year of the Society.

5. At least two weeks before the Annual Meeting of the Society, the Section President will submit an Annual Report of the Section to the Society President, with a copy to the Executive Director of the Society. The Annual Report of the Section should include a description of the major activities of the Section during the year ending with the forthcoming Annual Meeting, and any other items deemed significant by the President of the Section or as requested by the Society President.
6. The Annual Report of the Section to the Society should be accompanied by a budget request for the next fiscal year.
7. Every activity of the Section shall be conducted in such a manner that it is financially sound and within the budget allocated to the Section, as determined by the Section Secretary/Treasurer.
8. The Section President (or designee) shall meet with the Society Board of Directors during the Annual Meeting of the Society to discuss current and past activities and future direction.

### **ARTICLE III Membership**

1. Any member of the Society or IRPA-affiliated Societies in good standing who has substantial interest in accelerator radiological protection shall automatically be accepted as a member of the Section upon submitting appropriate evidence of membership to the Society Executive Director and upon payment of dues.
2. The Section Board shall establish the amount of membership dues.
3. Membership in the Section ceases when (i) the Section Board accepts the written resignation of a member, (ii) the death of a member is confirmed, or (iii) a member's dues go unpaid after March 1 of the calendar year for which the dues are specified. Persons whose membership ceases as a result of nonpayment of dues may be reinstated to membership during the calendar year in which the delinquency occurs, upon payment of dues. Dues are not pro-rated. Resigning from the membership or loss of membership by failure to pay dues shall not prejudice the right of an individual to make a new application for membership in the Section.

### **ARTICLE IV Administration**

1. Each year, a Section election shall be held. Offices of President-Elect, Secretary/Treasurer, and Editor shall be on the ballot every other year; while it is best to time the elections to offices so that not all positions are on the ballot in the same year, they shall be on the ballot as needed to fill the offices. Each year's ballot shall also include one Director. The Editor is an Officer of the Section as defined in the Charter, Article VI, Section 2. When the office of President-Elect is filled, that person is also an Officer of the Section. The President-Elect serves one year in office before becoming President for a term of two years. The Editor serves for two years. The Director serves three years in office; there are a total of three Directors, one being elected each year to replace the one whose three-year term is ending.

The Section Board and their respective terms of office are listed below for summary purposes:

<u>Office</u>	<u>Term of Office</u>
President	Two Years
President-Elect	One Year
Secretary/Treasurer	Two Years
Editor	Two Years
Director	Three Years

3. The President serves as the principal executive officer of the Section, is responsible for overall administration and direction of the Section, and serves as Chair of the Section Board. The President appoints Committee Chairs for Standing Committees and for *Ad Hoc* Committees that are required during the President's term.

4. Each year, there are either three Officers or four Officers. If a vote causes a tie during the year with four officers, the three Directors shall be offered an advisory vote to break the tie.

#### **ARTICLE V Tenure, Vacancies and Election Procedures for Officers**

1. A new Section Term begins with the close of each Annual Meeting of the Section, which is held in conjunction with an Annual Meeting of the Society.
2. The term for an appointed office ends automatically when a new President is installed, unless the appointee is specifically reappointed by the new President.
3. Each elected officer remains in office until a successor is installed at the close of the Annual Meeting of the Section.
4. A vacancy occurs in an office, whether it is appointed or elected, when (i) the officeholder resigns from office, (ii) the officeholder ceases to function in the office because of death or other circumstances deemed sufficient by the Section Board, or (iii) the term of office expires.
5. In the event of a vacancy in an appointed office, the President may appoint a successor to fill the vacancy.
6. Presidential vacancies
  - a. In the event of a vacancy in the first year of a Presidency, the Directors shall select among themselves a President *pro tempore* until the following election. A special election shall be held at the normal time for both President (with a one-year term) and President-Elect (with standard terms of service).
  - b. In the event of a vacancy in the second year of a Presidency, the President-Elect shall assume the duties and authorities of the President, and in this case, continue as President as scheduled.

7. In the event of a vacancy in the office of President-Elect, the office shall go unfilled. A special election shall be held at the normal time for the office of President (with a two-year term).
8. In the event that more than one vacancy occurs, the Section Board may appoint Section Members to fill vacancies as needed.
9. Except as provided for in other Bylaws Sections, the regular election procedure for offices by which a vote of the Section membership is taken shall be as follows:
  - (a) Nominations for Officers and Directors are made by a Nominations Committee consisting of a Chair appointed by the President, and two other members appointed by the Chair from the Section membership. The Nominations Committee may request Section input for nominees.
  - (b) The Committee should attempt to select at least two nominees, but in any case shall select at least one nominee who has agreed to run for each of the elected Board positions required to be filled. No person shall be placed in nomination for more than one elected office during a given election.
  - (c) At least 60 days prior to the Annual Meeting of the Section, the Nominations Committee shall submit in writing the names of the nominees to the Secretary/Treasurer. If this timeline is not met, the Section Board shall evaluate whether Section members have had a fair opportunity to vote and determine whether a new election is warranted and communicate their decision and any new election procedure to the Section membership.
  - (d) Suitable ballots shall be prepared by or at the direction of the Secretary/Treasurer and made available to each member of the Section. Ballots for elected positions shall be made available at least 45 days prior to the Annual Meeting and provisions shall be made for the names of write-in candidates on the ballots.
  - (e) The Secretary/Treasurer shall certify the continued eligibility of each elected person at the time of election. If eligibility has been discontinued for some reason, the matter must be corrected within seven (7) days or the person with the next highest number of votes becomes elected. Printouts of e-mailed ballots and regular mail ballots shall be initialed by a member of the Nominations Committee and turned over to the Secretary/Treasurer at the Annual Meeting to be audited against the active membership roll. The Secretary/Treasurer shall verify before the Annual Meeting election that any member intending to vote during the election shall not have previously submitted a ballot. Any member who wishes to vote at the Annual Meeting but who has already submitted a ballot may personally withdraw his/her original ballot. In the event of a tie vote, the tie shall be broken by a coin toss.
  - (f) The newly elected officers and Directors shall be notified of their election promptly if they are not present at the Annual Meeting.
  - (g) For the purposes of election of officers, a quorum shall consist of ten (10) voting members, either by ballot or in person.
10. All committees shall keep records of their activities and meetings, and shall provide written reports of activities to the President at least ten (10) days prior to the Annual Meeting of the Section.

Committee Chairs should also be prepared to present, at the request of the President, a brief report of Committee activities for the year.

11. The permanent Standing Committees shall include:

- (a) A Nominations Committee, chaired by an appointee of the President, and two other members appointed by the Committee Chair; this Committee will have duties as outlined in ARTICLE V Section 9.
- (b) A Program Committee, with a Chair appointed by the President, to plan, to develop, and to carry out programs for Section meetings.
- (c) Any further Standing Committee as determined by the Section Board to be necessary.

#### **ARTICLE VI Meetings**

1. The Section shall hold an Annual Meeting in conjunction with the Annual Meeting of the Health Physics Society.
2. The Section Annual Meeting is a business meeting of the Section to provide the President's and the Committees' reports, to obtain suggestions on further activities and programs from the members present, and to vote on any resolutions or recommendations for new programs. New officers will be installed at the Section Annual Meeting.
3. The Section may hold a Midyear Meeting in conjunction with the Midyear Topical Meeting of the Society. If the President cannot attend the Midyear Meeting, the President may designate the President-Elect, another Officer, or a Director to preside over the meeting. If the Secretary/Treasurer cannot attend, another Section member may be designated to record the minutes of the proceedings.
4. Members of the Section shall be given at least 14 days notice of meetings for the entire Section. The notification shall include the date, time, and place set for the meeting, with an outline of topics to be discussed or presented at the meeting.
5. A quorum at a Section meeting consists of at least ten (10) Section members. If a quorum is not present at a Section meeting where an important decision or resolution must be voted upon, the vote must be delayed and conducted by means that afford all Section members a fair opportunity to vote.
6. The Section Board shall meet in conjunction with each Annual Meeting to discuss and approve policies and programs of the Section. The Board may be presided over by the President, the President-Elect if the President is absent, or another Officer or Director designated by the President. A quorum of the Board will consist of at least five (5) of the voting members of the Board.
7. Meetings of the Board may be called by the President as necessary to conduct Section business. The Secretary/Treasurer shall record minutes of all meetings and transactions of the Board, and shall assist the President in preparing the president's report for the Annual Meeting if requested. The Section Secretary/Treasurer shall provide a copy of all records for the year to the Society Secretariat.

8. Meetings should be held in-person, when possible, but may be held virtually, as necessary, and in keeping with Society practice. Virtual meetings should be structured to ensure all voting members have reasonable opportunity to comment and discuss the question at hand, parliamentary procedures are adhered to (guidance can be found in Society Rules), and minutes are kept of such meetings.
9. The Society Rules Committee or Parliamentarian may be consulted as needed in the event that any procedure is not covered in these Bylaws and results in the inability to perform necessary business.

#### **ARTICLE VII Administration**

1. These Section Bylaws augment the Section Charter and contain additional provisions for the organization and administration of the Section.
2. Further administration of Section affairs or programs is carried out by Committee Chairs, the Secretary/Treasurer, and the Editor, with the assistance of the Society Board Liaison, at the direction of the Section President.

#### **ARTICLE VIII Financial**

1. The Board shall review the financial status of the Section, as reported by the Secretary/Treasurer at the Annual Meeting. The Board shall propose any changes in the membership dues, with such changes being approved by a majority vote of a quorum of Section members present at the Annual Meeting.
2. All Section membership funds are collected by the Society Secretariat. The Section Secretary/Treasurer shall obtain an accounting of income and expenses from the Secretariat as needed.
3. All expenditures for the year following an Annual Meeting shall be made in accordance with the budget as adopted by the Section Board in office at the beginning of the Annual Meeting. Section Board approval must be given to exceed the budgeted expenditures.

#### **ARTICLE IX Amendments**

Proposed amendments to these Bylaws may be prepared by any member of the Section. Society Rules govern the process for Society Board approval of modified Bylaws. Upon Society Board approval, the Section Board shall submit the proposed amendments for balloting by the Section membership. Ballots shall include the Section Board's recommendations, if any. A bylaw is adopted, rejected, or amended on the basis of a majority of the votes cast on the issue designated in a particular