

ARTICLE I

Mission and Objectives

The mission of the Early-Career Professionals in Radiation Protection Section (hereinafter designated as the Section) is to encourage and enable all professional members early in their health physics career to be actively involved in the efforts and endeavors of the Society at all levels as they transition from the role of a student to the role of a professional. The specific objectives of the Section are to:

- Sponsor non-technical workshops and meetings that provide professional development and networking opportunities for professionals early in their career
- Collaborate with other members and Sections in developing technical and non-technical content for topical and national meetings
- Encourage professionals early in their health physics career to participate in the activities of the Society and other Sections that are closely related to their professional interests
- Introduce members early in their health physics career to the rules and governance structure of the Society
- Nominate professionals early in their health physics career for awards and leadership opportunities available to members

ARTICLE II

Section-Society Relationship

Section 1. The Section-Society relationship shall be as set forth in the Section's Charter.

Section 2. The Executive Director of the Society will assist in the management of the Section affairs and will arrange for:

- Receipt and deposit of dues for the Section;
- Tracking Section membership information;
- Place and logistics of the Annual Meeting of the Section, in conjunction with the Annual Meeting of the Society; and
- Other tasks as needed, consistent with the Society-Secretariat contractual agreement.

Section 3. The fiscal year of the Section will coincide with the fiscal year of the Society.

Section 4. An annual report concerning the Section shall be submitted by the Section Secretary/Treasurer to the Business Office of the Society prior to the Annual Meeting of the Society. The Report shall describe the financial and membership status of the Section and major activities undertaken during the year.

Section 5. Every activity of the Section shall be conducted in such a manner that it is financially sound as determined by the Section Treasurer.

ARTICLE III

Membership

Section 1. Any member of the Society or IRPA-affiliated Societies in good standing shall automatically be accepted as a member of the Section upon presenting to the Section proof of membership in the Society followed by payment of Section dues to the Society Business Office.

Section 2. The Section Board shall establish the amount of membership dues.

Section 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

Officers and Executive Board

Section 1. The operations of the Section will be overseen by an elected Board consisting of three officers (the President, the Secretary/Treasurer, and the President-Elect or Secretary/Treasurer-Elect as the latter two positions are alternately elected) with defined duties and three Directors. The Board is the governing body of the Section, and, as such, shall have, hold, and control all funds, properties, and activities of the Section in accordance with the Bylaws governing these matters.

Section 2. Each year, the Section shall elect one Director and either a President-Elect or a Secretary/Treasurer-Elect, who are elected in alternate years. The President-Elect will automatically become President, and the Secretary/Treasurer-Elect the Secretary/Treasurer, for the final two years of their respective three-year tenures on the Board. Directors serve for three years. There are 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 (Election as President-Elect includes a following two-year term as President) |
| Secretary/Treasurer-Elect | One Year (Election as Secretary/Treasurer-Elect includes a following two-year term as Secretary/Treasurer) |
| Secretary/Treasurer | Two Years |
| Director | Three Years |

Section 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.

Section 4. The President-Elect shall be chosen by vote of the membership for two terms as an officer (for a total of three years). At the end of the first term, the President-Elect automatically becomes the President; the President-Elect performs duties as delegated by the President; and, in the absence of the President, assumes the duties of the President.

Section 5. The Secretary/Treasurer Elect is chosen by a vote of the membership on alternate years from the President-Elect for two terms as an officer (for a total of three years). At the end of the first term, the Secretary/Treasurer-Elect automatically becomes the Secretary/Treasurer.

Section 6. The Secretary/Treasurer keeps a record of all transactions and meetings of the Section and Executive Board. The Secretary/Treasurer carries out correspondence of the Section as directed by the President, and with the assistance of the Society Secretariat, keeps an accurate mailing list of the membership, and posts all ballots used in elections and amending procedures. The Secretary/Treasurer

will request, at least quarterly, a financial statement from the Society Business Office and will provide an annual financial report to the Section membership at the Annual Meeting of the Section.

Section 7. The Board meets at the call of the President who presides over the meetings. Four (4) members of the Executive Board shall constitute a quorum. Any member not able to be present at a meeting of the Board may be represented by proxy, and the proxy may vote in the name of the member except proxies shall not be counted in establishing a quorum. Decisions at a meeting of the Executive Board are reached by a majority of those present, provided the presiding officer shall have no vote except in case of a tie vote, in which case, the presiding officer may cast the deciding vote. Any time the President deems it necessary for the Board to vote on an issue between Annual Meetings, they may conduct the vote by electronic means if all members of the Executive Board have access to said means.

ARTICLE V

Committees and Appointments

Section 1. The President shall appoint, with the approval of the Board, individuals and/or committees to assist the Board in the development and administration of programs, projects, policies, and so forth. In making such appointments, consideration shall be given to maintaining a balance of representation from within the Section to include industrial, governmental, educational, and professional interests as well as maintaining a balance of non-technical representation such as career stage, time in service, gender, cultural background, etc.

Section 2. All committees shall be responsible for keeping records of the activities of the committee and shall submit such records to the Secretary/Treasurer of the Section. Committee Chairs shall also be prepared to present, at the request of the President, a brief report of Committee activities for the year.

Section 3. Standing Committees shall include:

- 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 VI Section 9.
- Any further Standing Committee as determined by the Section Board to be necessary.

ARTICLE VI

Tenure, Vacancies and Election Procedures for Officers

Section 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.

Section 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. The President names all persons who will serve in an appointive office.

Section 3. Each elected officer remains in office until a successor is installed at the close of the Annual Meeting of the Section.

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.

Section 5. In the event of a vacancy in an appointed office, the President may appoint a successor to fill the vacancy.

Section 6. In the event of a vacancy in the Presidency, the President-Elect shall assume the duties and authorities of the President, and in this case, continue as President in the next term.

Section 7. In the event of a vacancy in the office President-Elect, the Secretary/Treasurer shall assume the duties of the President-Elect and may in this case run for the office of President- Elect in the next term.

Section 8. If more than one vacancy occurs, the Section Board may appoint Section Members to fill vacancies, except that if the Presidency is vacant and the President-Elect continues to serve, then the President-Elect ascends to Presidency, as provided in Section 6.

Section 9. Except as provided for in other By-Laws Sections, the regular election procedure for offices by which a vote of the Section membership is taken shall be as follows:

- Nominations for Officers and Directors are made by a Nominations Committee. The Nominations Committee may request Section input for nominees.
- 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.
- At least 90 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.
- Suitable ballots shall be prepared by or at the direction of the Secretary/Treasurer and sent to each member of the Section. Ballots for elective positions shall be mailed or sent electronically at least sixty (60) days prior to the Annual Meeting and provisions shall be made for the names of write-in candidates on the ballots. A ballot shall be closed on the thirtieth (30th) day following the mailing or electronic dispatch of the last ballot to the membership.
- In not more than fifteen (15) days following the closing of the ballot, the Secretary/Treasurer shall tabulate or provide for the tabulation by a disinterested third party and certify the vote. A majority vote of the membership voting for an elective position shall be required to elect. In the event of a tie vote, the tie shall be broken by a coin toss. Following certification of the results of the poll, nominees shall be notified promptly of the outcomes of the election.
- For the initial election of Section Officers and Board members, the Acting President of the Section shall appoint a nominating Committee which shall present nominees for President (1-year term), President-Elect (3-year term, second and third years as President), Secretary/Treasurer (2-year term), and nominees for three Board positions. The Board nominee receiving the most votes shall be elected for a three-year term, the nominee receiving the second highest number of votes, to a two-year term, and the nominee with the third highest number of votes, to a one-year term. Ties will be settled by coin toss. The officers and Board members so elected will take office at the first meeting of the Section following the election. The following year's election will consist of nominees for Secretary/Treasurer Elect (3-year term, second and third years as Secretary/Treasurer) and one board member (3-year term).

ARTICLE VII

Meetings

Section 1. The Section shall hold an Annual Meeting in conjunction with the Annual Meeting of the Health Physics Society. Other meetings of the Section may be called at the discretion of the Board.

Section 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.

Section 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. If warranted, the Section may hold a phone meeting or use another acceptable electronic meeting method.

Section 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.

Section 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 a major 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.

Section 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 four (4) of the voting members of the Board.

Section 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.

Section 8. 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 VIII

Administration

Section 1. These Section Bylaws augment the Section Charter and contain additional provisions for the organization and administration of the Section.

Section 2. Further administration of Section affairs or programs is carried out by Committee Chairs, the Secretary/Treasurer, and the President Elect, with the assistance of the Society Board Liaison, at the direction of the Section President.

ARTICLE IX

Financial

Section 1. The Board shall review the financial status of the Section, as reported by the Secretary/Treasurer at the Annual Meeting or more frequently as deemed necessary by the President of the Section. 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.

Section 2. The Business Office of the Society shall collect the annual dues and maintain the Section funds. Expenditures for the Section shall be made through the Society Business Office.

Section 3. All expenditures shall be made in accordance with a budget of appropriations as adopted by the Executive Board. Section Board approval must be given to exceed the budgeted expenditures.

ARTICLE X

Amendments

Section 1. 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.

Section 2. Upon passage of a motion to amend the Bylaws, the President shall appoint a committee which, within thirty (30) days following the motion to amend, prepares and submits the proposed amendment in writing to the Society's Rules Committee Chair and Society's Board of Directors for review and approval as provided in Society Rule 10.2. Upon approval, the proposed amendment shall be sent to the membership.

Section 3. The Section Board is authorized to poll the membership on proposed amendments to the Bylaws by means of (i) a letter ballot, (ii) electronic ballot, or (iii) at a meeting of the Section. In the instance of electronic ballot, voting shall remain open for thirty (30) days. The affirmative vote of a majority of the membership voting is required to amend.