

BYLAWS & RULES

of the

HUMAN FACTORS, INSTRUMENTATION & CONTROLS DIVISION

of the

AMERICAN NUCLEAR SOCIETY

Approved 2012



AMERICAN NUCLEAR SOCIETY

Standard Bylaws & Rules for

Human Factors Instrumentation & Controls Division (HFICD)

Draft of 2/5/13

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<p>Article B1 – Name</p> <p>1.1 The official designation shall be the HUMAN FACTORS, INSTRUMENTATION & CONTROLS DIVISION of the AMERICAN NUCLEAR SOCIETY, Incorporated, hereinafter referred to as the Division and Society, respectively.</p>	<p>R1 – Name</p> <p>R1.1 The Human Factors, Instrumentation & Controls Division may also be referred to as HFICD.</p>
<p>Article B2 – Objectives</p> <p>2.1 The objectives of the Division shall be consistent with the objectives of the Society, as set forth in its Certificate of Incorporation and in Article B2 of its Bylaws and Rules, principally, the “advancement of science and engineering relating to the atomic nucleus and of allied sciences and arts”.</p> <p>2.2 The Division shall provide, through a group of members of any grades particularly interested in the Division’s area of nuclear science or technology, a means to promote the sciences and arts of that area, within the scope of the Society.</p> <p>2.3 The Division’s area of nuclear science or technology includes:</p>	<p>R2 – Objectives</p> <p>R2.1 For the more active furtherance of the objectives of the Society the Division shall undertake:</p> <ul style="list-style-type: none"> a. Projects and programs that encourage the public understanding of the importance of the science of human factor and instrumentation and controls (HFIC) engineering and management; b. To promote technical programs that enable innovative science and engineering solutions for technical issues; c. To promote and sponsor research and programs for students that foster learning and encourage education in the areas of HFIC and related fields. d. To engage in such other activities as may be appropriate for the fulfillment of the objectives of the Society and Division; and e. To stimulate membership growth and participation in the Division and Society as a whole by encouraging and promoting nuclear science and engineering as a sound and satisfying profession.

- a. The design and engineering of the Human Factors Engineering (HFE) aspects of nuclear facilities including, but not limited to personal role in plant operations, level of automation, task design, operator selection, staffing, training, human-system interaction, procedures, and HFE test and evaluation.
- b. The design, engineering and application of Instrumentation and Controls (I&C) for nuclear power plants and related nuclear facilities including, but not limited to Measurement, Monitoring (including diagnostics and prognostics), Automation and Control, Communications, and Human-System Interface subsystems.
- c. The knowledge and use of HFE and I&C technologies to support the development of strategies, techniques, and administrative controls to develop error tolerant systems, i.e., systems that minimize error through good design and evaluation, support personnel recognition of errors when they occur, and provide the means for error recovery.

2.4 To further its objectives, the Division shall:

- a. Hold meetings, or conduct other activities, in accordance with the stated policy of the Society for the presentation and discussion of professional ideas relating to the Division's area of nuclear science or technology.
- b. Disseminate knowledge and information in the Division's area of nuclear science or technology by discussions, communications, and the presentation of papers and other means of information exchange.
- c. Encourage the formation of closer professional, and, as appropriate, personal relations among the members.
- d. Cooperate with other scientific and

<p>professional groups having related objectives.</p>	
<p>Article B3 – Obligations to the Society</p> <p>3.1 The activities of the Division and its members shall be governed by the provisions of these bylaws which shall be in accord with the provisions of the Certificate of Incorporation and the Bylaws and Rules of the Society. Operation of the Division shall be governed by the laws of incorporation of the Society and their respective Bylaws, Rules, Procedures, and Policies.</p> <p>3.2 In the event of a conflict, the Society’s Bylaws, Rules, Procedures, and Policies shall take precedence over the Bylaws and Rules of the Division.</p> <p>3.3 The Division shall not have authority to act for or in the name of the Society. No action, obligation, or expression of the Division shall be considered an action, obligation, or expression of the Society as a whole. A statement to the effect that the Division assumes sole responsibility for the contents shall be imprinted on any publication regarding an action, obligation, or expression with respect to the Society, issued by the Division. The Division may use its website for this purpose.</p> <p>3.4 The financial affairs of the Division shall be conducted in such manner that the Division shall be financially independent and shall not rely on support from Society funds, except to the limit budgeted by the Board of Directors for each Division. The Division may meet its financial obligations in accordance with the provisions in Article B5.</p> <p>3.5 The Division shall not represent any opinion or position in any matter technical or non-technical as being the official</p>	<p>R3 – Obligations to the Society</p> <p>(No Applicable Rules)</p>

<p>position of the Society or any of its subdivisions without prior approval of the Board of Directors.</p> <p>3.6 The Secretary of the Division shall file with the Executive Director of the Society a copy of the minutes of the Division Executive Committee meetings within thirty (30) days following the meetings date(s) in accordance with B7.3.</p>	
<p>Article B4 – Membership</p> <p>4.1 Members in good standing in the Society shall be eligible to become members of the Division.</p> <p>4.2 Student members in good standing in the Society shall be voting members and are eligible to hold the office of Secretary-Treasurer, Secretary, or Treasurer and serve on the Executive Committee in the Division. Student Members shall not be eligible to hold the position of Chair or Vice-Chair.</p> <p>4.3 Society members who desire to become members of the Division shall so indicate on the dues billing form issued annually to all Society members by the Executive Director. Society members desiring to join at other times may do so by notifying the Executive Director and paying the associated fee, if necessary.</p> <p>4.4 Society members who desire to terminate their membership in the Division shall so indicate on the annual dues billing form. Society members desiring to resign at other times may do so by notifying the Executive Director. Upon resignation, the member’s name shall be dropped from the Division roster and mailing list.</p> <p>4.5 The names and addresses of all members</p>	<p>R4 – Membership</p> <p>R4.1 Division members have the right to vote in all Division matters. Student Members of the Society shall be eligible for membership in the Division.</p> <p>R4.2 Student Members: In lieu of becoming the Secretary-Treasurer, a Student Member in HFICD shall be eligible to hold the office of Secretary or the office of Treasurer.</p>

<p>initially comprising a Technical Group shall be furnished by its Executive Committee to the Executive Director of the Society. Initial Executive Committee membership of new Technical Groups is enumerated in Section B6.2.</p> <p>4.6 At the discretion of the Executive Committee, the Division may enroll non-Society members as “Division Participants” for a non-renewable period of up to two years. Division Participants shall be “non-Society” members who qualify by submitting an application and paying a fee for an amount and via a path approved by the Executive Committee of any Professional Division voluntarily choosing to enroll them. Division Participants may be entitled: 1) to receive newsletters and notices of activities of the Division and 2) to participate as non-Society members in Division activities excluding voting and holding elective or appointed offices in the Division. Division Participants shall be encouraged to apply for Society membership.</p>	<p>R4.6 Division Participants: HFICD encourages the involvement of Division Participants.</p> <ol style="list-style-type: none"> a. Division Participants need not meet the education and experience requirements that are established for accredited membership in the Society. b. Unless otherwise specified by the Society, the Division Participant application form may consist of a simple letter of request. c. The associated fee for the maximum two-year enrollment period for a Division Participant shall be limited to the fee charged by the Society for membership, including two divisions, over the same period. d. The chair of the Division Membership Committee shall coordinate presentation of the Division Participant request for consideration by the Executive Committee. e. Rejected requests may be resubmitted no sooner than one (1) year following rejection.
<p>Article B5 – Dues, Assessments, and Contributions</p> <p>5.1 The Division may collect dues from its members as provided in the Division Rules. The dues for membership in a Division shall be shown on the annual statement sent to each member of the Society by the Executive Director.</p>	<p>R5 – Dues, Assessments and Contributions</p> <p>R5.1 Annual Dues: The Division may collect annual dues for membership.</p> <ol style="list-style-type: none"> a. The annual dues for Division membership shall be determined by the Division Executive Committee. b. The fiscal year of the Division shall correspond to the calendar year.

<p>5.2 The Division may levy special and reasonable assessments to implement the sponsorship of special or topical meetings when authorized by affirmative vote of no fewer than two-thirds (2/3) of the members present at a regular or special meeting called as provided in these Bylaws.</p> <p>5.3 The Division may also accept non-compulsory financial contributions, but solicitation and acceptance of such contributions shall be subject to the written approval by the Board of Directors and the Executive Director.</p> <p>5.4 The funds derived from these and from any other authorized sources shall be disbursed for the Division by the Executive Director of the Society in response to requests from the Treasurer and Chair and in accordance with the annual operating budget prepared by the Finance Committee of the Division and subject to the limitation stipulated in Article B3.4 of these Bylaws.</p>	<p>c. Annual dues for Division membership are due at the beginning of the fiscal / calendar year.</p> <p>d. Student Members shall not be assessed Division dues.</p> <p>R5.2 Right to Levy: The Division may levy a special and reasonable assessment to implement the sponsorship of special publications, awards, scholarships, or any special or topical meetings not within the scope of Article B2.4 of the Standard Bylaws, when authorized by two-thirds (2/3) majority of the votes of the members present at any regular or special meeting called as provided in Article B10 of the Bylaws.</p>
<p>Article B6 – Executive Committee</p> <p>6.1 The Division shall be managed by an Executive Committee. This Committee shall constitute the governing body of the Division and shall have power to act for the Division in all matters, subject to these Bylaws and to the Certificate of Incorporation and the Bylaws and Rules of the Society.</p>	<p>R6 – Executive Committee</p> <p>R6.1 Delegation by Executive Committee: The Executive Committee may empower individuals to act specifically on its behalf in certain matters. Such action shall be implemented through a simple majority vote of the Executive Committee.</p>

6.2 The Executive Committee of the Division shall consist of not fewer than six (6) members. The members, elected at large, other than the officers shall have terms not exceeding four (4) years, and the term designated for each shall commence at the close of the Annual meeting of the Society and shall be such as to maintain effective continuity of experience in conducting the affairs of the Division and in performing the duties of the Executive Committee. The Chair of the Division most recently retired shall be an ex-officio member with voting privileges. The Chair of the Professional Divisions Committee of the Society shall be an ex-officio member without vote. The Chair of the Division shall be the Chair of the Executive Committee, and other officers, as defined in Articles B7.2, B7.3, B7.4, and B7.5, shall also serve on the Executive Committee. A quorum shall be a majority of the voting members of the Executive Committee.

6.3 Any vacancy among the officers or on the Executive Committee occurring during their terms shall be filled by appropriate action of the Executive Committee until the next regular election, except that a vacancy in the office of Chair shall be filled by the Vice-Chair (the designated Chair-Elect if there is more than one Vice-Chair), who shall continue also to perform the duties of Vice-Chair until installed as Chair for the following year.

R6.2 Executive Committee Composition and Term of Office:

- a. The Executive Committee of the Division shall consist of not more than twenty (20) members including the Officers, the elected members, and ex-officio members that have been empowered with the right to vote.
- b. The term of office for non-officer Executive Committee members, who were elected at large (including those elected as Student Members), shall be three (3) years.
- c. Without limiting the actual number of Student Members permitted on the Executive Committee under Article B4.2 of the Bylaws, one position on the Executive Committee shall be specifically designated to be filled by a Student Member. Transition of the incumbent from Student Member to Member status shall not affect the Term of Office, but will prompt the designated position to be filled by a majority vote of the HFICD Executive Committee based on nominations from the HFICD Committee members.

R6.3 Filling of Vacancies:

- a. A vacancy among the officers or on the Executive Committee may be declared because of death, resignation, or removal in accordance with Article R6.4.
- b. Between elections, a vacancy shall be filled through appointment of an individual by the Chair, with an affirmative vote by two-thirds (2/3) of the Executive Committee members.
- c. An individual appointed to fill a vacancy on the Executive Committee shall serve for the remainder of the

<p>6.4 The Executive Committee may remove members missing more than two (2) consecutive meetings, unless appropriate reasons are provided for missing such meetings.</p> <p>6.5 In order to provide for handling the affairs of the Professional Division, the Executive Committee shall prepare and adopt, in connection with these Bylaws, suitable Rules. Professional Division Rules, and proposed changes to them, must be reviewed for consistency with Society Bylaws and Rules by the Bylaws and Rules Committee of the Society. A copy of such Rules shall then be filed with the Executive Director of the Society. The procedure for amending the Rules shall be specified in the Rules.</p> <p>6.6 The Executive Committee shall meet at least twice each year, once during the Annual Meeting and once during the Winter Meeting of the Society, or as appropriate. Other meetings (e.g. at Division-sponsored Topical Meetings) or teleconferences, e-mail communications, and by other appropriate medium of the Executive Committee may be called at any time by the Chair, or at the request of any three or more members of the Committee.</p> <p>6.7 Voting shall be by an appropriate voting system, under the general procedure stipulated for voting and for handling the ballots in the Bylaws and Rules of the Society. The Executive Director shall</p>	<p>original term.</p> <p>d. An individual appointed to fill a vacancy among the Officers shall continue in the succession rotation provided in Article R7.1.1(c).</p> <p>R6.4 Removal by Executive Committee: An affirmative vote by two-thirds (2/3) of the Executive Committee members is required to remove, for non-attendance or other good cause, an Officer from office or an elected member from the Executive Committee.</p> <p>R6.5 Distance Participation in Meetings of the Executive Committee: Meetings of the Executive Committee may include distance participation by members using appropriate media.</p>
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<p>declare elected to each position the candidate receiving the most votes for that position. If a tie occurs, the Division shall resolve the tie by a vote of the members of the Executive Committee. The elected candidates shall be installed and their terms of office shall commence at the close of the Annual Meeting of the Society.</p>	
<p>Article B7 – Officers</p> <p>7.1 The officers of the Division shall be a Chair, at least one Vice-Chair, a Secretary, and a Treasurer. The duties of the Secretary and Treasurer may be combined into a single office (i.e., Secretary-Treasurer). All officers shall hold their offices for a one-year or two-year term or until their qualified successors are elected or appointed.</p>	<p>R7 - Officers</p> <p>R7.1.1 Officers, Terms of Office, and Succession of Officers:</p> <ul style="list-style-type: none"> a. Division officers shall include: <ul style="list-style-type: none"> i. Chair ii. Vice-chair iii. Second Vice-chair iv. Secretary v. Treasurer b. The term of office for all Officers shall be one (1) year. c. The Secretary and Treasurer may be combined into one position of Secretary-Treasurer as deemed appropriate by the Nominating Committee. d. At the expiration of the term, the incumbent Officer will automatically succeed to the next office, as follows: <ul style="list-style-type: none"> i. The Vice-chair becomes Chair. ii. The Second Vice-chair becomes the Vice-chair. <p>R7.1.2 Duties of the Chair:</p> <ul style="list-style-type: none"> a. The Chair shall have supervision over the affairs of the Division, subject to the direction of the Executive Committee, and shall be responsible for coordinating the work of the Division with the activities of the Society. b. The Chair shall be responsible for calling a meeting of the Executive

<p>7.2 The Vice-Chair (or one of them if there is more than one) at the time of election shall be designated Chair-Elect, and at the expiration of that term will automatically succeed to the office of Chair.</p>	<p>Committee at least twice per year, and shall preside at meetings of the Executive Committee and the Division.</p> <ul style="list-style-type: none"> c. The Chair shall be responsible for representing the Division at the meeting of the Society Professional Divisions Committee. The Chair shall be responsible for identifying a designee to attend the meeting if (s)he will not attend. d. The Chair shall be responsible for making required presentations to the Society Board of Directors on behalf of the Division. e. The Chair shall be responsible for suggesting Division members to the Society Executive Director and ANS President-elect for appointment to national committees. f. The Chair shall be an ex-officio member of all Division Committees, with voting rights. <p>R7.2.1 Designated Chair-Elect and Duties of the Vice-Chairs:</p> <ul style="list-style-type: none"> a. The Vice-Chair shall be the designated Chair-Elect and, at the expiration of that term, will automatically succeed to the office of Chair. b. The Vice-Chair shall assist the Chair in conducting the duties of the office. c. The Vice-Chair shall perform the duties of the Chair if the Chair is unable to serve. <p>R7.2.2 Designated Second Vice Chair-Elect and Duties of the Second Vice-Chairs:</p> <ul style="list-style-type: none"> a. The Second Vice-Chair shall be the designated Vice Chair-Elect and, at the expiration of that term, will
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<p>7.3 The Secretary or Secretary-Treasurer shall record and file with the Executive Director within thirty (30) days after the meeting date(s) the minutes of the Division Executive Committee meetings. Separate teleconference meetings minutes may be recorded by the Division and do not have to be filed with the Executive Director.</p> <p>7.4 For Divisions that do not have a Treasurer, the Secretary-Treasurer shall also serve as a member of the Division's Finance committee, and shall be the responsible custodian of any special funds of the Division. The Secretary-Treasurer shall have the same duties as the Treasurer.</p> <p>7.5 The Treasurer shall send the Division budget to the Executive Director after</p>	<p>automatically succeed to the office of Vice Chair.</p> <ul style="list-style-type: none"> b. The Second Vice-Chair shall assist the Vice Chair in conducting the duties of the office. c. The Second Vice-Chair shall perform the duties of the Vice Chair if the Vice Chair is unable to serve. d. In the absence or incapacity of both the Chair and the Vice-Chair, the Second Vice-Chair shall be responsible for performing the duties of the Chair. <p>R7.3 Secretary:</p> <ul style="list-style-type: none"> a. The Secretary shall act as custodian of the Division Bylaws and Rules. b. The Secretary shall be responsible for keeping records and minutes of the Division's activities. c. The Secretary shall arrange for notices to Division members and for publicity releases, and shall be responsible for obtaining a roster of Division members from the Executive Director. d. In the absence or incapacity of the Chair, the Vice-Chair and the Second Vice Chair, the Secretary (if not a student member) shall be responsible for performing the duties of the Chair. <p>R7.5 Treasurer:</p> <ul style="list-style-type: none"> a. The Treasurer shall be responsible for:
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<p>approval of the Executive Committee.</p>	<ul style="list-style-type: none"> i. Reviewing the financial statements provided by the Society’s staff. ii. Assisting with the preparation of the Division’s budget. iii. Monitoring the financial health of the Division. iv. Advising the other officers on issues of expenses and revenue. <p>b. In the absence or incapacity of the other Officers, the Treasurer (if not a student member) shall be responsible for performing the duties of the Chair.</p>
<p>Article B8 – Election and Eligibility</p> <p>8.1 The members of the Division Executive committee and the officers (except the Chair) shall be elected as specified in Article B6.2 and B7.1 of these Bylaws, respectively.</p> <p>8.2 Executive Committee members shall be Fellows, Members, Student Members, Emeritus or Honorary Life Members of the Society.</p> <p>8.3 The Nominating Committee shall place in the hands of the Secretary or Secretary-Treasurer and Executive Director no later than the completion of the Winter Meeting (or seven [7] months before the Annual Meeting for Divisions that were unable to meet during the Winter Meeting) the names of candidates for the Executive Committee and for the Division officers. The Executive Director shall prepare and forward to each member of the Division a ballot containing the nominations submitted by the Nominating Committee, and others made by petition of not fewer than ten (10) members of the Division, received in writing either by the Nominating Committee or by the Secretary or Secretary-Treasurer at least twenty-two (22) weeks before the Annual Meeting.</p>	<p>R8 – Election and Eligibility</p>

8.4 At least one candidate shall be named by the Nominating Committee for each Executive Committee membership expiring or vacated and for each elective office other than the office of Chair, which will be filled by the Vice-Chair. The ballot shall contain spaces for writing in additional candidates.

8.5 Ballots, in order to be counted, shall be completed as instructed and shall be validated by the Executive Director as having been received from a Division member in good standing. The Division shall be responsive to future electronic voting initiatives introduced by the Society, as appropriate.

8.6 Voting shall be by secret ballot under the general procedure stipulated for voting and for handling the ballots in the Bylaws and Rules of the Society. The Executive Director shall declare elected to each position the candidate receiving the most votes for that position. If a tie occurs, the Division shall resolve the tie by a vote of the members of the Executive Committee. The elected candidates shall be installed and their terms of office shall commence at the close of the Annual Meeting of the Society.

8.7 Members, elected at large, shall not be eligible for election to more than two consecutive terms on the Executive Committee, or more than two consecutive terms of office as Secretary, Treasurer, or Secretary-Treasurer. After one full term in office, the Chair shall automatically be succeeded by the Vice-Chair. Except as provided in these Bylaws, no member shall hold more than one office simultaneously.

R8.4 Slate of Candidates for Election:

- a. Positions filled in accordance with Article R7.1.1(a) or filled in accordance with Article R6.3, shall not be considered expiring or vacated.
- b. The number of candidates on the slate, for the remainder of the Executive Committee, shall be at least 50% more than the number of positions expiring or vacated.

<p>8.8 No member shall be eligible for the office of Vice-Chair/Chair-Elect until having served on the Executive Committee in any capacity for at least one year except during the initial year of the Division or in the event the office of Chair is declared vacant.</p> <p>8.9 The retiring Chair shall not be eligible for election as Vice-Chair/Chair-Elect for the term immediately succeeding the term as Chair.</p>	
<p>Article B9 – Standing and Special Committees</p> <p>9.1 A Division may establish Standing and Special Committees.</p>	<p>R9 - Standing And Special Committees</p> <p>R9.1 General Requirements</p> <ul style="list-style-type: none"> a. The Standing and Special Committees of the Division shall be appointed by the Chair of the Division to serve to the end of the Chair's term, except as otherwise specified. The Division Chair may, at any time, appoint additional members to serve on a Standing or Special Committee. b. Members shall not be eligible for reappointment to the same committee for more than three (3) consecutive terms. c. Appointments or changes to committees shall be reported to the Executive Committee for ratification. d. With the approval of the Executive Committee, the Division Chair may remove the Committee Chair or any Committee member for any Standing or Special Committee. e. Standing Committees should meet at least two (2) times a year, generally during the normal meetings of the Division, unless as otherwise specified herein.

- f. Unless otherwise specified, a quorum shall consist of half of all members, including ex-officio members.
- g. Ex-officio members shall have functions of full committee members, but their terms are those of the offices from which they serve. Immediate Past Chairs of all Standing Committees shall, if their appointed term as a member of the Committee has expired, serve a subsequent year in an ex-officio status.
- h. If a member fails to attend three (3) consecutive meetings, the Committee Chair may notify the Division Chair and recommend that the appointment be terminated, and that a successor be appointed as defined above to fill the unexpired term
- i. As part of the strategic planning process for the Division, the Vice-Chair shall, prior to assuming the office of Chair, submit for approval by the Executive Committee a succession plan, including the appointment or reappointment of:
 - i. At least two (2) members of the Executive Committee to each Division Standing and Special Committee with the maintenance of effective continuity of experience in conducting the affairs of the committee.
 - ii. The Chair of each Standing or Special Committee, except as specified in Article R9.1.2.

R9.1.2 Division Standing Committees

- a. Executive Committee - as provided in Article R6.

- b. Finance Committee – is responsible for ensuring the financial health of the Division and the most effective use of the Division’s financial resources. The Finance Committee shall have direct supervision over, and responsibility for, the policies, procedures, and budgets of the Division and shall investigate and analyze all financial requirements and expenditures, scrutinize all budget estimates, prior to submission to the Executive Committee for review and interface with the Society on all financial matters.

The Finance Committee shall be composed of not fewer than three (3) members, including the current and immediate past Division Treasurers and the Chair. The Division Treasurer is the Chair of the Finance Committee.

- c. Membership Committee – is responsible for bringing the advantages of Society and Division membership to the attention of qualified candidates. The committee shall be responsible for evaluation and development of plans to extend the Division membership; continuing study and recommendations for improvements of Divisional services and activities insofar as they encourage continuing membership and the objectives of the Society; acquisition and review of reports and suggestions by constituent unit representatives on membership growth and means of stimulating such growth; planning and conduct of activities of the Division pertaining to membership extension; and the review of resignations, severances, and other cases involving

individual members.

The Membership Committee shall be composed of not fewer than three (3) members, including the Division Liaison with the Society's Membership Committee and the Chair. This committee shall be composed of the Division Secretary-Treasurer (or Secretary and Treasurer if positions are split) and not fewer than two (2) additional Division Members.

- d. Program Committee – is responsible for organizing technical sessions of interest to division members at National Meetings and Topical Meetings. The Program Committee shall be responsible for the general character of and planning of technical meetings of the Division and special sessions sponsored by the Division at national meetings of the Society or other special meetings, solicit and receive technical papers, approve special technical sessions or discussions, and establish standards, schedules, and procedures for selection and presentation at these meetings. For special sessions of contributed papers at national meetings, the Program Committee shall select session chairs and other officers required for presiding at technical meetings of the Division and at its special sessions in national meetings of the Society; all such meeting officers shall be members of the Division. The Program Committee shall, as needed, call on other members of the Division to serve as long-range planning coordinators for particular meetings or special sessions.

The Program Committee Chair is a member of and shall be responsible for representing the Division at meetings of

the Society National Program Committee. The committee shall be composed of not fewer than three (3) members, including the Division Chair. The Chair of the Program Committee shall be appointed by the Division Chair for a term of four (4) years.

- e. Honors and Awards – is responsible for stimulating the recognition of Division members, and for interacting with the Honors and Awards Committee of the Society. The Honors and Awards Committee shall administer a program for advancement of qualified candidates to Fellow grade, encourage and assist individuals and groups undertaking to sponsor candidates, and supervise the preparation of diplomas for presentation. This Committee shall also be responsible for establishing and granting other awards listed in the procedures and described in the Honors and Awards Program Manual in recognition of accomplishments within the field of nuclear science or engineering, or allied fields, and of meritorious service to the Society.

The Honors and Awards Committee is composed of not fewer than three (3) members, including the Program Committee Chair and the Division Chair.

- f. Communications – is responsible for maintaining the content of the Division website as well as publishing a semi-annual newsletter and at least one (1) non-meeting publication (e.g., an exceptional Division presentation in the Society’s technical journals or an honoree’s acceptance speech in Nuclear News) each year.

The Communications Committee shall

	<p>be composed of not fewer than four (4) members including the Secretary, Program Committee Chair, Vice-Chair and the Chair.</p> <p>g. Scholarship – is responsible for promoting and managing the HFICD Undergraduate Scholarship (and any other scholarships established by the Division). The principal responsibility of the Scholarship Committee is to annually establish a panel of judges to evaluate applications for the HFICD Undergraduate Scholarship and select a designated recipient from eligible student candidates. No student member of the Division is eligible to serve on the scholarship panel of judges.</p> <p>The Scholarship Committee is composed of not fewer than three (3) members including the Treasurer and the Division Chair.</p> <p>R9.1.3 Division Special Committees: Special committees may be established from time-to-time by the Chair, subject to authorization by the Executive Committee. Special Committees shall be dissolved upon completion of the duties assigned to them.</p> <p>a. Nominating Committee – is responsible for identifying and nominating acceptable candidates for election to the various Division offices. The Nominating Committee shall use as guidance the procedures established and approved by the Board of Directors as compiled in the Handbook on Nominating Committee Process and Procedures – candidates for the elective offices shall have their names reported to the Executive Director at least thirty-five (35) weeks preceding the Annual Meeting.</p>
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<p>9.2 A simple majority of the members of the committee shall constitute a quorum at all committee meetings.</p>	<p>The Nominating Committee shall be composed of a minimum of three (3) members. The immediate Past-Chairman of the Division shall serve as a member and Chair of the committee. All terms are for one (1) year and shall expire at the close of the Annual Meeting. In the event the immediate Past-Chairman cannot chair the Committee the members of the Nominating Committee shall elect a chair from the committee membership. A notice shall be published in the Division newsletter and if possible in an issue of a Society publication, not later than July of each year distributed to all voting members requesting suggestions for candidates for the positions being considered.</p>
<p>Article B10 – Meetings</p> <p>10.1 Meetings of the Division shall be held as determined by the Executive Committee, at times and places it shall designate. If a business meeting is held, it shall be scheduled to coincide with the Annual Meeting of the Society and shall precede the annual reorganization of the Division Executive Committee. The Secretary or Secretary-Treasurer shall mail an advance notice of all intended meetings of the Division to the Executive Director of the Society not less than six (6) weeks before the date of that meeting. In addition, notices of all meetings will be sent to the members of the Division not less than six (6) weeks before the meeting. These meetings are open to all members in good standing in the Division.</p>	<p>R10 - Meetings</p> <p>(No Applicable Rules)</p>

<p>10.2 A quorum for the transaction of business at all Division meetings shall consist of fifteen (15) qualified voters or twenty (20) percent of the qualified voters.</p>	
<p>Article B11 – Amendments</p> <p>11.1 Amendments to these Bylaws may be proposed by any Division, the Professional Divisions Committee, the Society Bylaws and Rules Committee, or the Society Board of Directors. Amendments must be of a nature that they can be applied equitably to all Divisions, in keeping with the intent of the Standard Bylaws. All proposed amendments shall be forwarded to each Division for comment. Comments should be filed with the Professional Divisions Committee Chair no later than forty-five (45) days prior to the next ANS national meeting. Further detailed procedures for approval of amendments to the Standard Bylaws are in the ANS Rule R18.9.1.</p> <p>11.2 The Professional Divisions Committee shall notify all Divisions of approved amendments to the Standard Bylaws. Each Division shall be responsible for reviewing approved amendments to determine if corresponding changes to the Division’s Rules are required.</p> <p>11.3 In order to provide for handling the affairs of the Professional Division (Technical Group), the Executive Committee shall</p>	<p>R11 - Amendments</p> <p>R11.1 Proposed Amendments to the Standard Bylaws:</p> <ul style="list-style-type: none"> a. Amendments proposed by the Division shall have received an affirmative vote by a simple majority of the Executive Committee. b. Comments filed by the Division on proposed amendments, which were forwarded to the Division, in accordance with B11.1, shall have received an affirmative vote by a simple majority of the Executive Committee. <p>R11.2 Approved Amendments to the Standard Bylaws:</p> <ul style="list-style-type: none"> a. When notified of an approved amendment to the Standard Bylaws, the Secretary shall obtain an updated copy of the Division Bylaws from the National Bylaws and Rules Committee, and prepare reconciling changes in the Division Bylaws/Rules for review and approval by the Executive Committee. b. Division members shall be notified of the amended Bylaws by appropriate means, such as posting the amended Bylaws on the Division webpage or including a notice in the Division newsletter. <p>R11.3 Amendment to Division Rules:</p> <ul style="list-style-type: none"> a. Amendments to Division Rules may be proposed by any member of the Division Executive Committee during a

<p>prepare and adopt, in connection with these Bylaws, suitable Rules. Professional Division (Technical Group) Rules, and proposed changes to them, must be reviewed for consistency with Society Bylaws and Rules by the Bylaws and Rules Committee of the Society. A copy of such Rules shall then be filed with the Executive Director of the Society. The procedure for amending the Rules shall be specified in the Rules.</p>	<p>Committee meeting and approved by a simple majority of the members present.</p> <ul style="list-style-type: none"> b. Amendments adopted by the Executive Committee shall be provided to the Society Bylaws and Rules for review and endorsement. c. In the event that an approved amendment does not attain 2/3 vote of the Executive Committee, the Chair may direct the amendment to be put to Division vote at the next scheduled election. The amendment shall be approved if it receives a simple majority of the votes tallied. d. The approved Rule amendment shall become effective upon being filed with the Executive Director of the Society. e. The Division Secretary shall notify the Division membership of the amended Rule(s) in a printed or electronic newsletter.
<p>Article B12 – Rules of Conduct</p> <p>12.1 In all procedural matters not covered by the Bylaws and Rules of the Division, Robert’s Rules of Order, latest edition, shall be used as the authority for parliamentary procedures.</p>	<p>R12 – Rules of Conduct</p> <p>R12.1 Electronic Voting: The Executive Committee, and other HFICD committees, may resolve issues before them by normal voting procedures at meetings or they may use electronic (e-mail or text) voting. In order to transact committee business using electronic voting, the following guidelines shall be used.</p> <ul style="list-style-type: none"> a. The Chair of the unit determines if an issue is to be considered and voted upon electronically. b. Documents / issues for comment and vote will be sent to the unit’s listserv (i.e., comm-HFICD@list.ans.org) with

	<p>a request to review and comment.</p> <ul style="list-style-type: none"> c. Once decided, a voting member may make a motion and request a vote. Any other voting member of the Committee may second the motion. d. For a seconded motion, the Chair of the Committee shall establish a reasonable discussion period to be followed by a reasonable electronic voting period. Votes can be submitted during the comment period and must be received prior to the voting deadline. All members are required to reply to the listserv for all other members to review both comments and votes. e. Once the voting deadline has passed, the Chair will review the votes and inform unit members via listserv of the outcome of the vote. To be valid, all votes taken outside of a meeting must have a quorum of unit members registering a vote. To pass, the vote must have a majority of the quorum of unit members submitting an affirmative vote. f. The Chair will provide an electronic vote in the event of a tie from the votes of the other Committee members. g. Between ANS national meetings, issues that have successfully passed through the electronic comment and voting process will be considered approved and activity may commence in accordance with the approved item. h. Each electronic vote will be confirmed at the next face-to-face meeting of the unit for historical record.
<p>Article B13 – Dissolution</p> <p>13.1 Any Division may be dissolved at the discretion of the Board of Directors of the</p>	<p>R13 – Dissolution</p> <p>(No Applicable Rules)</p>

<p>Society, after proper consultation with the Executive Committee of the Division and the Professional Divisions Committee.</p> <p>13.2 The Division membership must approve dissolution by a 2/3 vote before a petition is submitted.</p> <p>13.3 A Division considering dissolution should prepare and submit a petition to the Professional Divisions Committee that clearly states the reasons the Division cannot fulfill its obligations and mission. The PDC with the Division will forward the petition to the Board of Directors.</p> <p>13.4 Assets of dissolved Division shall become the property of the American Nuclear Society.</p> <p>13.5 Any Division that merges with another Division may do so at the discretion of the Board of Directors after receiving a request from the Professional Divisions Committee and the involved Divisions.</p> <p>a. Assets of merged Divisions will be combined under the newly established Division</p>	
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