

# Bylaws of the New England Chapter of the Health Physics Society

## Revision 2017

### Article I. Chapter Name, Address and Term:

**Section 1. Name:** This organization is a Chapter of the Health Physics Society and it shall be known as the New England Chapter of the Health Physics Society which may be referred to in abbreviated form as the NECHPS and hereinafter shall be designated as the Chapter.

**Section 2. Address:** The address of this Chapter address shall be located in the Commonwealth of Massachusetts.

**Section 3. Term:** The Chapter Term shall be from July 1 of each year to June 30 of the following year.

### Article II. Membership

*The membership of this Chapter shall consist of Members, Associate Members, Affiliate Members, Emeritus Members, and Student Members.*

**Section 1. Member:** Any person who is a member (any class) in good standing of the Health Physics Society may become a Member of this Chapter with voting privileges upon applying for membership and agreeing to subscribe to the Chapter's financial support.

**Section 2. Associate Member:** Any person may apply for associate membership in this Chapter by agreeing to subscribe to the Chapter's financial support and demonstrating to the satisfaction of the Admissions Committee a professional interest and experience related to Health Physics. Such membership must be approved by the Executive Council.

**Section 3. Affiliate Member:** An organization which has an interest in the general field of health physics may become a non-voting Affiliate Member of this Chapter of the organization:

- (a) applies for such membership in the local Chapter and agrees to subscribe to its financial support, and
- (b) is elected to membership by a majority of the Executive Council present and voting.

**Section 4. Emeritus Member:** An Emeritus Member is a member who has retired from active practice. A person may be elected to Emeritus Membership in this Chapter without further requirement for payment of dues if the person:

- (a) is currently a Member of this Chapter having been active in that capacity for at least 10 years, and
- (b) is retired from the active practice of health physics, and
- (c) is nominated by the Awards Committee, and
- (d) is elected by two thirds of the Executive Council members present and voting.

**Section 5. Student Member:** Any matriculated student in residence within the geographical jurisdiction of this chapter, with an interest in the discipline of health physics, may become a Student Member of the Chapter upon application. Such membership must be approved by the Executive Council.

**Section 6. Applications:** Applications for membership shall be submitted to the Secretary on a form approved by the Executive Council. The Secretary shall forward those applications that require Admissions Committee action to the Admissions Committee for consideration.

### **Article III. Dues**

*The amount of Chapter dues shall be recommended by the Executive Council and ratified by a majority of the Chapter members voting via ballot.*

**Section 1. Payment:** Dues of all classes of members become due and payable as of the beginning of the Chapter Term as defined in Article I, Section 3 above. Any member whose dues are not paid by December 31 of that year shall be designated "not in good standing" and shall be so notified. A member not in good standing may continue to receive Chapter announcements but shall lose all other member privileges.

**Section 2. Reinstatement:** Any individual member designated not in good standing for nonpayment of dues may have that designation removed by payment of the current year's dues.

**Section 3.** Any member paying dues for four years in advance at any one time shall receive a fifth year dues free.

### **Article IV. Executive Council**

*The executive, financial, and general administrative functions of the Chapter shall be vested in an Executive Council.*

**Section 1. Membership:** Members of the Executive Council shall be the President, President-Elect, Immediate Past-President, Secretary, Treasurer, and six Directors.

**Section 2. Meeting:** Meetings of the Executive Council shall be called at the discretion of the President. A meeting shall be called within three weeks if it is petitioned by five members of the Executive Council. A quorum shall consist of six members, including the President or the President-Elect.

**Section 3. Voting:** A majority vote of the Executive Council members present and voting shall be required for Executive Council action unless otherwise specified. Actions taken shall be recorded in the Executive Council minutes, which shall be kept as permanent records by the Secretary.

**Section 4. Ballots:** Urgent business of the Executive Council may be conducted by ballot called by the President. A time of at least one week must be given to submit votes. The unanimous approval of a majority of the members of the Executive Council voting in the prescribed time period shall be required. Any Executive Council Member may deny ballot action by a timely request for further discussion at a formal meeting.

**Section 5.** The Chairpersons of the standing committees shall be appointed from the Executive Council.

**Section 6. Duties.** The Executive Council shall:

- (a) be responsible for a continuing review of the Chapter's affairs;
- (b) have the authority to approve appointments of standing committee chairpersons nominated by the President;
- (c) fill vacancies in any elective office except President-Elect;
- (d) have the authority to elect to membership in the Chapter those persons who are recommended by the Admissions Committee;
- (e) evaluate the need for revisions of the Charter or of the By-Laws and recommend such revisions to the membership;
- (f) call special elections when needed to fill a vacancy in the office of President-Elect;
- (g) take such action as it deems advisable on the recommendations of the Ethics Committee, such action requiring a two-thirds vote of the entire Executive Council;
- (h) take such action as it deems advisable on the recommendations of the Awards Committee relative to the designation of Emeritus Members, such action requiring a two-thirds vote of those present and voting; and
- (i) exercise budgetary control over the Chapter's finances.

**Section 7.** Officers and Directors appointed by the Executive Council to fill unexpired terms shall serve until the unexpired term is filled by election at the next regular Annual Meeting.

### **Article V. Officers and Directors**

**Section 1. Qualifications:** Officers and Directors shall be persons who are members of the Health Physics Society and who are Members of the Chapter as defined in Article II, Section 1.

**Section 2. Conflict of Interest Policy:** The Members of Executive Council are required to act in the best interest of the Chapter in the performance of their duties and be proactive to avoid actual or perceived conflicts of interest that may undermine the Executive Council or the Chapter. A conflict of interest is considered to be a financial, business or other interest, obligation or loyalty that may conflict with the interests of the Chapter or could provide a competitive advantage to another organization or individual. Members of Executive Council are required to disclose potential conflicts of interest in writing to the other Members of the Council at the start of the term of service and thereafter, as required, or as soon as a potential conflict of interest is identifiable. Members of the Executive Council should consider recusal from participation in discussions, decisions and activities that may create a real or perceived conflict.

**Section 3. President:** The President, who shall serve for one Chapter Term, shall preside at all business meetings of the Chapter and of the Executive Council, shall summon special meetings of the Chapter and of the Executive Council as may be necessary, and shall appoint committees as needed. The retiring President shall submit a report on the "State of the Chapter" at the Annual Meeting at the close of the one-year presidential term. The President shall serve as one of the two liaison members to the Chapter Council of the parent Society.

**Section 4. President-Elect:** The President-Elect, who shall hold this post for one Chapter Term, shall preside at all business and Executive Council meetings in the absence of the President, and shall assist the President as needed, in the conduct of all meetings and duties. In the event of death or resignation of the President, the President-Elect shall assume the duties of the President as Acting President. At the conclusion of the Chapter Term, the President-Elect (or Acting President) shall automatically ascend to the Office of President for the one year Presidential Term. The President-Elect shall serve as the Chairman of the Program Committee. The President-Elect shall serve as one of the two liaison members to the Chapter Council of the parent Society.

**Section 5. Secretary:** The Secretary shall preside at all business meetings in the absence of the President and President-Elect or Acting President, shall keep a record of all transactions and meetings of the Chapter and of the Executive Council, shall maintain the correspondence of the Chapter, shall keep an accurate mailing list of the membership, and shall post all ballots used in elections and amending procedures. At each business meeting of the Chapter, the Secretary shall present the minutes of the previous meeting. The Secretary shall submit to the parent Society an annual report concerning the activities of the Chapter. The Secretary shall be elected to serve two consecutive Chapter Terms such that the Secretary's and Treasurer's terms are staggered. The Secretary will be the Assistant Treasurer.

**Section 6. Treasurer:** The Treasurer shall be the custodian of all moneys of the Chapter, shall receive all moneys due to the Chapter, and shall pay all bills against the Chapter for expenditures that are authorized by the Executive Council. At the first scheduled Executive Council meeting following Chapter elections which result in a change of Treasurer, the retiring Treasurer shall submit all accounts for audit and shall transfer to his successor all funds and properties of the Chapter. At each business meeting of the Chapter, the Treasurer shall submit an oral report summarizing the financial Status of the Chapter. The Treasurer shall be elected to serve two consecutive Chapter Terms such that the Secretary's and Treasurer's term are staggered. The Treasurer shall serve as Chairman of the Chapter Finance Committee. The Treasurer will be the Assistant Secretary.

**Section 7. Directors:** Directors shall serve as members of the Executive Council and shall assist the President and President-Elect, as needed, in the performance of their duties and functions. The directors shall be elected to serve two consecutive Chapter Terms such that three Directors' terms expire each Chapter Term.

## **Article VI. Nominating and Voting Procedures**

**Section 1. Committee:** A Nomination and Election Committee, consisting of not less than three members, shall be appointed by the President no less than 90 days prior to the date of the Chapter's Annual Meeting. The most recent Past-President shall Chair this Committee, which shall normally be comprised of the available most recent past presidents. No member of the Nominating Committee shall be eligible for nomination. This Committee shall be dissolved after elections are held.

**Section 2. Nomination Slate:** Upon its appointment, this Committee shall select a slate of one candidate for each office to be filled by election and shall notify the membership of this slate and of the provision for additional nominations as described in Section 3 below. Such notification shall take place no less than 45 days before the Chapter's Annual Meeting.

**Section 3. Additional Nominations:** Additional nominations may be made to this Committee by the membership no less than 30 days before the Chapter's Annual Meeting. Such nominations shall be in the form of a petition naming a nominee or nominees for any or all prospective vacancies, said petition bearing the signature of at least five Chapter Members in good standing.

**Section 4. Ballots:** This Committee then shall prepare a ballot listing all eligible candidates submitted in nomination according to the above rules. The membership shall be notified of additional nominees no less than 15 days before the Chapter's Annual Meeting.

**Section 5. Consent of Nominees:** The Chair shall obtain consent from the nominees before their names are placed on the ballot.

**Section 6. Balloting Procedures:** Elections for contested offices shall be held by secret ballot at the Chapter's Annual Meeting.

**Section 7. Election:** A plurality of the votes cast shall determine the election of officers. The vacancies for positions of Directors shall be filled by those nominees who receive the highest number of votes. Ties shall be settled by lot. The Secretary shall have the authority to cast a single ballot for the election of all unopposed nominees.

## **Article VII. Meetings**

*Chapter meetings shall be technical sessions, business meetings, or any other activity that promotes the interests of the membership.*

**Section 1. Technical Sessions:** Technical sessions shall be presided over by the President-Elect or the President-Elect's designee.

**Section 2. Business Meetings:** Business meetings shall be presided over by the President (or alternate as provided in Article V). A quorum shall consist of 10% of the membership and shall be indicated by the meeting registration.

**Section 3. Number:** There shall be at least two Chapter meetings each Chapter Term, one of which shall be held in the spring and designated the Annual Meeting.

### **Article VIII. Committees**

**Section 1. Temporary Committees:** Temporary committees may be appointed by the President to assist the officers and the Executive Council in the development and administration of the Chapter's programs, projects, and policies. At the end of the Chapter Term, all temporary committees shall be dissolved unless specifically extended.

**Section 2. Standing Committees:** Standing committee members shall be appointed by the President for one Chapter Term; each committee may have one member only, but shall have no more than seven members.

**Section 3.** The standing committees and their functions shall be as follows:

- (a) The Program Committee, chaired by the President-Elect, shall arrange the technical Sessions for the Chapter meetings.
- (b) The Publicity Committee shall publicize the activities of the Chapter, and inform the membership of developments in the field of Health Physics in accordance with the policies and methods approved by the Executive Council (e.g. the Newsletter and the Website). The Editor of the Chapter Newsletter shall be a member of this committee. This Committee shall be responsible for providing information as necessary to the national Health Physics Society. This Committee also shall be responsible for the Chapter Website.
- (c) The Admissions Committee shall review membership applications as required and submit the names of qualified applicants to the Executive Council for election. This committee also shall seek to expand and strengthen the Chapter by soliciting new members and encouraging Associate Members to seek membership status in the parent society.
- (d) The Public Relations Committee shall develop and implement, with approval of the Executive Council, plans for informing the general public and local agencies on matters involving radiation protection. This Committee shall develop and maintain a roster of qualified experts to represent the Chapter in speaking engagements on health physics issues. This committee may provide liaison and cooperation with individuals or agencies requesting its assistance.
- (e) The Affiliate Relations Committee. This committee shall be charged with the responsibility of maintaining close contact between the Chapter and its affiliate members. This committee shall ensure that the membership is kept fully informed of those items and services provided by the affiliate members.

- (f) The Ethics Committee, chaired by the immediate Past President, shall review information or reports concerning unethical activities of any members and shall submit its report to the Executive Council.
- (g) The Continuing Education Committee shall develop and submit to the Executive Committee a program for continuing education of Chapter members (e.g. workshops, continuing education programs accredited by the American Board of Health Physics).
- (h) The Awards Committee, chaired by the immediate Past President and consisting of the most recent available three Past Presidents, shall meet at least once annually to consider appropriate Chapter awards. Such awards may include certificates of appreciation and plaques for outgoing directors and officers, and awards for outstanding service or achievement. The decision of the Awards Committee on such awards shall not be subject to review by the Executive Council.
- (i) The Finance Committee, chaired by the Treasurer and including at least two Past Presidents, shall review at least annually the financial affairs of the Chapter and make recommendations to the Executive Council regarding Chapter finances. Each Chapter Term this committee shall request budget proposals from Chapter committees and officers, review the proposals, and submit a comprehensive budget to the Council for review and approval. The recommendation of the Finance Committee must be obtained for any expenditure in excess of the approved budget. The Finance Committee shall conduct an audit of the Chapter books on the occasion of each change in treasurer. This audit shall cover the outgoing Treasurer's term of office.
- (j) The History Committee shall advise the Executive Council on matters concerning the history of the Chapter and propose methods and policies to preserve this history. The chairman of the History Committee shall prepare an annual report including activities that would appear to have historic importance for the Chapter, present that report to the Executive Council, and file that report with the permanent records of the Secretary.

### **Article IX. Amendments**

**Section 1.** The Bylaws may be amended by majority vote of the Chapter Members voting via ballot.

**Section 2.** Applications for amendments to the Charter shall be submitted to the Board of Directors of the Health Physics Society after said amendments have been approved by a majority of the Chapter Members voting via ballot.

*We hereby attest this is a true and accurate copy of the New England Chapter of the Health Physics Society Bylaws as of June 28, 2017.*

**Michael Talmadge**, President, 2016-2017

**Vincent Chase**, Treasurer 2015 -2017 / Acting Secretary as of June 2017