

# **BYLAWS OF CLEMSON UNIVERSITY BRANCH - HEALTH PHYSICS SOCIETY**

*Adopted November 19, 1996*

## **ARTICLE I**

### **Name**

The name of the organization shall be the Clemson University Branch (hereafter designated as the Branch) of the Health Physics Society (hereafter designated as the Society).

## **ARTICLE II**

### **Objectives**

Section 1. The primary objective of the Branch is the same as that of the Society which is to promote the development of scientific knowledge and practical means for protecting persons and their environment for the harmful effects of radiation, thus providing for its utilization for the benefit of society.

Section 2. The major goals of the Branch are:

1. to promote the professional development of its members by its programs and by its relations with (i) other student Branches, (ii) with its affiliated regional Health Physics Society Chapter, and (iii) with the Health Physics Society;
2. to contribute toward the development of the science and technology of radiation protection at Clemson University through activities in which student members, staff, the faculty, and members of the local HPS Chapter may participate; and
3. to enhance the public awareness of the profession of health physics and radiation protection through its educational programs.

## **ARTICLE III**

### **Branch-Society Relationship**

Section 1. The activities of the Branch and its members shall be governed by (1) the Articles of Incorporation, BYLAWS, and RULES of the Society, (2) the BYLAWS and RULES of the Branch, and (3) the Rules and Regulations of Clemson University.

Section 2. The Branch shall not have authority to act for or in the name of the Society. No action, financial or other obligation or expression of the Branch as a whole without prior

approval of the Board of Directors of the Society, shall be considered an action, obligation, or expression of the Society.

Section 3. Branch policy shall be set by the Branch Executive Council. An Annual Report of the Branch shall be submitted by the Branch Secretary to the Chair of the Academic and Professional Education Committee prior to the Annual Meeting of the Society. The Report shall describe the financial and membership status of the Branch and major scientific and technical activities during the year.

Section 4. Every activity of the Branch shall be conducted in such a manner that it shall be financially sound as determined by the Treasurer of the Branch.

## **ARTICLE IV**

### **Branch-Chapter Relationship**

As detailed in its LETTER OF AFFILIATION, the Branch shall be affiliated with the Savannah River Site Chapter of the Health Physics Society (hereinafter designated as the Chapter). Consequently, the Executive Council of the Branch is obligated to:

1. promote an adequate representation of the Branch membership in the membership of the Chapter;
2. promote an adequate representation of the Branch membership at the meetings of the Chapter;
3. coordinate, when possible and appropriate, the activities of the Branch with those of the Chapter.

## **ARTICLE V**

### **Membership**

Section 1. Any student enrolled at Clemson University with an interest consistent with the objective and goals of this organization shall be eligible for membership. Member of the faculty or staff, as well as members of the local HPS Chapter, who are members of the Health Physics Society may become non-voting members of the Branch, but shall be ineligible to vote or hold office.

Section 2. Any qualified person becomes a member of the Branch upon payment of Branch dues.

Section 3. The annual dues for student members shall be determined by the Executive council

at its first meeting of the year. Dues are payable throughout the academic year, but the amount will not be pro-rated.

Section 4. Membership in the Branch ceases when (1) the Executive Council accepts the written resignation of the member, (2) the individual is not longer a student at Clemson University, or (3) a member allows his or her dues to go unpaid after 3 months of the calendar year for which the dues are specified. Persons whose membership ceases because of nonpayment of dues may be reinstated to membership during the calendar year in which the delinquency occurs upon payment of the dues in arrears. Resigning from the membership or loss of membership because of the failure to pay dues shall not prejudice the right of an individual to make a new application for membership in the Branch.

## **ARTICLE VI**

### **Officers**

Section 1. The elected officers of the Branch shall be the President, Vice-President, and Secretary/Treasurer. Membership in the affiliated Chapter and in the Society is required of each student officer and of the Faculty Advisor(s).

Section 2. The President is the presiding officer of the Branch and, as such, is responsible for the overall administration of affairs of the Branch.

Section 3. The Vice-President of the Branch shall preside at all meetings of the Branch upon the absence of the President. The Vice-President shall perform duties as delegated to him/her by the President.

Section 4. The Secretary/Treasurer shall be responsible for all monies of the Branch in accordance with Article XII, Section 2. The Secretary/Treasurer shall maintain a record of all meetings and is responsible for all official correspondence.

## **ARTICLE VII**

### **Executive Council**

Section 1. The Executive Council is the governing body of the Branch, and as such, shall have, hold, and control all funds and activities of the Branch in accordance with the BYLAWS governing these matters. It consists of the President, Vice-President, Secretary/Treasurer, Chairpersons of all Standing Committees, and the Faculty Advisor(s).

Section 2. The Executive Council meets at the call of the President who presides over the meetings. A written request to an Officer and which bears the signatures of at least three (3)

members of the Council requires that a meeting be called.

Section 3. A simple majority of the Executive Council shall constitute a quorum.

Section 4. An Annual Report on the activities of and finances of the Branch shall be made by the Executive Council to the members of the Branch at its Annual Meeting. The Annual Report shall be forwarded to the Chair of the Academic Education Committee of the Health Physics Society by the Branch Secretary prior to the Society's Annual Meeting.

## **ARTICLE VIII**

### **Committees**

Section 1. The Executive Council shall establish committees to assist the Council in the development and administration of programs, projects, and policies. Committees Chairpersons shall be elected from the membership as designated in ARTICLE X.

Section 2. All committee chairpersons shall be responsible for keeping records of the activities of their committees and shall submit such records to the Branch Secretary/Treasurer for inclusion in the Annual Report.

## **ARTICLE IX**

### **Branch Meetings**

Section 1. The Branch shall hold regular meetings and special meetings as such times and places as designated by the Executive Council in accordance with Regulations of Clemson University.

Section 2. A quorum of thirty percent (30%) of all members in good standing must be present to conduct official business.

Section 3. The Branch shall hold its Annual Meeting no later than May 31 of each calendar year.

Section 4. The Robert's Manual shall be the guide for any parliamentary procedure not especially provided for in the RULES of the Branch.

## **ARTICLE X**

### **Tenure, Vacancies, and Election Procedures**

Section 1. A new Branch Term begins with the close of each Annual Meeting of the Branch.

Section 2. The term of office for elected officers shall be one Branch Term. Such officeholders remain in office until a successor has been elected and installed in the office.

Section 3. A vacancy occurs in an office when (1) the officeholder resigns from office, (2) the officeholder ceases to function in the office because of death or other circumstances, or (3) the term of office expires.

Section 4. In the event of a vacancy which creates an unexpired term in any elected office other than the Presidency, the Executive Council may make an appointment to that office through the next Annual Meeting of the Branch; the vacancy shall then be filled by a vote of the membership under the regular election procedures. When the office of President becomes vacant, the Vice-President assumes the duties of the President.

Section 5. The regular election procedure by which a vote of the membership is taken shall be as follows:

Nomination of candidates shall be submitted to the Branch Secretary/Treasurer at the meeting immediately prior to the Annual Meeting under the restrictions of Articles V and XII.

Nominations shall remain open until the Annual Meeting. Any member may nominate another member for a particular office at that meeting under the restrictions of Articles V and XII. A different member must second the nomination by saying "aye". Nominations for a particular office shall close with "aye" by a majority of the members.

Election of the Officers and Committee Chairpersons will be held at the Annual Meeting. Before election of a particular office, all candidates for that office must exit the meeting room. Election of officers shall be decided by a majority vote of the members present. Election of Committee Chairpersons shall be decided by a majority vote of the members of that committee. If no majority is possessed by one of the three or more candidates, the candidate with the least number of votes shall be dropped from the ballot. Voting shall then continue until one candidate receives a majority vote.

## **ARTICLE XI**

### **Amendments to the Bylaws**

Section 1. Amendments to these Bylaws may be proposed at any regular meeting of the Branch. Adoptions of a proposed amendment shall require the affirmation vote of not less than two-thirds of the total voting membership of the Branch, and shall require the approval of the Faculty Advisor.

Section 2. Any proposed amendments to the Bylaws shall be submitted in writing to the Executive Council at least ten days prior to the vote.

## **ARTICLE XII**

### **Clemson University Regulations**

Section 1. All officers shall be required to maintain a proper scholastic record as required by the Regulations of Clemson University.

Section 2. All monies belonging to this Branch shall be deposited and dispersed through a bank account established for this Branch at the South Carolina State Credit Union.

Section 3. At the beginning of each school year, or as needed, the President, Secretary/Treasurer, and Faculty Advisor shall register the Branch with the Student Activities Office and the South Carolina State Credit Union.

Section 4. The selection of a faculty advisor is at the discretion of the voting members that are in good standing with the organization.

Section 5. A two-thirds majority for those present at the first meeting of the newly-formed organization will be necessary to ratify the constitution.