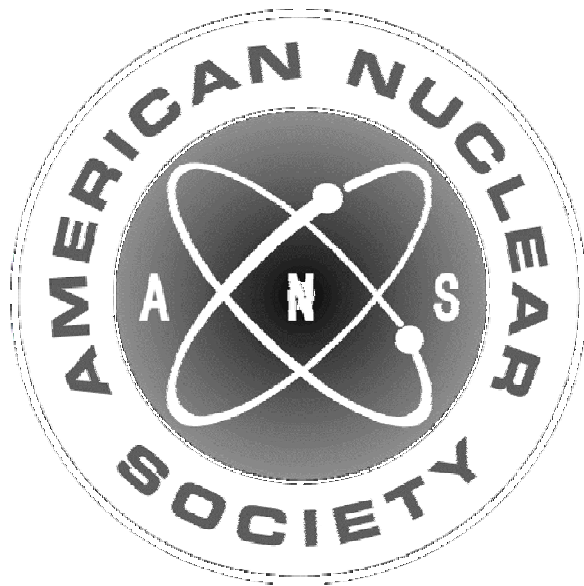


AMERICAN NUCLEAR SOCIETY
PROFESSIONAL DIVISIONS MANUAL



Prepared by
Professional Divisions Committee
"Unity through division"
With revisions through June 2007

Table of Contents

1	INTRODUCTION.....	5
1.1	Purpose Of Manual.....	5
1.2	Terminology	5
1.3	Accountability and Refinement	5
2	DIVISIONAL STRUCTURE IN ANS	5
2.1	Background	5
2.2	Current Divisional Structure.....	6
2.3	Integration Of Division Activity	6
2.4	Overall Responsibility Of Divisions To The Society	6
2.5	Overall Responsibility Of The Society To The Divisions	7
2.5.1	General Activities	8
2.5.2	Meetings	8
2.5.3	Publications.....	9
2.5.3	Awards.....	9
2.5.4	Headquarters Operations.....	9
2.6	Headquarters Staff Liaison.....	10
2.7	Board Of Directors Liaison.....	10
3	THE FUNCTIONING DIVISION.....	11
3.1	Dynamics Of Division Organization.....	11
3.2	The Scope of Each Division.	11
3.2	Division Activities	11
3.2.1	General Activities	12
3.2.2	Meetings	12
3.2.3	Publications.....	13
3.2.4	Awards and Scholarships.....	14
3.3	Operating Relations With The Society	14
4	DUTIES OF DIVISION OFFICERS	16
4.1	Overall Responsibility	16
4.2	Representation On The Division Executive Committee	16
4.3	Duties Of The Division Chair	16
4.4	Duties Of The Division Vice Chair	16
4.5	Duties Of The Division Secretary	17
4.6	Duties Of The Division Treasurer	17
4.7	Duties Of The Division Committee Chairs	17
4.8	Duties Of The National Program Committee Representatives	17
5	PROCEDURES APPLICABLE TO DIVISION OPERATIONS.....	18
5.1	Procedures For Forming A Technical Group	18
5.2	Procedure For Establishing Working Groups	22

5.3	Procedure For Combining Two Or More Divisions/Technical Groups	23
5.4	Procedures For A Technical Group To Request Professional Division Status.....	24
5.5	Topical Meeting Guidelines	25
5.6	Procedure For Establishing Or Modifying Divisional Scopes or Interfaces.....	25
5.7	Procedures And Guidelines For Awards And Scholarships	27
5.7.1	Types of Awards.....	27
5.7.2	Forms of Awards	28
5.7.3	Establishing New Awards and Scholarships.....	28
5.7.4	Endowments	29
5.8	Procedures And Guidelines For Executive Committee Meetings.....	29
5.9	Procedures And Guidelines For Division Elections	30
5.10	Guidelines For Preparation And Amendments To Division Bylaws	30
5.11	Procedures For Preparing A Division Planning Document	30
5.12	Procedures For Preparing And Distributing Division Newsletters	31
6	FINANCE	33
6.1	Division Budgets	33
7	FUNCTIONS OF PROFESSIONAL DIVISIONS COMMITTEE	35
8	THE PROFESSIONAL DIVISIONS AND TECHNICAL GROUPS	37
8.1	Accelerator Applications Division.....	37
8.2	Biology And Medicine Division	37
8.3	Decommissioning, Decontamination & Reutilization	37
8.4	Education And Training Division.....	37
8.5	Environmental Sciences Division.....	38
8.6	Fuel Cycle And Waste Management Division	38
8.7	Fusion Energy Division	38
8.8	Human Factors Division.....	38
8.9	Isotopes And Radiation Division	39
8.10	Materials Science And Technology Division	39
8.11	Mathematics And Computation Division	39
8.12	Nuclear Criticality Safety Division.....	39
8.13	Nuclear Installations Safety Division	40
8.14	Operations & Power Division	40
8.15	Radiation Protection And Shielding Division.....	40
8.16	Reactor Physics Division	40
8.17	Robotics & Remote Systems Division	41
8.18	Thermal Hydraulics Division.....	41
8.19	Technical Group For Aerospace Nuclear Science And Technology Applications	41
8.20	Young Members Group (Technical Group)	42

8.21	Working Groups	42
8.21a	Computational Medical Physics Working Group	42
8.21b	Nuclear Production of Hydrogen Working Groups	42
9	<i>SCHEDULE FOR DIVISION AND GROUP CHAIRS</i>	43
10	<i>REPORT TO PROFESSIONAL DIVISIONS COMMITTEE (Form)</i>	44
11	<i>EXAMPLE OF MEETING AGENDA (Form)</i>	45
12	<i>DIVISION VOTING ON CANDIDATES FOR OFFICER POSITIONS</i>	46
13	<i>BYLAWS, RULES, AND PROCEDURES GOVERNING DIVISIONS AND GROUPS</i>	48
14	<i>STANDARD BYLAWS FOR DIVISIONS OR TECHNICAL GROUPS</i>	54
15	<i>ELECTION SCHEDULE FOR DIVISIONS AND TECHNICAL GROUPS</i>	67
16	<i>DIVISION FINANCIAL MANAGEMENT GUIDES</i>	68
17	<i>REQUEST FOR SUPPLEMENTAL FUNDS (FORM)</i>	71
18	<i>BUDGET (FORM)</i>	72
19	<i>PROFESSIONAL DIVISIONS & TECHNICAL GROUPS GUIDELINES FOR STRATEGIC PLANS</i> 75	
20	<i>DIVISION WEB SITES</i>	78
21	<i>GENERAL INFORMATION</i>	78
22	<i>DIVISION ASSESSMENT OF VITALITY</i>	78
23	<i>DIVISION LEADERSHIP AND SUCCESSION PLANNING</i>	78
24	<i>TEMPLATES</i>	78
25	<i>DUTIES AND RESPONSIBILITIES OF ANS DIVISION NPC REPRESENTATIVES</i>	79
26	<i>ANS STAFF DIRECTORY</i>	86

Website address for current forms and electronic copy of the PDC Manual
www.ans.org/about/committees/pdc

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1 INTRODUCTION

1.1 Purpose Of Manual

The Professional Divisions Manual (PDM) provides professional divisions and technical groups, with information on the purposes, organization and functioning of the professional divisions and technical groups, and the interrelationships of the Society and the divisions and groups. The Professional Divisions Committee intend this PDM to answer all questions of division/technical group officers that apply equally to all divisions or technical groups. It is not intended to cover all special matters that might apply to only one division/technical group.

1.2 Terminology

Unless otherwise specified or as implied by immediate context the term "division" will mean "division or technical group as appropriate".

1.3 Accountability and Refinement

The manual is prepared under the sponsorship of the Professional Divisions Committee (PDC) and is revised from time to time as necessary. The Chair of the PDC normally assigns the PDM to a subcommittee chaired by an at-large member.

Correspondence concerning the PDM should be directed to the Chair of the PDC. The Chair requests that compliments, complaints, problems, suggestions for improvement, and exceptional experience using the PDM be reported by a convenient method, preferably e-mail.

When an accumulation of suggestions for up grade becomes actionable in the opinion of the Chair a revision will be initiated.

2 DIVISIONAL STRUCTURE IN ANS

2.1 Background

During the Manhattan Project days and in the post-war period of nuclear development prior to the formation of ANS, many scientists and engineers trained and skilled in different professional disciplines were engaged in nuclear energy research, development, and production. It was well demonstrated that a community of scientists and engineers multi-disciplined in background was required for a strong and expanding nuclear energy industry. Each professional person, whether chemist, chemical engineer, metallurgist, physicist, mathematician, mechanical engineer, etc., contributes that aspect of discipline relating to nuclear science and technology.

It was only natural that when the American Nuclear Society was established to promote the advancement of science and engineering relating to the atomic nucleus, the goals, policies and procedures should reflect the multi-disciplinary nature of its professional members. To assure that exponents of these basic scientific and engineering disciplines, and of other specialized disciplines

arising from specific application of nuclear energy, would retain their identity and strengthen their skills, the organization of Divisions was provided for in the Bylaws (Article B9 Constituent Units, Rule 18 Technical Groups and Professional Divisions, and Procedure 9.3.2. Records -- Technical Groups and Professional Divisions.)

The bylaws do not limit the number of divisions or technical groups, thus providing an opportunity for which new disciplines or changes in technical emphasis can be fostered. The establishment of a technical group allows for the situation of division-like activity, which often demonstrates its value by successful operation for a period of time, before becoming a new division.

The assembly of ANS members into a division or group brings to the Society the highest standards of practice of the individual discipline as it relates to the nuclear community and aids in the communications with activities and organizations outside ANS which also foster its practice. Thus, cooperation between the Divisions and related outside scientific and technical societies should be stimulated. The end result is a stronger nuclear energy community.

2.2 Current Divisional Structure

See Section 8 of this manual.

2.3 Integration Of Division Activity

The basic purpose of the ANS is to foster the professional practice of nuclear science and engineering by integrating many disciplines. Professional divisions operate within the framework to strengthen the Society. Their scopes aim at being inclusive, interactive and mutually supportive to fulfill the Society's goals.

Basically, the functions of divisions holding scientific and technical meetings and foster publication of technical information within their scopes of interest. These activities include serving the scientific and technical interest of their members. Of equal importance, divisions are expected to contribute to the general scientific, technical and professional activities of the Society and their members are expected to contribute time and effort in the operations of the Society. Where possible, the flow of activity and energy should be from the divisions into the national committees and national officers. Since the Society is composed of members of many different scientific and technical disciplines and with a diversity of interests in the nuclear field, cooperation between divisions is encouraged and stimulated.

2.4 Overall Responsibility Of Divisions To The Society

The Professional Divisions Committee (PDC) and the officers and executive committees of the divisions can best serve the needs of their members, encourage proper growth, and assure a fully integrated Society by fulfilling the following general responsibilities to the Society:

1. Flexibility of the Society's divisional organizational structure is important in such a rapidly developing field as nuclear energy. This can be assured by: (a) the merging of Divisions or Groups when scope and functions overlap or greater strength could be gained by broader interdisciplinary activity; (b) the formation of new Groups to foster new disciplines or change technical emphasis; (c) the dissolution of Groups or Divisions to reflect changes in emphasis.

*Throughout the rest of this manual the word "Divisions" is used to refer to all Professional

Divisions and Technical Groups.

2. The broadening of a division's scope and functions to encourage other related and interested disciplines to join the Society should be under continual evaluation.
3. Each division should have as primary aims (a) the promotion of high quality technical and scientific sessions at the annual meeting; (b) sponsorship of topical meetings that are carefully planned with consideration of the relationship to the National Society meetings; (c) sponsorship of special technical documents such as review articles and standards.
4. Special attention should be given to joint sponsorship of meetings by more than one local section division, treating a topic in depth and with interdisciplinary content.
5. Each division should encourage its members to support and contribute to the functions and objectives of the Society; each should recommend members to serve on national committees, the Board, and as officers.
6. Divisions should support the development of Society-sponsored short course programs by suggesting subjects and qualified instructors and submitting them to the Professional Development and Accreditation Committee.
7. In all planning of division activities, the interests of the Society as an integrated entity should be kept uppermost.
8. The problem of too many meetings in the scientific and technical communities should be considered in all meeting planning.
9. Relationships with pertinent outside professional society activities should be maintained and strengthened.
10. Each division should be aware of and cooperate with the activities and objectives of the Society's other constituent units and standing committees for continuity on working towards the goals of the Society.

It is the responsibility of the Professional Divisions Committee (PDC) to cooperate with individuals and groups in the formation of Divisions and Technical Groups, assisting them in preparation of statements of scope and petitions and other organizational and operating procedures. It is with this task in mind that the "Professional Divisions Manual" has been prepared. Section 19 is the Committee's Planning Document.

It is also the responsibility of the Professional Divisions Committee to evaluate the effectiveness of the Division structure, and to report this effectiveness to the Executive Committee of the Society. In this regard the Divisions should regularly report to the PDC such things as size of the Division, growth or decline in membership and member interest, contribution rate of members to meetings, to publications, to standards efforts, numbers of awards recommendations, participation of members in Society affairs, etc. The Divisions should identify conflicts between interests of different divisions, and any growth of overlap of mutual membership, etc. Such information, as difficult as it may be to develop and provide on an objective basis, nevertheless is needed in order that the PDC can make judgments on actions to recommend to the executive committee that will improve the overall health of the divisions and subsequently the Society as a whole.

2.5 Overall Responsibility Of The Society To The Divisions

The Society fulfills the following general responsibilities for divisions and where appropriate, for

The Professional Divisions Committee:

2.5.1 General Activities

- 1. Maintains Professional Division Manual under the cognizance of the PDC.**
- 2. Assists in presenting division minutes to Board.**
- 3. Sends orientation letter to new division chairs.**
- 4. Provides a staff liaison to the Professional Divisions Committee.**
- 5. Provides guidance for organization of technical groups.**
- 6. Provides semi-annual divisional financial reports to division chairs and treasurers.**
- 7. Promotes national membership.**
- 8. Provides electronic assistance to set up websites and establish listserves.**

2.5.2 Meetings

National

- 1. Assigns meeting rooms for division-sponsored technical sessions.**
- 2. Schedules and assigns rooms for division committee meetings.**
- 3. Assists with arrangements and planning for division luncheons.**
- 4. Handles requests for audio visual and other special arrangements for technical sessions and division committee meetings.**

Topical

- 1. Provides advice and assistance to topical meeting planners: hotel negotiation, hotel contracts, finance, etc.**
- 2. Budget approval for all topical meetings that have Society financial involvement.**
- 3. Acts in lieu of local section for division-sponsored topical meetings in the exceptional case that local section support is not available.**

2.5.3 Publications

1. Prints and distributes division newsletters. (Two newsletters per year at no charge to a division.)
2. Photocopies and distributes division minutes from national meeting to all division officers and executive committee members after preparation of minutes by division officers.
3. Prints division news in ANS NEWS.
4. Edits and publishes REMOTE SYSTEMS TECHNOLOGY DIVISION PROCEEDINGS.
5. Provides listing of division officers in an issue of ANS News
6. Provides publication services for proceedings of divisional topical meetings, when arranged.
7. Provides other publication services related to divisional publications: TRANSACTIONS, journals, monographs, etc.
8. Provides division officers a copy of the ANS office directory along with periodic updates.

2.5.3 Awards

1. Assists with division awards.
2. Provides certificates of appreciation for division use.

2.5.4 Headquarters Operations

1. Provides a background biographical information brochure of candidates for division officers and executive committee members. Handles balloting procedures for divisions and notifies all candidates of the election results.
2. Promotes division membership development (dues billing and membership records).
3. Provides financial assistance based on number of division members. (Presently \$1 per member).
4. Provides instruction in budget preparation.
5. Maintains division mailing lists.
6. Provides two division membership printouts a year to division chairs upon request.
7. Sends full Board of Directors minutes of annual and winter meetings and national executive committee minutes of spring and fall meetings to division chairs.

8. Responds to day-to-day correspondence.
9. Maintains divisions' files including copies of bylaws and rules.
10. Acts as liaison between divisions and bylaws and rules committee. Provides secretarial and mailing service for bylaws and rules.
11. Processes requests for approved divisional expenditures.
12. Provides division letterhead stationery.
13. Provides legal assistance for Society affairs.
14. Each quarter sends a list of new members to each division.

2.6 Headquarters Staff Liaison

The staff liaison to Divisions is the Outreach & Volunteer Development Department at headquarters. That office can assist with information, materials and any other help you may need to be effective in your position of service to the division. The staff can answer your questions about scheduling, duties, finances, policies etc., or they will tell you who to contact. You will receive frequent correspondence from them regarding projects and other matters appropriate for divisions. At this time the staff liaison is Ms. Sharon Kerrick 708-352-6611, e-mail skerrick@ans.org. The ANS department e-mail addresses are found in Section 27 and at www.ans.org/about/staff/ on the web.

2.7 Board Of Directors Liaison

In June of each year the ANS president assigns each division a Board of Directors member to act as liaison. Responsibilities of the division to the liaison include sending him/her all correspondence mailed to their executive committee and membership; inviting them to attend committee meetings; and keeping them informed of the sessions, topical meetings, and other activities in which the division is involved. The liaison's responsibilities include advising the division about Society policies and actions; being attentive to the activities of the division as well as participating when possible; and encouraging the division in its work.

Contact the headquarters staff liaison if you do not know the name of your Board Of Directors Liaisons.

3 THE FUNCTIONING DIVISION

3.1 Dynamics Of Division Organization

It is a policy of the Society to foster technological improvement in the nuclear energy field and keep abreast of technological change originating outside the nuclear energy field through a dynamic divisional structure. The Society Bylaws provide for initiation of new divisions through formation of technical groups, which requires the services and sustained interest of a relatively few Society members. It is assumed that the technical group is an intermediate step to division status and therefore it operates in the same way as a division. Upon demonstration by a technical group that it can function successfully as a division, the bylaws allow for its progression to division status.

The scope of a division is not specifically restricted by the Society in order to allow adaptability to changing needs. However, the scope must be defined at the time the technical group is initially formed. Generally, the scope of a division will be based either on a professional discipline or a specific function in the nuclear community and it is considered important to establish one or the other unifying base to assure a successful and valuable division operation. Present examples of the former are the Materials Science and Technology, Mathematics and Computation, and Reactor Physics Divisions; and of the latter, Education and Training Division, Isotopes and Radiation, and Power. Because of these two different bases, discipline and application, members of the Society are encouraged to join and serve more than one division.

Although the Society fosters the formation of new technical groups to introduce needed changes in emphasis, caution must continually be applied to avoid undue proliferation of divisions. Another important means of achieving technical dynamism is through the broadening and redirection of an existing division or through the merger of divisions. There are essentially no restrictions on such changes except for obtaining Society approvals as provided for in the bylaws. With recognition of the need to avoid technical obsolescence, the Society also provides for dissolution of divisions.

Another means to expand emphasis is through creation of Working Groups. A Working Group (WG) is a group of ANS members interested in a specific topic and/or issue that is considered under the scope of one or more existing Professional Divisions. The issue and/or topic may have relevance and importance to the ANS membership and establishing a WG would provide more focus to enhance the development of the issue and/or topic.

To permit the divisions and groups to make innovations and improve technical competence, the Society does not place major limitations on division activities beyond those cited in the Society Bylaws which insure orderliness in conducting the broad functions of the Society and prudence in handling Society finances. It is expected that major new plans and ideas will be reviewed with the Professional Divisions Committee which in turn will keep the Executive Committee informed.

Guidelines and procedures for forming a technical group are included as Section 5.

3.2 *The scope of each Division is given in Section 8 and the procedure for revising the scope of a Division is set out in Section 5.5.*

3.2 Division Activities

Division activities can be grouped into five areas: general activities, meetings, publications, awards, and operational relations with the Society. Each will be discussed briefly.

3.2.1 General Activities

1. **Division influence in Society operations:** This is effected in part by working through the national committees, officers, and members of the Board of Directors. A most important avenue for divisions to influence the Society is through the professional divisions committee. By directive in 1978 from the ANS Executive Director, division action items for the executive committee and Board of Directors are to be submitted to the PDC for action as a screening committee. The PDC determines appropriate action items requiring consideration by the ANS Executive Committee and Board. The PDC is further described as a clearing house for messages to go to higher levels in the Society. The PDC would come to some recommended course of action on such items of importance brought up by the Divisions and formally make the recommendation to the appropriate ANS body.
2. **Committee meetings -- conducting Society business:** The two most important times for Society business are during the national meetings when all standing and division committees and the Board meet. The meetings usually occur in late spring and in late fall. The exact dates are always published every month in NUCLEAR NEWS under Meeting Calendar. Section 9 provides a checklist of important dates, adherence to which will facilitate communication and conduct of business with the Society.

The Division committee meeting agenda should be prepared and mailed to committee members at least 20 days before the meeting. A copy of the Division executive committee meeting agenda should also be sent to the staff liaison and the Executive Director at headquarters. Section 11 is an example.

To have the greatest impact on the PDC, proposals should be written. They should be sent to the PDC at least 30 days before the meeting date so each member can be properly informed of the issues and ready for discussion. Distribution of such a document can be made through the or PDC staff liaison.

3.2.2 Meetings

Divisions and groups are encouraged to hold technical meetings within the framework of the Society. The National Program Committee (NPC) of the Society has the responsibility for planning and ensuring the quality of the technical programs at ANS meetings. A representative and an alternate from each division and group serve on the NPC to coordinate the divisions' participation in the technical program at national meetings and to report to the NPC on all aspects of planning and management of topical meetings sponsored by his/her division.

Please refer to the following sections in this manual:

<http://www.ans.org/meetings/> - For information on organizing a session for an ANS National Meeting, see the ANS Manual for National Meeting Session Organizers and National Meeting Session forms.

For information on hosting an ANS Topical Meeting, see the draft of the ANS Topical Meeting Manual.

See also Section 4.8, Section 16, and Section 26 – The Duties and Responsibilities of ANS Division NPC Representatives.

3.2.3 Publications

It is a responsibility of the Divisions and Groups to contribute to and enhance the Society publications. This can be done in several ways.

1. A publication must be issued for each national topical meeting, including Division-sponsored meetings. Summaries of papers for some Division meetings have been published in special supplements to Transactions. In other cases, full papers have been published in special proceedings and ANS journals: Nuclear Science and Engineering, Nuclear Technology, Radwaste Solutions, and Fusion Science & Technology.

Society policy requires that all publications of national topical meetings be provided to all registrants and be available to all ANS members and others who normally may purchase ANS publications. Supplements to Transactions are forwarded to all subscribers to Transactions as part of their subscription. Arrangements for publishing and financing of national topical meeting publications should be discussed with ANS Headquarters.

2. A division may also choose to publish proceedings of special sessions held at ANS national meetings in addition to the summaries published in Transactions.

Responsibilities for publication of proceedings for cosponsored meetings must be specifically defined and approved by the executive committee of the Board of Directors. The Headquarters staff must be consulted about such arrangements.

3. Other special publications may be undertaken by divisions if approved by the Publications Steering Committee. Arrangements must be made to cover all costs of such publications without expense to the Society.

In addition to publication of proceedings of special meetings, divisions and groups are expected to encourage their members to publish in the Society journals. Each division should have a Publications Committee which should include this activity among its functions.

One of the functions of a Division's Publications Committee could be to encourage the authors of particularly interesting, timely, and high quality papers presented at Society meetings to publish their papers in Society journals. This could be accomplished by regular post-meeting review of the papers followed by issuance of letters of encouragement to authors. It could also be accomplished by a recommendation from the Division Program Committee to the ANS journal editors that certain authors be contacted for stimulation of further publication of their work. The Technical Journals Committee could also play a role in searching out subjects and possible authors for papers that would be of particular interest to Division members.

4. Division newsletters: An editor should be appointed for preparing newsletters. Two four-page newsletters (or a total of eight pages) per year will be printed at headquarters and mailed via bulk rate at no charge to the division. See Section 5.11

3.2.4 Awards and Scholarships

Divisions should stimulate members to participate in Society, division and group activities. They should also recognize excellence in such participation by giving awards to individuals. Awards can be presented in recognition of excellence in professional accomplishment, including that demonstrated by submission of outstanding technical papers to meetings or to the Society's journals. Awards can also recognize outstanding support of or participation in Division, Technical Group or Society activities. The Society's Honors and Awards Committee and Scholarship Policy and Coordinating Committee administer these activities within the Society. A division may separately administer awards within its division (e.g., Best Paper Award).

Detailed procedures relating to the awards process and philosophy are provided in Section 5.6. ANS staff can provide assistance in planning and implementation of awards programs.

3.3 *Operating Relations With The Society*

Divisions play an important and influential role in the operation of the National Society. There is divisional representation on the Program, Professional Divisions, and Membership Committees. In addition, the division should exercise its influence by:

1. **Suggesting appointees for national committees.** The ANS Vice President/President Elect contacts division chairs asking for names of candidates for appointments to ANS national committees. Appointments to committees are made by the President Elect on the basis of individual experience and qualifications. The ANS Bylaws do not require that appointments be made to give representation to all divisions on all committees. Division recommendations should be sent to the President Elect by mid-January.
2. **Planning for inter-society meetings through and with the approval of the National Program Committee** which approves the meetings. Finance arrangements for inter-society meetings are approved by the Treasurer and Executive Director via the Meetings Manager.
3. **Making suggestions to the Nominating Committee** and thus enabling its representation on the Board of Directors. The Nominating Committee contacts members each year, requesting recommendations for appropriate candidates. Division chairs should ascertain that each candidate proposed by the division is willing to be nominated and, if elected, would be willing to serve.
4. **Making suggestions to the Honors and Awards Committee and Scholarship Policy and Coordinating Committee.** By working with these committees, the division can help gain special honors for its distinguished members. The division can provide nominations for the ANS Distinguished Service and Fellow Awards, or work with them to develop special divisional awards and scholarships. A list of current awards and scholarships can be found on the ANS website at <http://www.ans.org/honors/>.
5. **Keeping the office of the Executive Director promptly informed of possible future plans and activities.** Promptly send to the ANS Governance Department and the chair of the Professional Divisions Committee copies of the minutes of all meetings. The ANS Governance Department copies and distributes the minutes to each division's Executive Committee members.
6. **The chair and/or division executive committee can inform the division members of the activities and plans through newsletters, its web sites, and ANS NEWS.**
7. **Reporting, by the chair on the needs and state of the division is done at each PDC meeting**

and on a scheduled basis to the Board of Directors. It is a valuable reflection of what has been learned of the division operation and communication. It also can be an important basis for influencing the thinking of the Society's upper management. Examples of past reports to the BOD and a schedule of future presentations are on the PDC web page at <http://www.ans.org/about/committees/pdc/> . The staff liaison at headquarters and the Membership Department manager provide membership graphs and other information helpful to preparing the reports.

8. Presenting items for discussion at the Professional Divisions Committee meeting including action items from the division for the ANS Board of Directors. A legibly written summary should be presented to the Chair of the PDC before the PDC meeting. A report form for the PDC is in Section 9.
9. Carrying out such subcommittee and special assignments which are made from time to time by the Professional Divisions Committee.

The chair and executive committee of the division have the responsibility for carrying out the programs of the division and for the liaison with the national Society headquarters and national committees.

In addition to the above, a division or group could sponsor any activity which is appropriate to a learned society and which has been approved by the Board of Directors. Any requests for new or unusual activities not previously covered by Board policies should be addressed to the Executive Director of the Society. He, in turn, will pass the request to the appropriate Society committees depending on the request.

4 DUTIES OF DIVISION OFFICERS

4.1 Overall Responsibility

The affairs of the division shall be managed by the division's executive committee and administered by the officers under the bylaws and rules of the division and the bylaws and rules of the Society. If the bylaws and rules of the division seem to contradict the bylaws and rules of the Society, then the bylaws and rules of the Society shall govern until such time as the matter is clarified by the Bylaws and Rules Committee.

4.2 Representation On The Division Executive Committee

It shall be the guiding principle of the division, its officers and executive committee to provide equal opportunities in the conduct of the affairs of the division. The nominating committee should strive to encourage representation from industry, academic institutions, government organizations and other segments or groups within the Society that have interest in the work of the division. This principle of representation should also be considered in the appointment of committee members.

4.3 Duties Of The Division Chair

The chair shall have general supervision of the affairs of the division, shall be the regular presiding officer at the meetings of the division's executive committee, is an ex-officio member of each committee of the division and a member of the Professional Divisions Committee. In the absence or disability of the chair, the duties shall be performed by the vice chair; or in the absence of the vice chair, by any member of the executive committee designated by the executive committee in accordance with the division's bylaws.

The chair shall appoint members of the division to division committees except the executive committee. The chair shall identify and present specific items requiring review by the Professional Divisions Committee. Chairs (or leaders) of six Divisions shall make presentations to the Board of Directors during each Annual and Winter Meeting. The pre-determined schedule for making presentations is posted on the PDC web page. The template, guidelines, and copies of past presentations also are located on the web.

The chair is responsible for coordinating the work of the division with the activities of the Society. It is the chair's responsibility to see that the checklist of duties and time schedules, as presented later in this manual, are reviewed and followed.

The chair shall call a meeting of the executive committee a minimum of two times a year and a division business meeting at each annual meeting of the Society.

4.4 Duties Of The Division Vice Chair

The vice chair shall, where necessary or appropriate, serve for the chair of the division, shall also handle those duties assigned to him by the chair and shall, with the mutual consent of the chair, share certain responsibilities for the direction of the division's program and activities.

4.5 Duties Of The Division Secretary

The secretary of the division shall be responsible for keeping all minutes and records of division activities. The complete, typed minutes of each division business and executive committee meeting shall be filed within one month of the meeting with the Executive Director. Items requiring specific review by the Professional Divisions Committee and the Society's Board of Directors should be included and identified. The secretary will have in file a copy of the Society's Bylaws and Rules and that of the division.

4.6 Duties Of The Division Treasurer

The treasurer is a member of the division's finance committee. In addition this person will review the financial statements provided by headquarters, assist with the preparation of the division's budget and monitor the financial condition of the division advising the other officers of expenses and revenue.

4.7 Duties Of The Division Committee Chairs

The chairs of division committees shall be responsible for carrying out charges given to them by the chair of the division or its executive committee and as may be stated for their specific committee in the division's bylaws.

4.8 Duties Of The National Program Committee Representatives

Each division appoints two people to serve on the National Program Committee -- a member and an alternate. Duties and responsibilities of the ANS Division NPC Representatives are summarized in Section 26. Meetings manuals and information are available on the ANS website at <http://www.ans.org/meetings/pdfs/tmm.pdf>. The headquarters liaison is the Meetings Department Manager, Mary Keenan.

5 PROCEDURES APPLICABLE TO DIVISION OPERATIONS

This section contains the details of procedures that are applicable to the operations of Professional Divisions and Technical Groups. Procedures included are prepared by the Professional Divisions Committee, other national committees or ANS Headquarters. Most are reproduced directly from copy supplied by the originating group and questions should be directed to that group. Headquarters can advise users whether copy of this manual is the latest edition.

Members can avoid disappointment and potential embarrassment at the PDC Meeting by adhering faithfully to these procedures and discussing their proposals with the PDC Chair or one of the at-large members well in advance of the PDC Meeting at which the proposal will be voted on.

5.1 Procedures For Forming A Technical Group

The first step in forming a technical group is the preparation of a petition signed by no fewer than twenty (20) individuals who are fellows, members, associate members, emeritus or honorary members. The petition must include a statement of the intended scope, which should be patterned after the existing division and technical group scopes in section Section 8 of this manual. The petition must include the proposed initial executive committee. The petition must state the perceived need within the Society for which the technical group is being proposed. Both subjective and objective evidence in support of the perceived need should be included, if available. Any support beyond the petitioners, themselves, should be identified. Anticipated benefits to the Society and the technical community should be identified. General plans and objectives for the first year of operation as a technical group should be outlined.

An appropriate evolutionary path to technical group and division status may begin with the concentration of a particular technical interest or capability within an existing division. If the activity generates sufficient enthusiasm and support, it can be elevated to technical group or division status more readily. If this approach is judged inappropriate or unnecessary, then the petition should state why the particular service intended by the new group should not be provided within the existing division and technical group structure.

The specific sequence of actions on the petition is as follows:

1. The leader of the organizing committee for the new technical group must supply copies of the petition to the chair of the Professional Divisions Committee at least three months in advance of consideration by the Professional Divisions Committee.
2. The chair of the Professional Divisions Committee will promptly distribute copies of the above documents to each at-large member of the Professional Divisions Committee and the chair of each division and technical group of the Society for review and comment.
3. By the time of the next annual or winter meeting of the Society, the executive committee of each division shall consider the interface between the new technical group with that of their own division, consider the appropriateness of formation of the new technical group, and inform the chair of the Professional Divisions Committee whether they support or oppose formation of the new technical group.

- 4. During the meeting of the Professional Divisions Committee at the Society's annual or winter meeting, the chair will report a synopsis of the reports of the chairs of the divisions and technical groups. Subject to the direction of the chair of the Professional Divisions Committee, the petition may be debated at this time, a vote on the petition for formation of the new technical group may be taken, or the petition may be referred to an ad hoc committee appointed specifically for the purpose of examining the petition further.**
- 5. If the petition is deferred for further study, the committee appointed for that purpose shall report their findings to the Professional Divisions Committee at the next annual or winter meeting of the Society. At this time, following appropriate debate, a vote shall be taken by the Professional Divisions Committee approving or rejecting the petition.**
- 6. If the petition is approved by the Professional Divisions Committee, the chair of the committee will, during the next meeting of the Board of Directors of the Society, recommend approval for the formation of the technical group. If the petition is rejected, no further action is required by the Professional Divisions Committee.**

**American Nuclear Society
PETITION TO FORM A TECHNICAL GROUP**

Date: _____

Prepared and Presented by:

Name: _____ **Phone:** _____ **E-mail** _____

This petition is presented to the American Nuclear Society Professional Divisions Committee for consideration to establish a technical group for _____.

Scope of the technical group (see examples in Section 8 of the Professional Divisions manual).

Need for establishing this technical group.

Benefits to the Society and technical community:

General plans and objectives (see Section 19 of the Professional Divisions manual for example):

- 1. Objectives**
- 2. Goals**
- 3. Analysis of trends**
- 4. Resource requirements**
- 5. Specific plans or actions**

Proposed Executive Committee Members:

Name	E-Mail	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

American Nuclear Society
SIGNATURE PETITION TO FORM A TECHNICAL GROUP

Technical Group on _____

I strongly support the formation of a separate technical group for _____ activities within the American Nuclear .

ANS Member Name

ANS Member Status

[illegible]

5.2 Procedure For Establishing Working Groups

A Working Group is a group of ANS members interested in a specific topic and/or issue that is considered under the scope of one or more existing Professional Divisions. The issue and/or topic may have relevance and importance to the ANS membership and establishing a WG would provide more focus to enhance the development of the issue and/or topic.

Step 1: A Working Group (WG) may be formed under the sponsorship of one or more existing Professional Divisions (PDs):

1. When the topic and/or issue has relevance, or
2. When the topic and/or issue is included in the scope of one or more existing of PD(s), or
3. When petitioners of a proposed Technical Group (TG) that is not approved by the PDC want to formally function under a PD(s).

Step 2: A WG may work under the sponsorship of one or more existing PDs for an unlimited period of time or until it becomes sufficiently sustaining and robust/relevant enough to petition the PDC for TG status.

Step 3: The WG will have to be approved by a 90% or greater vote of the PDC.

Step 4: The PDC Chair will advise the Board of Directors of the approval of the formation of the WG at the next ANS Board of Directors Meeting after PDC approval.

Step 5: The WG will be required to have structure: There will be officers and an executive committee determined as follows and which report to the sponsoring PD(s).

1. The sponsoring PD(s) Executive Committee(s) will appoint one member (from each sponsoring PD) to serve on the Executive Committee of the WG leadership.

a. The WG leadership will include:

- i. Chair
- ii. Vice Chair
- iii. Secretary
- iv. Treasurer
- v. Executive Committee, 5 members

b. Members serving in these positions are appointed by the Executive Committee(s) of the sponsoring PD(s) and not elected. The WG petitioners select the first leadership. Thereafter, the WG leadership makes recommendations to the sponsoring PD(s) Chair(s).

c. The Chairs of the sponsoring /PD(s) and the Chair of the PDC will be ex officio on the executive committee of the WG.

d. The WG will not have financial resources except those provided through the sponsoring PD(s).

- Step 6:** The WG will be governed by the Bylaws/Rules of the sponsoring PD(s).
- Step 7:** The sponsoring PDs need to acknowledge the WG in all of its activities and presentations to the PDC and ANS Board of Directors.
- Step 8:** The WG shall be recognized with the sponsoring PDs in all sponsored sessions in all literature.
- Step 9:** The PDC will identify a Metric under Division Services to Membership – Professional Development for PD(s) that have a WG.
- Step 10:** The WG chair and vice chair will be formally listed on the PDC listserv. They will have no vote on PDC issues except through the sponsoring PD(s) chair and vice chair.
- Step 11:** ANS will create a listserv for the WG leadership and provide space on the ANS web site.
- Step 12:** Should a WG wish to petition to become a Technical Group, they will follow the PDC Technical Group Formation Process.

5.3 Procedure For Combining Two Or More Divisions/Technical Groups

The process begins with the vote of the executive committee of each division/technical group desiring to combine. The votes authorize formal discussions regarding combination. The sequence of events is then as follows:

- 1. The chairs of each division/technical group shall immediately advise the Professional Divisions Committee Chair that formal discussions have been authorized, and identify the individuals representing their division/technical group in the discussions.**
- 2. The Professional Divisions Chair shall immediately appoint an At-Large Professional Divisions Committee Member to participate in and assist the discussions. The PDC Chair will also notify the ANS Board of Directors, the Professional Divisions Committee and the Bylaws and Rules Committee.**
- 3. Discussions may be held at times and in places and manners convenient to the participants. The objective of the discussions is to produce:**
 - a) proposed new division name and charter**

- b) **proposed new division bylaws**
 - c) **plan for transition to single division executive committee**
 - d) **plan for integration of program committee activities**
 - e) **plan for integration of other activities and interests.**
4. **Approval of the new division name and charter generally follows the procedure described in Section 5.5 (Procedure for Establishing or Modifying Divisional Interfaces).**
 5. **Approval of the new division bylaws generally follows the procedure described in Section 5.9 (Guidelines for Preparation and Amendments to Bylaws).**
 6. **Approval of other plans and procedures is accomplished internally within the new division structure.**
 7. **Any division/technical group may withdraw from such discussions unilaterally. The chair of any withdrawing division/technical group shall inform the PDC Chair of that decision immediately.**

It is noted that there is no separate procedure for the dissolution of a Division or Technical Group. Divisions/Technical Groups are to be dissolved as described above.

5.4 Procedures For A Technical Group To Request Professional Division Status

The initial step members take within the Society to formally promote a particular discipline in nuclear science and technology is to establish a technical group. Once the group can demonstrate their operation is successful and of value to the Society they can apply for professional division status. Society Rule 18.6.1 and 18.6.2 state how to transfer to division status. The following procedures should be considered when making application:

1. **Present a two to three page report supporting the application. The application itself should be a letter directed to the attention of the divisions stating the purpose or intent, when the**

group intends to present the report to the Professional Divisions Committee, and it is suggested a reply form be attached to be completed and returned to the group.

Include in the report the following:

- Graph of membership growth and development
 - List of topical meetings sponsored and cosponsored
 - Discuss participation in the Society's annual and winter meetings and other programs
 - Discuss the maturity of leadership in the Group
 - Discuss the Group's cooperation and collaboration with the Society's Committees, divisions, sections and branches
 - List subcommittees of the group and their activities
 - List liaisons with similar groups in other societies
 - State future plans
2. Present the report to the Professional Divisions Committee for review and action. The PDC will make its recommendation to the Board of Directors.
 3. When division status is approved, the previous group's bylaws must be updated and presented to the Bylaws and Rules Committee for review.

5.5 Topical Meeting Guidelines

The Topical Meetings Manual contains information that has been compiled from the Society's Bylaws and Rules, from directives and recommendations of the Board of Directors and the Executive Committee, from rules and procedures of the National Program Committee, and from other documents that define current policies and practices relating to the conduct of topical meetings. The guidelines should be read thoroughly by anyone involved in the planning of a topical meeting. See the ANS website at <http://www.ans.org/meetings/>, and Section 16 and Section 26 in this manual.

5.6 Procedure For Establishing Or Modifying Divisional Scopes or Interfaces

Whenever any division of the Society wishes to revise its official scope of coverage, or any newly-formed division is submitting its proposed official scope of coverage to the Society for

approval, the procedure will be as follows:

- 1. the division or group must obtain the approval of the new or revised scope statement by its own Executive Committee.**
- 2. the chair of the division or group must then supply copies of this proposed new or revised scope statement to the chair of the Professional Divisions Committee at least 3 months in advance of consideration by the Professional Divisions Committee.**
- 3. the chair of the Professional Divisions Committee will promptly distribute copies of the proposed new or revised scope statement to (1) the chair of each division or group of the Society, and (2) each member of the Professional Divisions Committee -- for review and comment.**
- 4. by the time of the next semi-annual national meeting of the Society, the executive committee of each division or group of the Society must consider the interface between the new or revised scope statement with that of their own division or group, and inform the chair of the Professional Divisions Committee whether they have any objections to the new or revised scope statement.**
- 5. if no objections are registered, the chair of the Professional Divisions Committee will so report to his committee, at that national meeting, and will recommend the adoption of the new or revised scope statement.**
- 6. if one or more objections are registered, the chair of the Professional Divisions Committee will advise the chair of the divisions or groups specifically involved in the differences of opinion; they must resolve their differences and advise him of the outcome.**
- 7. if the conflicting divisions or groups are unable to resolve their differences before the next semi-annual meeting of the Professional Divisions Committee, the chair of the Professional Divisions Committee will ask the chair (or their designated representatives) of the conflicting divisions or groups to meet with the Professional Divisions Committee at that meeting of the committee, to present their arguments. The Professional Divisions Committee will arbitrate the dispute, prepare the final version of the new or revised scope statement, and submit it to the Executive Committee of the Society for action.**

The purpose of this proposed procedure, of course, is to avoid any appreciable jurisdictional

disputes among the various Divisions. By requiring that all interested parties be advised in advance of any proposed new or revised scope statements, any potential sources of jurisdictional disputes can be detected -- and efforts made to resolve them -- in advance of any final approval by the Executive Committee of the Society. The requirements of the chair of each division or group of the Society are spelled out, including those of the chair of the Professional Divisions Committee.

The Professional Divisions Committee will in all cases take the final action in submitting the proposed new or revised division scope statement to the Board of Directors of the Society for approval. For proper functioning of this suggested procedure, it is necessary that the chair of each division or group have available (1) copies of the existing scope statement of each division, (2) a copy of any proposed new or revised scope statement, and (3) a copy of the procedure for processing any proposed new or revised scope statements. It is incumbent upon each chair to follow this procedure.

5.7 Procedures And Guidelines For Awards And Scholarships

A division or group should have an Honors and Awards Committee to administer periodic awards given for the reasons cited in Section 3.2.4. The following possible types of awards are enumerated for consideration by the division:

5.7.1 Types of Awards

1. **Service Recognition Award:** This award would be presented to one or more persons in the division or group on an annual basis, or when appropriate. The award would be in recognition of outstanding past or current service to the Society, division or group by a member of the division or group. This award could be characterized as a distinguished service award or outstanding service award. In some divisions it has been called the Person-of-the-year Award.
2. **Past Chair Award:** This award is a Governance Certificate given to each outgoing chair of a division by the Society. The Governance Department at ANS Headquarters prepares and mails these awards.
3. **Professional Excellence Award:** This award would be given to one or more individuals in the division or group each year on the basis of outstanding professional contribution.

The basis for this award would generally be a paper presented at a professional meeting, a paper accepted for publication in the Society's journals, or a technical report written by the individual describing a particular professional accomplishment. This award is often called the Best Paper Award.

4. **Scholarships:** Awarded to students at all levels of their education.

5.7.2 Forms of Awards

1. **Monetary award and a certificate:** Monetary awards from less than \$100 each to several hundred dollars may be awarded by divisions or groups. A cash award is usually accompanied by a certificate or plaque, which states the basis for the award and the individual's name. These can be purchased through ANS.
2. **Non-monetary awards:** Artistic as well as functional non-monetary awards have been given. Divisions have awarded appropriate mementos with an inscribed statement and name and an ANS logotype and division name or symbol. These may be accompanied by a citation, typed or printed.

The awards may be presented at the annual business meeting of the division or group and are announced by a notice in the division and group column in ANS NEWS.

The awardees are selected by the division or group Honors and Awards Committee. Nominations generally come from the division or group membership. The desired detailed mechanism and frequency for nominating and selecting should be established by the Division or Group.

5.7.3 Establishing New Awards and Scholarships

A division may establish new awards. A letter should be sent to the chair of the National Honors and Awards Committee describing the criteria for eligibility, frequency of presentation, monetary or certificate to be awarded and other detail as appropriate. This will assure no overlap with existing awards or conflict with ANS philosophies or policies.

The division should handle all calls for nominations, judging and funding as done for other awards. The division may handle calls for nominations, judging, and funding as done for other awards. Information about honors and awards is located on the web site at

<http://www.ans.org/honors/> .

Information about establishing scholarships is located on the web site at <http://www.ans.org/about/committees/spcc/> . The Scholarship Policy & Coordination Committee facilitates the establishing and coordination of scholarships.

5.7.4 Endowments

Funds solicited from division members and others can be sent to headquarters to establish an endowment for an award. Society funds may be set aside for an endowment. However, approval must be through the Finance Committee to the Board of Directors.

5.8 *Procedures And Guidelines For Executive Committee Meetings*

Division chairs should notify the Headquarters Meetings Department to identify the time and day their executive committee, business meeting, and other committee meetings should be scheduled at the Society's annual and winter meetings. Notification is not necessary if there are no changes required from one meeting to the next.

Division chairs are expected to preside over their respective executive committee meetings. They should also present issues of importance or action items to the Professional Divisions Committee which should subsequently be presented to the Board of Directors. When conducting the meetings, refer to Roberts Rules of Order for guidance.

Refreshments for these meetings must be ordered through the Meetings Department at least 20 days before the meeting. The costs will be automatically charged to the divisions budgets by the Headquarters Accounting Department. The cost of refreshments for the Professional Divisions Committee meetings, at the Society's annual and winter meetings, will be split equally among all divisions and charged to their budgets.

The terms of newly elected division officers and executive committee members will begin at the end of the division executive committee meeting held during the Society's annual meeting. Expiration of terms is effective at the end of that meeting. During this meeting newly elected members can be present but may not vote on any matters considered.

5.9 Procedures And Guidelines For Division Elections

The nomination and balloting process for positions on the Divisions executive committees and the officers is coordinated through the headquarters Governance Services Department. That office mails each chair and nominating committee chair appropriate procedures and schedule for preparation, printing and mailing of the ballots to members. They also handle the tabulation of the returns (the President of the Society appoints tellers to verify the tabulations) and notifies all candidates of the election results. This process begins in midsummer and ends in late spring of the next year. See Section 12 and Section 15.

5.10 Guidelines For Preparation And Amendments To Division Bylaws

Society Article B9 and Rule 18 state the function of divisions and describe the process for establishing and operating a division. Each division has on file a set of Standard Bylaws. Each division creates its own Rules that give guidance for the responsibilities of officers, all committees, financial management, objective and purpose of the division, election and voting procedures, publications directives, representation on behalf of the Society, meetings procedures and other information important to a division. In Section 13 you will find a copy of the Society's Article 9 and Rule 18.

5.11 Procedures For Preparing A Division Planning Document

Each division must prepare and submit a one-year and five-year planning document approved by its executive committee. The Society's Planning Committee prepared guidelines to follow. All that is required is to cover the following subjects in one or two pages:

Background/Goals/Objectives

Trends

Resource requirements

One-Year Tactical and Five-Year Strategic Plans

The total document need be only one to two pages and should be reviewed annually. Send approved documents to the Planning Committee in care of headquarters. More information on

preparation can be obtained from headquarters. An example of the DRAFT Long-Range Plan for 1991-1996 Professional Divisions Committee is Section 19.

5.12 Procedures For Preparing And Distributing Division Newsletters

The following will help you prepare your newsletter so that it can be distributed in the quickest way possible.

1. Society headquarters will print and mail two (2), four-page newsletters (or a total of 8 pages) a year without charge to a division/group. Or, divisions may broadcast to their respective members via e-mail, newsletters and messages.
2. After you have your newsletter copy, send it via e-mail to Outreach@ans.org or mail in your camera-ready copy to ANS headquarters. Headquarters staff will review and notify you if revisions are needed.
3. Required on Division Newsletters
 - a. The name of the division must appear on the front page
 - b. The ANS logo must appear on the front pageA template is located on the ANS web site at www.ans.org/about/committees/pdc/.
4. Promotional material from headquarters may be mailed with the newsletter. ANS will pay the additional costs.
5. Most newsletters are in the mail within seven (7) working days after receipt. Each will be mailed bulk rate which takes three to four weeks unless a request is made to mail first class. The cost difference between bulk rate and first class will be charged to the division/group budget.

A division may also e-mail its newsletter. The e-mail may contain the newsletter in the message or refer to a website for members to view the newsletter. No attachments are allowed in broadcast e-mails due to the problems that may be incurred with various servers and software.

6. Twenty extra copies will be sent to the newsletter editor. Each division/group newsletter

editor will receive a copy of each division's newsletter.

- 7. The names of newsletter editors should be given to headquarters as soon as appointment is made.**
- 8. Divisions/Technical Groups with websites are encouraged to post their newsletters on the division's web site.**

6 FINANCE

The chair of a division is personally responsible for the financial conduct of division activity. This person, and other division members, are specifically forbidden to financially obligate the national Society except in accordance with plans approved in advance by appropriate ANS Headquarters officials.

Normally, financial activities handled directly by divisions will be those involving expenses related to certain division-sponsored national topical meetings and those related to division honors and awards. The topical meetings require advance approval of budgets and plans by the meetings manager. Fees or charges for these activities are normally set on a basis of full cost recovery. The anticipated honors and awards costs should be included in the division's annual discretionary budget. (NOTE: A form for requesting discretionary division funds from ANS Headquarters is provided on the ANS website at <http://www.ans.org/constituencies/divisions/> or www.ans.org/about/committees/pdc/

Some services to each division are provided from the general funds of the Society. These services include reproduction and mailing of two newsletters at bulk rate; preparation, mailing and counting of election ballots, membership lists, etc., as noted in Section 5.

The Board of Directors, has established that each division will have available an allocation of one dollar (\$1.00) per member to be used for special purposes at the discretion of the division. These funds are disbursed upon request of the division chair or another member authorized in writing by the chair. Section 16 is a guideline for determining how discretionary budget funds can be used by divisions. A Disbursement Request form is available on the web site at www.ans.org/about/committees/pdc/.

6.1 Division Budgets

Each division is required to prepare and submit a budget for the future year to the Accounting Manager. The budget should be discussed during the executive committee meeting held during the Society's annual meeting (summer). This information should be sent to headquarters by December 31 of a current year.

The Society operates on a fiscal calendar year basis while the division officers change in mid-year. Newly-elected treasurers should coordinate with the outgoing treasurer to assure continuity in the annual budget process. Guidance for preparing a budget is mailed to current chairs and treasurers in May of each year. An example is in Section 16. A supplemental budget form is in Section 17.

When elected, the new chair and treasurer will also receive a copy of the budget package. Financial statements are issued before the annual and winter meetings and also an end of year statement is issued by the end of the first quarter the following year. Contact the Society's Accounting Department when questions come up about the budgets and the year-to-date statements. See Section 18 for an example of a statement and budget.

7 FUNCTIONS OF PROFESSIONAL DIVISIONS COMMITTEE

The basic function of the Professional Divisions Committee is cited in the Bylaws, Rules, and Procedures (Article B7.1): "The Committee shall cooperate with individuals and groups interested in the formation of professional divisions and technical groups, assisting them in the preparation of statements and a petition, and in other organizational and operating procedures." The composition, tenure of office, and additional general responsibilities of the committee are also cited in Rule 7.1.4 (i) Section 12 in this manual.

In response to the ANS initiative to develop an "Integrated Strategic and Operations Plan", the PDC has been requested by the ANS Board of Directors to be the lead ANS governance unit to pursue the ANS key strategic initiative to advance nuclear science and technology. The PDC has been assigned this role because it provides a forum in which the leadership of all professional divisions meets and determines means by which to attain both individual and mutual goals. The technical divisions are expected to be the primary agents to take actions to support this key strategic initiative. The PDC is expected to be the forum in which to focus these actions and from which to facilitate efforts by all other ANS governance units to support this initiative.

The "Long Range Plan for 1991-1996" for PDC is contained in Section 19. This section provides the objectives and goals of the PDC. It also provides a current analysis of trends which influence actions to be taken by PDC. The plan states resource requirements which must be available to support PDC in this role.

The PDC holds bi-annual meetings in conjunction with the ANS national meetings where all ANS technical divisions are represented. At each of these meetings, the following items are included, as a minimum, on the agenda:

- 1. Report from the Professional Divisions Committee Chair on national Society activities, plans, etc.**
- 2. Report from each division chair.**
- 3. Report from the Society Headquarters on certain statistics it collects regarding Division activities and "health," and on new office activities, procedures, programs, expenditures, organizations and personnel.**

4. **Report from the Society President, if possible, to provide a direct communication link for very important matters.**

The report from the PDC Chair includes items being communicated to the Professional Divisions from other ANS governance units including the Officers and Board. The Chair will also report on various correspondence received from individual professional divisions which is of general interest to the PDC membership and its constituent divisions.

The report from each Division Chair is to be submitted in a specified written format (see Section 9 and at www.ans.org/about/committees/pdc/ on the ANS web site). In addition, divisions/technical groups will present reports of their activities to the ANS Board of Directors at each ANS national meeting. These divisions may present their reports to the PDC meeting in advance of the presentations to the Board. A schedule for rotation can be found on the ANS website at <http://www.ans.org/about/committees/pdc>. These reports should include, as a minimum the following information. Most reports are made using electronic media (Microsoft PowerPoint, Corel Presentations, etc.).

1. **Statement of Division Charter**
2. **List of Current Officers (including Executive committee and major committee chairs) and their employer affiliation**
3. **Membership statistics for the past three years**
4. **Description of program activities, including sponsorship of topical meetings, special sessions, and participation in national meetings**
5. **Listing of honors and awards including scholarships.**
6. **Other important highlights**

Examples of past reports are available from the Outreach Department and on the ANS web site.

The report from the ANS President is made in order to provide the opportunity for current ANS priorities to be communicated directly to the Professional Division's Leadership. This report and the communication opportunity provided by it between the ANS President and the Professional Division Chairs is augmented by other special meetings conducted during ANS national meetings. However, all actions expected to be taken by the PDC or by the Professional Divisions will be highlighted in the President's report.

8 THE PROFESSIONAL DIVISIONS AND TECHNICAL GROUPS

The following sections list each division and its present approved scope.

Division Chairs are requested to inform the PDC Chair of any discrepancies in this section.

8.1 Accelerator Applications Division

Web Site: <http://aad.ans.org/>

The division was organized to promote the advancement of knowledge of the use of particle accelerator technologies for nuclear and other applications. It focuses on production of neutrons and other particles, utilization of these particles for scientific or industrial purposes, such as the production or destruction of radionuclides significant to energy, medicine, defense or other endeavors, as well as imaging and diagnostics.

8.2 Biology And Medicine Division

Web Site: <http://bmd.ans.org/>

Members focus on the application and development of nuclear technology for the life sciences, as well as the impact of such technology on society. Areas of interest include neutron, photon, and charged-particle applications, dosimetry, radiographic and radioisotope imaging, radionuclide tracers, instrumentation, radiopharmaceutical synthesis and radionuclide production, bone and tissue dosimetry, effects of radiation exposure, and other related subjects.

8.3 Decommissioning, Decontamination & Reutilization

Web Site: <http://ddrd.ans.org/>

The mission of the Decommissioning, Decontamination & Reutilization Division (DD&R) is to promote the development and use of those skills and technologies associated with the optimal management of decommissioning, decontamination, reutilization, and long-term surveillance and maintenance of nuclear and formerly nuclear installations, materials, facilities, and sites for the betterment of society. The target audience for this effort is the membership of the Division, the Society, and the public at large.

8.4 Education And Training Division

Web Site: <http://etd.ans.org/>

Through the exchange of views and information on matters related to education and training in nuclear science, engineering, and technology, this division links the academic, industrial, and governmental communities. Education and training professionals and interested students work together through Society sponsored meetings and publications, to enrich their professional development, educate the general public, and advance nuclear science and engineering.

8.5 *Environmental Sciences Division*

Web Site: <http://esd.ans.org/>

Information on the relationship of nuclear power to the environment, the ecological influence of nuclear processes, and the trade-offs of nuclear technology in relation to other sciences are studied and disseminated by division members. Through education programs, scientific meetings, and publication of findings, this division encourages awareness and stimulates interest in public, government agencies, and international organizations.

8.6 *Fuel Cycle And Waste Management Division*

Web Site: <http://fcwmd.ans.org/>

Devoted to all aspects of the nuclear fuel cycle including waste management, worldwide. Division specific areas of interest and involvement include uranium conversion and enrichment; fuel fabrication, management (in-core and ex-core) and recycle; transportation; safeguards; high-level, low-level and mixed waste management and disposal; public policy and program management; decontamination and decommissioning environmental restoration; and excess weapons materials disposition..

8.7 *Fusion Energy Division*

Web Site: <http://fed.ans.org/>

This division promotes the development and timely introduction of fusion energy as a sustainable energy source with favorable economic, environmental, and safety attributes. The division cooperates with other organizations on common issues of multidisciplinary fusion science and technology, conducts professional meetings, and disseminates technical information in support of these goals. Members focus on the assessment and resolution of critical developmental issues for practical fusion energy applications.

8.8 *Human Factors Division*

Web Site: <http://hfd.ans.org/>

Improving task performance, system reliability, system and personnel safety, efficiency, and effectiveness are the division's main objectives. Its major areas of interest include task design, procedures, training, instrument and control layout and placement, stress control, anthropometrics, psychological input, and motivation.

8.9 Isotopes And Radiation Division

Web Site: <http://ird.ans.org/>

Members are devoted to applying nuclear science and engineering technologies involving isotopes, radiation applications, and assorted equipment in scientific research, development, and industrial processes. Their interests lie primarily in education, industrial uses, biology, medicine, and health physics. Division committees include Analytical Applications of Isotopes and Radiation, Biology and Medicine, Radiation Applications, Radiation Sources and Detection, and Thermal Power Sources.

8.10 Materials Science And Technology Division

Web Site: <http://mstd.ans.org/>

The objectives of MSTD are: promote the advancement of materials science in Nuclear Science Technology; support the multidisciplines which constitute it; encourage research by providing a forum for the presentation, exchange, and documentation of relevant information; promote the interaction and communication among its members; and recognize and reward its members for significant contributions to the field of materials science in nuclear technology.

8.11 Mathematics And Computation Division

Web Site: <http://mcd.ans.org/>

Division members promote the advancement of mathematical and computational methods for solving problems arising in all disciplines encompassed by the Society. They place particular emphasis on numerical techniques for efficient computer applications to aid in the dissemination, integration, and proper use of computer codes, including preparation of computational benchmark and development of standards for computing practices, and to encourage the development on new computer codes and broaden their use.

8.12 Nuclear Criticality Safety Division

Web Site: <http://ncsd.ans.org/>

NCSD provides communication among nuclear criticality safety professionals through the development of standards, the evolution of training methods and materials, the presentation of technical data and procedures, and the creation of specialty publications. In these ways, the division furthers the exchange of technical information on nuclear criticality safety with the ultimate goal of promoting the safe handling of fissionable materials outside reactors.

8.13 Nuclear Installations Safety Division

Web Site: <http://nisd.ans.org/>

Devoted specifically to the safety of nuclear installations and the health and safety of the public, this division seeks a better understanding of the role of safety in the design, construction and operation of nuclear installation facilities. The division also promotes engineering and scientific technology advancement associated with the safety of such facilities.

8.14 Operations & Power Division

Web Site: <http://opd.ans.org/>

Members focus on the dissemination of knowledge and information in the area of power reactors with particular application to the production of electric power and process heat. The division sponsors meetings on the coverage of applied nuclear science and engineering as related to power plants, non-power reactors, and other nuclear facilities. It encourages and assists with the dissemination of knowledge pertinent to the safe and efficient operation of nuclear facilities through professional staff development, information exchange, and supporting the generation of viable solutions to current issues.

8.15 Radiation Protection And Shielding Division

Web Site: <http://rpsd.ans.org/>

The division promotes the interchange of technology related to: the transport of particulate and electromagnetic radiation in materials and biological systems; techniques and instrumentation to measure and calculate radiation fields; and the quantification of radiation effects and nuclear heat deposition within materials. Radiation protection management, ALARA, operation health physics, and radiation shield design and evaluation are key subject areas.

8.16 Reactor Physics Division

Web Site: <http://rpd.ans.org/>

The division's objectives are to promote the advancement of knowledge and understanding of the fundamental physical phenomena characterizing nuclear reactors and other nuclear systems. The division encourages research and disseminates information through meetings and publications. Areas of technical interest include nuclear data, particle interactions and transport, reactor and nuclear systems analysis, methods, design, validation and operating experience and standards. The Wigner Award heads the awards program.

8.17 Robotics & Remote Systems Division

Web Site: <http://rrsd.ans.org/>

Members are interested in the advancement of science and engineering related to remotely operated systems, facilities, equipment, and devices for nuclear energy and other related applications.

8.18 Thermal Hydraulics Division

Web Site: <http://thd.ans.org/>

The division provides a forum for focused technical dialogue on thermal hydraulic technology in the nuclear industry. Specifically, this will include heat transfer and fluid mechanics involved in the utilization of nuclear energy. It is intended to attract the highest quality of theoretical and experimental work to ANS, including research on basic phenomena and application to nuclear system design.

8.19 Technical Group For Aerospace Nuclear Science And Technology Applications

Web Site: <http://anst.ans.org/>

Organized to promote the advancement of knowledge in the use of nuclear science and technologies in the aerospace application. Specialized nuclear-based technologies and applications are needed to advance the state-of-the-art in aerospace design, engineering and operations to explore planetary bodies in our solar system and beyond, plus enhance the safety of air travel, especially high speed air travel. Areas of interest will include but are not limited to the creation of nuclear-based power and propulsion systems, multifunctional materials to protect humans and electronic components from atmospheric, space, and nuclear power system radiation, human factor strategies for the safety and reliable operation of nuclear power and propulsion plants by non-specialized personnel and more.

8.20 Young Members Group (Technical Group)

Web Site: <http://ymg.ans.org/>

The Young Members Group works to encourage and enable all young professional members to be actively involved in the efforts and endeavors of the Society at all levels (Professional Divisions, ANS Governance, Local Sections, etc.) as they transition from the role of a student to the role of a professional. It sponsors non-technical workshops and meetings that provide professional development and networking opportunities for young professionals, collaborates with other Divisions and Groups in developing technical and non-technical content for topical and national meetings, encourages its members to participate in the activities of the Groups and Divisions that are closely related to their professional interests as well as in their local sections, introduces young members to the rules and governance structure of the Society, and nominates young professionals for awards and leadership opportunities available to members.

8.21 Working Groups

a. Computational Medical Physics

Web Site: <http://cmpwg.ans.org/>

The CMPWG is hosted by three divisions of the American Nuclear Society (ANS) – Mathematics and Computations Division (MCD), Biology and Medicine Division (BMD), Radiation Protection and Shielding (RPSD). CMPWG promotes the advancement of computational tools, experimental data, and enabling technologies which are applicable to clinical problems in medical and health physics. The group concentrates on a multidisciplinary approach (nuclear engineering, medical physics and health physics) for use by the medical practitioners in the studies of radiation imaging, treatment and effects on human and animal life. The applications include computational benchmarks on phantoms and detectors, large scale optimization, deterministic and stochastic approaches to radiation therapy and diagnostic problems.

b. Nuclear Production of Hydrogen

Web Site: <http://esd.ans.org/>

The Nuclear Production of Hydrogen Working Group (NPHWG) is sponsored by the Environmental Sciences Division. Members of the Nuclear Production of Hydrogen group will focus on building recognition of the importance of nuclear energy in the coming era of hydrogen fuel as a parallel carrier to electricity. The group will be a link between ANS and other societies and organizations interested in hydrogen. For more information, please visit the ESD web site.

9 SCHEDULE FOR DIVISION AND GROUP CHAIRS

<u>Month</u>	<u>Activities</u>
June	<ul style="list-style-type: none"> o ANS Annual Meeting <ul style="list-style-type: none"> o Newly elected officers and Executive Committee members take office o New Committee members take office o Nominating committees are appointed o Division Chairs and Vice Chairs attend Professional Divisions Workshop on Saturday before ANS Meeting starts o Chair of each Division should plan to attend the Professional Divisions Committee meeting during the Society's Annual Meeting o Minutes of Division meetings should be submitted to ANS headquarters within 30 days of the meeting. o Division Chairs submit report to Professional Divisions Committee Chair
July	<ul style="list-style-type: none"> o See Section 15 of this manual for a complete election schedule o Appointing of nominating committees is continued, if not completed
October	<ul style="list-style-type: none"> o Financial statements are mailed by the Headquarters Accounting Manager to each chair, vice chair, and treasurer o Agendas for national meeting distributed
November/December	<ul style="list-style-type: none"> o ANS National Meeting <ul style="list-style-type: none"> o Nominating Committees present their slates of candidates for committee approval o Acceptance to run is received from candidates o Slates are sent to the ANS Governance Services Department with biographical information and pictures o Division Chairs and Vice Chairs attend Professional Divisions Workshop on Saturday before ANS Meeting starts o Division chairs and vice chairs attend the Professional Divisions Committee meeting. o Division Chairs submit report to Professional Divisions Committee Chair o Minutes of Division meetings should be submitted to ANS headquarters within 30 days of the meeting. o Treasurer receives budget form and prepares and submits next year's budget to ANS Accounting Manager
January/March	<ul style="list-style-type: none"> o Election ballots are prepared and mailed to all members from headquarters o Send Society Vice-President - President Elect Names of people to consider for appointment to standing committee vacancies o End of year financial statement sent out to each division chair and treasurer by ANS Accounting Department o Metrics and measures reviews begin in March
April/May	<ul style="list-style-type: none"> o Election returns are tabulated and all candidates are notified of results <ul style="list-style-type: none"> o New chairs receive printout of members of their division/group o Appropriate stationery and other information is sent to each new chair o Agendas for national meeting distributed o Financial statements are mailed by Accounting Manager to each chair, vice chair, and treasurer o Metrics and measures reviews are completed. <p>For Your Information:</p> <ul style="list-style-type: none"> o A printout or labels of your membership may be requested from ANS headquarters.

10 REPORT TO PROFESSIONAL DIVISIONS COMMITTEE (Form)

Each Division/Technical Group Chair is to submit a report to the PDC Chair at each Annual and Winter Meeting in accordance with the following format.

Division/Technical Group:

Chair:

Vice Chair:

Division Highlights (50-100 words, for the PDC Minutes):

Motions or Concerns:

Report Summary:

11 EXAMPLE OF MEETING AGENDA (Form)

**AGENDA FOR NAME OF DIVISION
NAME OF COMMITTEE MEETING
DATE AND TIME
PLACE AND ROOM
CITY AND STATE**

- 1. Call meeting to order** (You may want to list individual responsible for making presentation)
- 2. Approval of previous meeting minutes** Chair
- 3. Treasurer's Report**
- 4. Division Committee Reports**
 - a. Nominating**
 - b. Honors and Awards**
 - c. Special Committees**
- 5. Society Committee presentations**
(i.e., Standards, Program)
- 6. Individual Reports on Special Projects**
 - a. Division representatives to Program Committee**
- 7. New Business**
- 8. Old Business**
- 9. Adjourn**

NOTE: 1. Refer to ROBERTS RULES OF ORDER for guidance in conducting a meeting.

2. Minutes of the Division's Executive Committee should be sent to the ANS Governance Department within 30 days after the meeting. The Governance Department will distribute the minutes and attachments to division officers and executive committee members. A copy is kept on file at ANS Headquarters.

12 DIVISION VOTING ON CANDIDATES FOR OFFICER POSITIONS

R16.2 - VOTING PROCEDURES

¹⁴R16.2 - Professional Divisions and Technical Groups

R16.2.1 - Marking of Ballot

³⁴Voting shall be by mail ballot. The voter may write in the name(s) of any eligible member(s) of the Society in place of nominees on the ballot.

R16.2.2 - Ballot Distribution

Ballots for Division or Group Officers and Executive Committee shall be distributed to all voting members by the Executive ³⁴Director at least ⁵¹fifteen (15) weeks prior to the opening of the Annual Meeting.

R16.2.3 - Close of Voting

Voting shall close at the office of the Executive Director at ³⁴noon on Tuesday of the ⁵¹ninth (9th) week prior to the opening of the Annual Meeting. The date of distribution and date of the close ¹⁵of voting shall be stated on the ballot.

R16.2.4 - Notification of Vote Results

Elected candidates shall be notified by the Executive Director within three (3) days after the certified report is made by the Inspector(s) of Election and the result of the vote shall be declared by the President on or before the opening day of the Annual Meeting. Results of voting shall be announced in a ¹⁵Society publication distributed to all members within two (2) months after the certified report has been submitted to the President and Executive Director.

⁶⁷R16.2.5 - Resolution of Tie Vote

In the event of a tie, the Executive Committee of the Division or Technical Group shall decide the vote between the candidates who are tied.

¹⁴R16.3 - Amendments and Other Policy Matters

R16.3.1 - Ballot Distribution

¹⁵Ballots for amendments and other policy matters may be distributed at any time.

R16.3.2 - Close of Voting

¹⁵Voting shall close at the office of the Executive Director at noon on the day exactly ⁵¹six (6) weeks after the ballot distribution. The date of distribution and the date of the close of voting shall be stated on the ballot.

⁵²R16.3.3 - Close of Voting in Runoff

In the case of a runoff election, voting shall close at the Office of the Executive Director at noon on the day exactly four (4) weeks after the runoff ballot distribution. The date of the distribution and the date of the close of voting shall be stated on the runoff ballot.

⁵R16.4 - Election Inspectors

⁵⁰Except in the case of runoff elections, ¹⁵the President shall appoint five (5) Inspectors of Election,

none of whom shall be a candidate for election. ⁵⁰ In the case of runoff elections, the President shall appoint three (3) Inspectors of Election.

One of the Inspectors shall be designated as Chief Inspector responsible for approving the arrangements for counting the ballots, ⁵⁰ ensuring that no ⁴¹ ballot envelopes are opened prior to the respective ballot deadlines, determining the validity of any questionable ballots, ⁵¹ and informing the current officers of the results. ⁴¹ The Inspectors shall receive and certify the completed count. Certification shall indicate concurrence with any decisions made by the Chief Inspector.

13 BYLAWS, RULES, AND PROCEDURES GOVERNING DIVISIONS AND GROUPS

ARTICLE B9 - CONSTITUENT UNITS

B9.1 - Authorization

The Board of Directors may authorize the organization of ⁹Local Sections, Technical Groups and Professional Divisions, and Student ⁴⁹Sections within the Society, ⁴⁴inside the U.S. It may also authorize the organization of Local Sections outside the U.S.

In addition, the Board may designate national societies outside the U.S. as Affiliated National Societies.

- (a) Each ^{85 45}Constituent units ⁴⁴of the Society located inside the U.S. shall be governed by the ⁸⁵Society's Standard Bylaws^{84 85} appropriate to that constituent unit, ⁸⁵and by the Rules of the constituent unit, which shall be in accord with the provisions of the Certificate of Incorporation and the Bylaws and Rules of the Society.
- (b) ⁴⁴ Local Sections of the Society outside the U.S. and Affiliated National Societies shall be governed by their Bylaws and Rules which shall be in accord with the Bylaws and Rules of the Society, unless otherwise explicitly agreed by the Board of Directors notably for specific points involving the National Laws of these Local Foreign Sections or Affiliated National Societies.

B9.2 - Objectives

- (a) The object of each Local Section shall be the active furtherance in its locality, as defined in the Rules, of the objectives of the Society.
- (b) The object of each Technical Group and Professional Division shall be to provide, through a group of members of any grades particularly interested in an area of nuclear science or technology within the scope of the Society's activities, means for promoting the sciences and arts of that area.
- (c) The object of each Student ⁴⁹Section shall be the active furtherance of the objectives of the Society. The principal role of the Section shall be to provide to students a means for professional development and a focal point for interchange of information in the area of nuclear science and technology.
- ¹⁰(d) The object of each Affiliated National Society shall be to promote in that country the advancement of science and engineering relating to the atomic nucleus, and of allied sciences and arts.

B9.3 - Records

Minutes of the ⁶⁹business meetings of constituent units of the Society shall ⁹be recorded. Copies of these minutes for units within the U.S. shall be filed with the Executive Director. Units outside the U.S. shall file annual reports in the English language, in lieu of minutes, with the Executive Director.

¹⁷B9.4 - Limitation of Authority

No action, obligation, or expression of a constituent unit shall be considered an action, obligation, or expression of the Society as a whole. ⁶⁴Any publication issued by a constituent unit⁶⁵ shall be imprinted⁶⁴ with a statement that the constituent unit assumes sole responsibility⁶⁵ regarding an action, obligation, or expression with respect to the Society, issued by a constituent unit.

B9.5 - Dissolution

Any constituent unit may be dissolved at the discretion of the Board of Directors of the Society.

B7.1 STANDING COMMITTEES

²⁸R7.1.4 - Scope and Composition

- (i) **Professional Divisions Committee** - The Professional Divisions Committee shall be responsible for the proper conduct of the Professional Divisions and Technical Groups. The committee shall cooperate with individuals and groups interested in the formation of Divisions and Technical Groups, assisting them in the preparation of statements and a petition, and in other organizational and operating procedures (see also R18.1, R18.3, R18.6, R18.7.2).

¹This committee shall be composed of not fewer than⁶¹ six (6) and not more than twelve (12)⁶¹ Fellows, Members, Student⁶¹, Emeritus, or Honorary Life Members, each²⁷ appointed to a three (3) year term, with the terms of approximately one-third (1/3) of the members expiring at the close of each Annual Meeting.⁶¹ In addition, the chair and vice-chair of each Professional Division (each Division, however, shall have only one vote), and the chair and vice-chair⁶¹ of each Technical Group (similarly, each Group shall have only one vote)⁶¹ shall be ex officio members. At least one²⁷ appointed member of the committee shall be on the Board of Directors. The chair⁶⁰ of the committee shall become an ex officio member of the Executive Committee of each Division and Group. The chair of the Program Committee, or a representative designated by the chair, shall serve as an ex officio member.⁶¹

R18 - TECHNICAL GROUPS AND PROFESSIONAL DIVISIONS

R18.1 - Organization of a Technical Group

²⁵The formation of a Professional Division is initiated by establishing a Technical Group, under direction of the Professional Divisions Committee. A Technical Group is initiated upon approval by the Professional Divisions Committee of an intended scope and a petition in writing submitted in prescribed form signed by no fewer than twenty (20) individuals who are Fellows, Members, Associate Members, Emeritus or Honorary Life Members desiring to form a Technical Group. Following approval by the Professional Divisions Committee, the Technical Group may be organized upon acceptance by the Board of Directors.

²⁶R18.2 - Initial Executive Committee

An initial Executive Committee composed of not fewer than six (6) Fellows, Members, Emeritus or Honorary Life Members shall be elected by the petitioners. This committee shall be subject to approval by the Professional Divisions Committee and by the Board of Directors at the time of approval for organization. The terms of approximately one-third (1/3) of the members shall be designated to expire at the close of each Annual meeting, and their successors shall be elected from among the members of the Group in accordance with the Technical Group's Bylaws and Rules.

¹⁵R18.3 - Announcement

After authorization has been given by the Board of Directors, the initial Executive Committee of the Technical Group shall arrange for a notice in a Society publication distributed to all members

containing the intended scope of activity and requesting all Society members, desiring to comment on the proposal, to communicate in writing with the Chair of the Professional Divisions Committee, with a copy to the Technical Group Chair, and inviting all Society members interested in joining the Technical Group to submit their names to the Technical Group Chair.

R18.4 - Membership in a Technical Group

The names and addresses of all members initially comprising a Technical Group shall be furnished by the Executive Committee to the Executive Director of the Society.

²⁵**R18.5 - Bylaws and Rules of a Technical Group**

³¹**R18.5.1 - Bylaws**

Following the Board of Directors approval for organization, the Executive Director of the Society shall forward a copy of the ⁸²Standard Bylaws for Professional Divisions or Technical Groups to the Initial Executive Committee according to which the Technical Group shall operate.⁸²

⁸³The Board of Directors has approved Standard Bylaws for Professional Divisions or Technical Groups. The Standard Bylaws include Society requirements for Divisions and Groups and deliberately avoid prescriptive governance provisions. Each Technical Group must then prepare and adopt Rules for the routine operations of the Technical Group (see R18.5.2). Upon adopting these Rules, the proposed Technical Group shall have status as a Technical Group of the Society.

⁸³Adoption by a Technical Group of the Standard Bylaws for Professional Divisions or Technical Groups, as currently approved by the Board of Directors, and any subsequent modifications that are approved by the Professional Divisions Committee, the Bylaws and Rules Committee, and the Board of Directors, does not require approval by the full membership of the Technical Group. Adoption of the Standard Bylaws by a Technical Group is indicated by the filing of an approved set of Technical Group Rules with ANS Headquarters (see R18.5.2). Each Technical Group Executive Committee can implement its own approval process for its Rules (consistent with the requirements of the ANS Bylaws and Rules and the Standard Bylaws for Professional Divisions or Technical Groups), but explicit full-membership approval of the Standard Bylaws is unnecessary.

⁸³The process for amending Technical Group Bylaws is specified in R18.9.1.

²⁵**R18.5.2 - Rules**

⁸²In order to provide for handling the affairs of the Technical Group, the Executive Committee shall prepare and adopt suitable Rules, in conjunction with the Standard Bylaws. Technical Group Rules, and proposed changes to them, must be reviewed by the Bylaws and Rules Committee of the Society for consistency with the Society's Bylaws and Rules. A copy of such Rules, and Rule changes, when endorsed by the Bylaws and Rules Committee, shall be filed with the Executive Director of the Society.

²⁵**R18.5.3 - Conflict with Society Bylaws, Rules, Procedures and Policies**

In the event of a conflict, the Society's Bylaws, Rules, Procedures and Policies shall take precedence over the Bylaws and Rules of the Technical Group.

R18.6 - Conversion into Professional Division

R18.6.1 - Request

The Executive Committee of a Technical Group may request approval from the Professional Divisions Committee to convert into a Professional Division after they have demonstrated to the

committee that their operation is a success and valuable to the Society.

²⁵**R18.6.2 - Organization of a Professional Division**

A request for conversion into a Professional Division shall be reviewed by the Professional Divisions Committee, who shall evaluate the Technical Group's activities since formation, their relationship to the Society and their scope description. Following this review, if the Professional Divisions Committee approves the request for conversion it shall be recommended for acceptance to the Board of Directors. The Division may be organized upon acceptance by the Board of Directors.

R18.6.3 - Initial Executive Committee

²⁵The initial Executive Committee of the Division shall be the Executive Committee of the predecessor Technical Group. The term of each member shall be subject to the Division Bylaws and Rules.

R18.7 - Official Designation of a Professional Division

The official designation shall be: (Name of area of nuclear science or technology) Division of the American Nuclear Society, Incorporated.

R18.8 - Membership

³⁶**R18.8.1 - Society Members**

Only members in good standing (B3.4) shall be eligible to become and remain Professional Division members.

³⁶**R18.8.2 - Non-Society Members**

Professional Divisions 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 of an amount and via a path approved by the Executive Committee of any Professional Division that voluntarily decides 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 and Society activities excluding voting and holding elective or appointed offices in the Division or the Society. Division Participants shall be encouraged to apply for Society membership.

²⁵**R18.9 - Bylaws and Rules of a Professional Division**

³¹**R18.9.1 - Bylaws**

⁸¹The Board of Directors has approved Standard Bylaws for Professional Divisions or Technical Groups. The Standard Bylaws include Society requirements for Divisions and Groups and deliberately avoid prescriptive governance provisions. Each Technical Group requesting conversion to Division status must then prepare and adopt Rules for the routine operations of their proposed Division (see R18.9.2).

⁸³Adoption by a Professional Division of the Standard Bylaws for Professional Divisions or Technical Groups, as currently approved by the Board of Directors, and any subsequent modifications that are approved by the Professional Divisions Committee, the Bylaws and Rules Committee, and the Board of Directors, does not require approval by the full membership of the Professional Division. Adoption of the Standard Bylaws by a Professional Division is indicated by the filing of an approved set of Professional Division Rules with ANS Headquarters (see R18.9.2). Each Professional Division Executive Committee can implement its own approval process for its Rules (consistent with the requirements of the ANS Bylaws and Rules and the Standard Bylaws for

Professional Divisions or Technical Groups), but explicit full-membership approval of the Standard Bylaws is unnecessary.

⁸¹Amendments to the Standard Bylaws for Professional Divisions and Technical Groups are subject to approval by the Board of Directors and, if approved, are applicable to all Divisions and Technical Groups. Proposed amendments must be endorsed by the Professional Divisions Committee by two thirds (2/3) of the members present and forwarded to the Bylaws and Rules Committee. The Bylaws and Rules Committee shall, if necessary, draft corresponding changes to the Society Bylaws and/or Rules to accommodate the proposed amendments to the Standard Bylaws. Such corresponding amendments to the Society Bylaws and/or Rules shall be subject to the usual approval processes.

²⁵**R18.9.2 - Rules**

⁸²In order to provide for handling the affairs of the Professional Division, the Executive Committee shall prepare and adopt suitable Rules, in conjunction with the Standard Bylaws. Division Rules, and proposed changes to them, must be reviewed by the Bylaws and Rules Committee of the Society for consistency with the Society's Bylaws and Rules. A copy of such Rules, and Rule changes, when endorsed by the Bylaws and Rules Committee, shall be filed with the Executive Director of the Society.

²⁵**R18.9.3 - Conflict with Society Bylaws, Rules, Procedures and Policies**

In the event of a conflict, the Society's Bylaws, Rules, Procedures and Policies shall take precedence over the Bylaws and Rules of the Professional Division.

R18.10 - Operation

R18.10.1 - Executive Committee and Officers

The Executive Committee of a Technical Group or Professional Division shall consist of not fewer than six (6) members and the terms of approximately one-third (1/3) of the members shall expire at the time of the Annual Meeting. The election procedure ²⁵to fill vacancies on the Executive Committee of the Technical Group or Division shall be specified in the Technical Group or Division Bylaws. The Initial Executive Committee of the Technical Group or Professional Division shall elect from among its members officers, including a Chair, a Vice Chair, and a Secretary, subject to approval by the Board of Directors to serve until close of the term of office specified in R18.1 or R18.2. Thereafter, the officers shall be elected by the members of the Technical Group or Division under the procedures specified in the Technical Group or Division Bylaws. No member shall be eligible for the chairmanship until he has served one (1) year on the Executive Committee, except during the initial year of the newly formed Technical Group or Division, or in the event that the Chair is declared vacant due to death, resignation or other cause.

R18.10.2 - Meetings

National Topical Meetings of Technical Groups or Professional Divisions shall be scheduled so as not to interfere with regular national meetings of the Society. Advance notice of all intended Group and Division business meetings shall be given in writing to the Executive Director not less than six (6) weeks in advance of the meeting date(s).

R18.10.3 - Dues

A Technical Group or Professional Division may collect dues from its members as provided in the Group or Division bylaws and rules and regulations. The dues for membership in a Group or Division shall be shown on the annual statement sent to each member of the Society by the Executive Director. A Group or Division may levy special and reasonable assessments when authorized by affirmative vote of not fewer than two-thirds (2/3) of the members present at a

regular or special meeting called as provided by the Group or Division Bylaws. A Technical Group or Professional Division may also accept non-compulsory financial contributions, but solicitation and acceptance of such contributions shall be subject to the written approval of the Board of Directors. The financial affairs of the Group or Division shall be conducted in such a manner that the Group or Division shall be financially independent and shall not rely on support from Society funds, except to the limit budgeted by the Board for each Group or Division for expenses incident to preparation and mailing of ballots, notices, newsletters, and other discretionary expenses associated with Group or Division operation.

R18.11 - Minutes

The Secretary of the Technical Group or Professional Division shall file with the Executive Director of the Society a copy of the minutes of the Group or Division meetings and of their Executive Committee meetings within thirty (30) days following the meeting date(s) (B9.3).

P9.3.2 - Technical Groups and Professional Divisions

Society members who elect to join a Technical Group or Professional Division shall be entered into the appropriate records of the Society at headquarters at the time of the annual billing, or at other times upon the member's request. The Society shall publish from time to time, in a Society publication¹³ distributed to all members, a roster of the officers of the Technical Groups and Professional Divisions, and notices, or accounts, of their meetings.

14 STANDARD BYLAWS

AMERICAN NUCLEAR SOCIETY

Standard Bylaws for

DIVISIONS OR TECHNICAL GROUPS

June 10, 1982

Revised September 26, 2006

Revised November 16, 2006

Revised June 28, 2007



STANDARD BYLAWS FOR DIVISIONS OR TECHNICAL GROUPS
AMERICAN NUCLEAR SOCIETY
Incorporated

TABLE OF CONTENTS

ARTICLE B1 - NAME

1. Name Assigned

ARTICLE B2 - OBJECTIVES

1. Objectives Defined
2. Furtherance of Objectives

ARTICLE B3 - OBLIGATIONS TO THE SOCIETY

1. Activities Governed by ANS Certificate and Bylaws
2. Precedence of Society Bylaws, Rules, Procedures and Policies
3. Restricted Activity
4. Financial Stability Independent of Society
5. Restrictions on Technical and Non-Technical Positions
6. Filing of Meeting Minutes

ARTICLE B4 - MEMBERSHIP

1. Member Composition and Standing
2. Student Members
3. Member Dues
4. Member Resignation
5. Technical Group Membership to Executive Director
6. Division Participants

ARTICLE B5 - DUES, ASSESSMENTS, AND CONTRIBUTIONS

1. Dues Established
2. Right to Levy by Division (Technical Group)
3. Restrictions on Financial Contributions
4. Disbursement of Division Funds

ARTICLE B6 - EXECUTIVE COMMITTEE

1. Responsibility for Management
2. Executive Committee Composition, Term of Office and Chair
3. Filling Vacancies
4. Removal Policy
5. Rules and Regulations
6. Meetings
7. Voting

STANDARD BYLAWS FOR DIVISIONS OR TECHNICAL GROUPS
AMERICAN NUCLEAR SOCIETY
Incorporated

TABLE OF CONTENTS

ARTICLE B7 - OFFICERS

1. Terms, Qualifications, and Duties
2. Vice-Chair
3. Secretary or Secretary-Treasurer
4. Secretary-Treasurer for Divisions (Technical Groups) without Treasurers
5. Treasurer

ARTICLE B8 - ELECTION AND ELIGIBILITY

1. Officers to Be Elected
2. Officer Member Grades
3. Nominating Committee
4. Number of Candidates on Ballot
5. Ballot Return Date
6. Voting Procedure
7. Eligibility for Re-Election
8. Vice-Chair/Chair-Elect Qualifications
9. Restrictions on Retiring Chair

ARTICLE B9 - STANDING AND SPECIAL COMMITTEES

1. Composition and Purpose
2. Quorum for Committee Meetings

ARTICLE B10 - MEETINGS

1. Time and Places, Number of Meetings,
Annual Meeting Time and Notices
2. Quorum for Division Meetings

ARTICLE B11 - AMENDMENTS

1. Proposed Amendments
2. Society Review and Approval of
Amendments by Bylaws and Rules Committee
3. Vote Required
4. Effective Date of Amendment
5. Notification to Members, Printing and Distribution

ARTICLE B12 - RULES OF CONDUCT

1. Robert's Rules of Order

ARTICLE B13 – DISSOLUTION

1. Division (Technical Group) Dissolution by Board of Directors
2. Division (Technical Group) Approval of Dissolution
3. Division (Technical Group) Petition to Professional Divisions Committee on Dissolution
4. Disposition of Division (Technical Group) Assets
5. Merging of Division (Technical Group) with Another Division (Technical Group)

STANDARD BYLAWS FOR DIVISIONS OR TECHNICAL GROUPS

BYLAWS OF *** (Name of Division or Technical Group)

AMERICAN NUCLEAR SOCIETY **Incorporated**

SOCIETY

Bylaws/Rules ARTICLE B1 - NAME

- R18.7, R18.1** 1. The official designation shall be: *** (Name of area of nuclear science or technology) Division (Technical Group) of the AMERICAN NUCLEAR SOCIETY, Incorporated, hereinafter referred to as the Division (Technical Group) and Society, respectively.

ARTICLE B2 - OBJECTIVES

- B2.1, B9.2(b)** 1. The objectives of the Division (Technical Group) 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". The Division (Technical Group) shall provide, through a group of members of any grades particularly interested in (area of nuclear science or technology), a means to promote the sciences and arts of that area, within the scope of the Society.
- B9.2(b)** 2. To further its objectives, the Division (Technical Group) 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 (area of nuclear science or technology).
 - b. Disseminate knowledge and information in the (area of nuclear science or technology) by discussions, communications, 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 professional groups having related objectives.

ARTICLE B3 - OBLIGATIONS TO THE SOCIETY

- | | | |
|-----------------------|----|--|
| B9.1(a), B14.1 | 1. | The activities of the Division (Technical Group) 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 (Technical Group) shall be governed by the laws of incorporation of the Society and their respective Bylaws, Rules, Procedures and Policies. |
| R18.9.3 | 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 (Technical Group). |
| B9.4 | 3. | The Division (Technical Group) shall not have authority to act for or in the name of the Society. No action, obligation, or expression of the Division (Technical Group), shall be considered an action, obligation or expression of the Society as a whole. A statement to the effect that the Division (Technical Group) 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 (Technical Group). The Division (Technical Group) may use its website for this purpose. |
| R18.10.3 | 4. | The Financial affairs of the Division (Technical Group) shall be conducted in such a manner that the Division (Technical Group) 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 (Technical Group). The Division (Technical Group) may meet its financial obligations in accordance with the provisions in Article B5. |
| B11.1 | 5. | The Division (Technical Group) shall not represent any opinion or position in any matter technical or non-technical as being the official position of the Society or any of its subdivisions without prior approval of the Board of Directors. |
| R18.11, B7.4 | 6. | The Secretary of the Division (Technical Group) shall file with the Executive Director of the Society a copy of the minutes of the Division (Technical Group) Executive Committee meetings within thirty (30) days following the meeting date(s) in accordance with B7.4. |

ARTICLE B4 - MEMBERSHIP

- R18.8.1, B3.4**
1. Members, in good standing in the Society shall be eligible to become members of the Division (Technical Group).
 2. Student members in good standing in the Society shall be voting members and may hold the office of Secretary-Treasurer, Secretary or Treasurer and serve on the Executive Committee in the Division (Technical Group).
 3. Society members who desire to become members of the Division (Technical Group) 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.
 4. Society members who desire to terminate their membership in the Division (Technical Group) 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 (Technical Group) roster and mailing list.
- R18.4**
5. The names and addresses of all members 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.
- R18.8.2**
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 of 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.

ARTICLE B5 - DUES, ASSESSMENTS, AND CONTRIBUTIONS

- R18.10.3**
1. The Division (Technical Group) may collect dues from its members as provided in the Division (Technical Group) Rules. The dues for membership in a Division (Technical Group) shall be shown on the annual statement sent to each member of the Society by the Executive

Director.

- R18.10.3** 2. The Division (Technical Group) may levy special and reasonable assessments to implement the sponsorship of special or topical meetings when authorized by affirmative vote of not fewer than two-thirds (2/3) of the members present at a regular or special meeting called as provided in these Bylaws.
- R18.10.3** 3. The Division (Technical Group) 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.
4. The funds derived from these and from any other authorized sources shall be disbursed for the Division (Technical Group) by the Executive Director of the Society in response to requests from the Treasurer (Secretary-Treasurer) and Chair and in accordance with the annual operating budget prepared by the Finance Committee of the Division (Technical Group) and subject to the limitation stipulated in Article B3.4 of these Bylaws.

ARTICLE B6 - EXECUTIVE COMMITTEE

- R18.10.1** 1 The Division (Technical Group) shall be managed by an Executive Committee. This committee shall constitute the governing body of the Division (Technical Group) and shall have power to act for the Division (Technical Group) in all matters, subject to these Bylaws and to the Certificate of Incorporation and the Bylaws and Rules of the Society.
- R18.10.1, R18.6.3, R18.2** 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 the 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.

For a Technical Group, the initial Executive Committee shall be

composed of not fewer than six (6) members elected by the petitioners. This committee shall be subject to approval by the Professional Divisions Committee and by the Board of Directors at the time of approval for organization. The initial Executive Committee of the Division shall be the Executive Committee of the predecessor Technical Group.

R18.10.1

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.
4. The Executive Committee may remove members missing more than two (2) consecutive meetings, unless appropriate reasons are provided for missing such meetings.

R18.5.2, R18.9.2

5. In order to provide for handling the affairs of the Professional Division (Technical Group), the Executive Committee shall 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.
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- (Technical Group)-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.
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 declare elected to each position the candidate receiving the most votes for that position. If a tie occurs, the Division (Technical Group) 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.

ARTICLE B7 - OFFICERS

- R18.10.1**
1. The officers of the Division (Technical Group) 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.
 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.
- B9.3, R18.11**
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 (Technical Group) Executive Committee meetings. Separate teleconference meetings minutes may be recorded by the Division (Technical Group) and do not have to be filed with the Executive Director.
 4. For Divisions (Technical Groups) 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 (Technical Group). The Secretary-Treasurer shall have the same duties as the Treasurer.
 5. The Treasurer shall send the Division (Technical Group) budget to the Executive Director after approval of the Executive Committee.

ARTICLE B8 - ELECTION AND ELIGIBILITY

- R18.10.1**
1. The members of the Division (Technical Group) Executive Committee and the Officers (except the Chair) shall be elected as specified in Article B6.2 and B7.1 of these Bylaws, respectively.
- R18.2**
2. Executive Committee members shall be Fellows, Members, Student Members, Emeritus or Honorary Life Members of the Society.
 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 [Technical Groups] that were unable to meet during the Winter Meeting) the names of candidates for the Executive Committee and for Division (Technical Group) officers. The Executive Director shall prepare and forward to each member of the Division (Technical Group) 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 (Technical Group), 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.

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 also contain spaces for writing in additional candidates.
- B3.4** 5. Ballots, in order to be counted, shall be postmarked as instructed and shall be validated by the Executive Director as having been received from a Division (Technical Group) member in good standing. The Division (Technical Group) shall be responsive to future electronic voting initiatives introduced by the Society, as appropriate.
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 (Technical Group) 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.
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.
- R18.10.1** 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 (Technical Group) or in the event the office of the Chair is declared vacant.
9. The retiring Chair shall not be eligible for election as Vice-Chair/Chair-Elect for the term immediately succeeding the term as Chair.

ARTICLE B9 - STANDING AND SPECIAL COMMITTEES

1. A Division (Technical Group) may establish Standing and Special Committees.
2. A simple majority of the members of the committee shall constitute a quorum at all committees' meetings.

ARTICLE B10 - MEETINGS

- R18.10.2**
1. Meetings of the Division (Technical Group) 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 (Technical Group) Executive Committee. The Secretary or Secretary-Treasurer shall mail an advance notice of all intended meetings of the Division (Technical Group) 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 (Technical Group) not less than six (6) weeks before the meeting. These meetings are open to all members in good standing in the Division (Technical Group).
 2. A quorum for the transaction of business at all Division (Technical Group) meetings shall consist of fifteen (15) qualified voters or twenty (20) percent of the qualified voters of the Division (Technical Group), whichever is greater.

ARTICLE B11 - AMENDMENTS

- B18.9.1**
1. Amendments to these Standard Bylaws may be proposed by any Division (Technical Group), 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 (Technical Groups), in keeping with the intent of the Standard Bylaws.

All proposed amendments shall be forwarded to each Division (Technical Group) 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.

- R18.9.1**
2. The Professional Divisions Committee shall notify all Divisions (Technical Groups) of approved amendments to the Standard Bylaws. Each Division (Technical Group) shall be responsible for reviewing approved amendments to determine if corresponding changes to the Division's (Technical Group's) Rules are required.

ARTICLE B12 - RULES OF CONDUCT

- B14.1**
1. In all procedural matters not covered by the Bylaws and Rules of the Division (Technical Group), Robert's Rules of Order, latest edition, shall be used as the authority for parliamentary procedures.

ARTICLE B13 – DISSOLUTION

B9.5

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

15 ELECTION SCHEDULE FOR DIVISIONS AND TECHNICAL GROUPS

NOTE: This schedule indicates the deadlines of the specific information listed. Any information that can be completed prior to the deadline will be appreciated.

July

Headquarters will send package of information to division chairs.

July

Division chair must appoint a Nominating Committee Chair and committee if this has not already been done.

October

Nominating Committee should have a slate of candidates for each vacant officer and executive committee position and candidates' acceptance to run for office.

After Nominating committee chooses a slate of candidates they contact each candidate for his/her agreement to run for office and inform them that Headquarters will be contacting them for new or updated biographical information of 200 words or less and two 5x7 glossy photographs. Digital photos of 300 dpi or more are also acceptable.

Nominating chair reports the formal slate to Headquarters.

November

IMPORTANT! Deadline for Nominating chair to report the approved slate of candidates to headquarters.

Headquarters will contact each candidate for new or updated biographical information.

Division chair must report to Headquarters any bylaw changes that will be included in mailing of ballots to members.

January

Ballots printed.

February

BALLOTS MAILED

April/May

Close of balloting for officers and executive committee positions.

Inspectors of Election verify election results.

Election results mailed to all candidates.

Close of balloting for amendments and policy matters.

July

Election results printed in *ANS NEWS*.

16 DIVISION FINANCIAL MANAGEMENT GUIDES

1. **Introduction.** This information will help officers for planning and coordinating their financial operations with the policies and goals of ANS. The guidelines provided here should be of particular use for division treasurers or secretary/treasurers. All present and future officers of the Division should also carefully study and use this information.

The chair of the division is responsible for the conduct of Division activity. No division members may financially obligate the National Society, except in accordance with plans approved in advance by appropriate ANS Headquarters official.

Suggestions for improvement to these guidelines are always welcome. Please forward any comments to the chair of the Professional Divisions Committee who will consider them for future review.

2. **Division Revenue Sources.**

- A. **Discretionary allocation.**

1. Divisions receive and allocation of \$1.00 per member per calendar-year to be used for ANS business purposes at their discretion.
 2. In addition to the annual discretionary allocation, Divisions receive the ANS Headquarters services detailed in Section 2.5 at no charge.

- B. **Carry forward**

Division Revenue, less Division expenses for a calendar year is the net funds remaining at the end of the year. This is the amount of the division carry forward for the next year.

- C. **Topical meeting revenue**

There are two options for the splitting excess topical meeting revenue with headquarters.

Option One: 50% of the excess is returned to Headquarters, the remaining 50% is split between the section and division based on value added.

Option Two: Headquarters receives \$60 per attendee. This is deducted before any other revenue is split. Next, all expenses from the meeting are paid. The balance of the revenue is split with 25% sent to Headquarters and the remaining revenue divided among the division and local section based on value added.

Section and or division liability for each meeting will not exceed fees collected if procedures outlined in the Topical Meeting Guidelines Manual are followed regarding hotel contracts, budgets and NPC approvals. Final accounting for topical meetings is due two months after each meeting,. Headquarters will retain and administer any topical meeting funds generated for the divisions. There will be no time limit on the availability of these funds to the respective divisions. (For additional guidelines topical meeting financial policies, please refer to the Topical Meeting Guidelines Manual).

3. **Division expenses.** Expenses are allowable if they are: (1) ordinary and necessary expenses; (2) incurred on behalf of ANS scientific and educational charter activities; and (3) are reasonable in amount.

ANS division management, i.e., Chair, Vice Chair, Secretary, Treasurer, should follow the IRS requirements to maintain the tax exempt status of the Society. For example:

- A. No resources of the Society can "inure" to the benefit of the members. The inurement proscription may be understood best as prohibiting activity inconsistent with or detracting from the Society's exempt purpose. Consequently, all expenditures must be made in furtherance of the scientific and educational charter of ANS, and not primarily for the benefit of specific individuals.
- B. No substantial part of the ANS activities can be directed to carrying on propaganda or otherwise attempting to influence legislation.
- C. Participation or intervention, directly or indirectly in any political campaign on behalf of or in opposition to any candidate for public office, will result in the revocation of the ANS tax status.

4. **Discretionary Expense Documentation.** Most discretionary expenses (including all expenses for honors and awards), must be documented/approved in the division's executive committee minutes. The division disbursement request form is available at www.ans.org/constituency/division/

For your convenience only one division approval signature is now required. If the approval authority is other than the division chair, the executive committee minutes should identify the authorized signature.

Requests for checks which cause the division discretionary budget to be exceeded and those for purposes not documented in the Division Executive Committee minutes and/or approved budget are not honored.

A recipient of a best paper award incurs generally no federal tax liability for receipt of the award if the following criteria are met:

- A. The award was made primarily in recognition of a scientific or education achievement.
- B. The winner was selected without action on his part.
- C. The winner will not be required to render any substantial future services as a condition of receiving the award.

The winners of ALL awards should be listed in your division minutes. The division minutes should also include: (1) the criteria established for selection of the award recipient, (2) a statement that the winner was not part of the selection process, (3) a statement that the award was non-discriminatory, and (4) a statement verifying that no substantial future services are required of the award winner. If the above criteria are met and documented in the division minutes, future award recipients need only be names with a statement of compliance with previously established award criteria.

5. **Budgeting.** Divisions should prepare discretionary expense budgets on a

calendar-year basis. A budget package is provided from the ANS Accounting Manager in December of each year. The responsible officer should prepare the budget for the upcoming calendar year. The forms are available in Section 18. The completed forms should be sent to the Society's Accounting Manager

A. Examples of budget revenue:

1. Membership allocations.
2. Carry forward from previous year
3. Topical Meetings income.

B. Examples of budget expenditures:

1. Honors and awards – approximately \$150.00 per certificate but the costs increase as the quality of the award increases.
2. Honorarium for speaker – cost is determined on case-by-case basis.
3. Distribution of bylaws.
4. Special News Releases.
5. Division membership promotion.
6. Contributions to NEED or Scholarship Programs
7. National meeting expenses; refreshments, luncheons.

C. Examples of expenses not charged to divisions but paid by ANS Headquarters

1. Printing and mailing of two four page newsletters per year. Additional mailings over two and or additional pages over eight are charged to the division based on actual costs incurred by headquarters.
2. Expenses associated with the Ballot preparation, distribution, tabulation and reporting of division ballots.

6. Division Financial Statement.

- A. Division financial statements are compiled just prior to the June and November meetings and are mailed to the Chairs, Vice Chairs and Treasurers of each Division.**

Contact the ANS Accounting Department for electronic copies of Forms 17 and 18. accounting@ans.org

17 REQUEST FOR SUPPLEMENTAL FUNDS (FORM)

Date: _____

To: ANS Treasurer

From: Division/Group _____ Contact person _____

E-mail: _____ Telephone _____

Subject: Request for Supplemental Budget Funding

Program to be funded (Brief description of the need for funds):

Total supplemental amount required \$ _____

Time period in which funds will be expended: From _____ To _____

Detail of Expenses to Be Incurred (eg., honorariums, travel, printing, etc):

Spending Category	Amount

Additional Information (Listed below or attach any additional information that will assist in or complete review of your request.)

A Supplemental Budget Funding Request may be submitted at any time and will be considered at the next meeting of the Finance Committee.

18 BUDGET (FORM)

AMERICAN NUCLEAR SOCIETY
FORECAST 1996 BUDGET 1997 ESTIMATES

BUDGET	ACTUAL 1994	ACTUAL 1995	APPROVED BUDGET 1996	FORECAST 1996	PROPOSED 1997
BUDGET FUNDS					
CURRENT YEAR MBR ALLOC					
CARRY FWD, PRIOR YEAR					
OTHER BUDGET FUNDS					

TOTAL BUDGET FUNDS

=====

BUDGET EXPENSES

NEWSLETTERS

AWARDS, PLAQUES

NATIONAL MEETING COSTS

DIVISION OFFICER EXPENSE

STUDENT SUPPORT

SCHOLARSHIP/NEED FUNDING

OTHER EXPENSES

TOTAL EXPENSES

EXCESS, -DEFICIENCY OF
BUDGET FUNDS OVER EXPENSES

=====

**PAGE 1 AMERICAN NUCLEAR SOCIETY
DIVISION FINANCIAL REPORT
04/30/96**

**BUDGET
12 MONTHS
1996**

**ACTUAL
04 MONTHS
1996**

**PAGE 2
REFERENCE**

BUDGET FUNDS

1996 MEMBER ALLOCATION

CARRY FORWARD FRM 1995

OTHER BUDGET FUNDS

TOTAL BUDGET FUNDS

=====

BUDGET EXPENSES

NEWSLETTERS

AWARDS, PLAQUES

NATIONAL MEETING COSTS

DIVISION OFFICER EXPENSE

STUDENT SUPPORT

SCHOLARSHIP/NEED FUNDING

OTHER EXPENSES

TOTAL EXPENSES

**EXCESS, -DEFICIENCY OF
BUDGET FUNDS OVER EXPENSES**

=====

PAGE 2 AMERICAN NUCLEAR SOCIETY
DIVISION FINANCIAL REPORT
04/30/96

1. OTHER BUDGET FUNDS	1807 Topical Meeting Funds Carryforward \$1807
	=====
2. NEWSLETTERS	
	0
	=====
3. AWARDS, PLAQUES	
	0
	=====
4. NATIONAL MEETING COSTS	
	0
	=====
5. DIVISION OFFICER EXPENSE	
	0
	=====
6. STUDENT SUPPORT	
Student Conference Support	
	0
	=====
7. SCHOLARSHIP/NEED FUNDING	
	0
	=====
8. OTHER EXPENSES	
	0
	=====

19 LONG RANGE PLANNING

Planning is an important part of overall division development. The current Planning Document template is available on the web site at www.ans.org/about/committees/pdc/.

As you are aware, Section 5.10 of the Professional Divisions Manual requires divisions to prepare 1- and 5-year plans and submit them to the Planning Committee. Some divisions have done more detailed planning than others, and each division has developed its own format.

Preparing the planning documents helps divisions focus their limited resources on those activities that will help them meet their goals. Planning also helps divisions ensure that their goals are aligned with those of the Society as a whole. In addition, the divisions' planning activities can contribute to the Society's strategic planning. If divisions identify goals that are very important to their operations but are not reflected in the Society's goals, the divisions can bring that information to the Planning Committee's attention. The Planning Committee can, in turn, compile information from all of the divisions and formulate recommendations to the Board of Directors.

In order to help the professional divisions prepare a fairly uniform set of 1- and 5-year plans, the Planning Committee has developed a very short guidance document. It is essentially an annotated outline, which describes the information we believe is necessary to prepare a plan that is useful both to the division and to the Planning Committee. We attempted to make the outline as general as possible so that divisions with plans already in place can adapt them to fit this outline with minimum effort. The outline is on the following page.

If, as you prepare your division's plan using this guidance, you have questions or suggestions, please send them to Audeen Fentiman, Planning Committee Chair, at fentiman.1@osu.edu.

Annotated Outline for Professional Divisions' 1- and 5-Year Plans

ANS _____ Division
Strategic Plan Operational Plan for 2004-2007

Tactical One-Year Plan for 2004

{This section should be brief – one or two pages}

Top Priorities for 2004 Activities {a minimum set (2 or 3) of priorities should be identified}

(For each priority, identify the following:

- **Brief description or outline of the activity. It is not necessary to provide all the details here - supporting details can be referenced as necessary.**
- **Person or group responsible for carrying out the activity**
- **Which of the 5 goals from the ANS Strategic Plan the activity supports. The ANS goal letter (A – E) can be put in parentheses following the activity description. If the activity supports more than one goal, include more than one letter. If the activity supports none of the goals put “none” in the parentheses.**

2004 Operational Plans and Activities

- **List of activities to be completed/worked in 2004. It is not necessary to provide all the details here - supporting details can be referenced as necessary.**
- **Identify the person or group responsible for carrying out the activity**
- **Which of the 5 goals from the ANS Strategic Plan the activity supports. The ANS goal letter (A – E) can be put in parentheses following the activity description. If the activity supports more than one goal, include more than one letter. If the activity supports none of the goals put “none” in the parentheses.**

Succession Plan (for non-officer or other key positions defined by the division)

- **List position – identify current person and succeeding person with date of succession**
- **Optional – provide amplifying details**

Five-Year Plan for 2004-2008

Purpose or Mission

(Brief statement of division's purpose or mission. Division's by-laws should be a good source of information for this section.)

Long-Term Goals

- **Provide a concise statement of each goal in such a way that it is easy to measure progress toward the goal. Follow each division goal with the letter of the goal from the Society's Strategic Plan that the division goal supports. If the activity supports none of the goals put “none” in the parentheses.**
- **Identify the person or group responsible for carrying out the activity**
- **Goals can be organized or grouped based on the four Vitality Measure Categories, ANS Strategic Goals, or other grouping determined by the Division**

Recommended Changes to ANS Strategic Plan (if any)

Provide a short paragraph describing any modifications or additions (if any) to the Society's goals that the Division believes to be useful. See additional guidance on the next page.

Additional Guidance for Professional Division 1- and 5- Year Plans

In general, the goals of the Professional Division should be aligned with the Society's goals. Each goal in the Division's 1- and 5- year plan (here after referred to as Division's Plan) should include an indicator of which of the 5 Society's goals it supports. If one or more of a Division's goals is not aligned with one of the 5 ANS goals, that may be an indication that we need to revise the Society's goals. Please write a short paragraph in this section describing any modifications or additions to the Society's goals that the Division believes to be useful.

As appropriate, ANS Professional Divisions are encouraged to be aware of and support the ANS Strategic Goals that are noted below. Division long term goals and tactical plan activities that support ANS Strategic Goals are requested to be identified by placing the letter associated with the ANS Strategic Goal behind the item(s) in the Division's Plan.

It is not expected that all of the items identified in the Division's Plan would be related to the ANS Strategic Goals. Only those that are related to an ANS Strategic Goal should be identified. Also note that several strategies are associated with each ANS Strategic Goal. Division Plan items that are "aligned" to at least one of the strategies for an ANS Strategic Goal should identify (by placing the letter) that ANS Strategic Goal in their Division Plan.

ANS Strategic Goals:

- Goal A:** ANS will be the recognized leader for the advancement of nuclear science and technology
- Goal B:** ANS will be the members' primary resource for professional development and knowledge exchange
- Goal C:** ANS will be publicly recognized as a credible source of nuclear science and technology information
- Goal D:** ANS will be an active contributor to and participate in nuclear science and technical policy issues
- Goal E:** ANS will be an organization that is flexible, responsive to members and capable of dealing with change

Recommendations/Clarifications:

The division vice chair should prepare an annual update of the Division Plan with input from the division chair. Updates by the vice chair should ensure an efficient transition to the division chair position at the Annual Meeting. A calendar year is chosen to align with ANS finances and allow for "ownership overlap" of the plan with the chair and vice chair. Note that the Division Chair is responsible for defining the priorities for the division in the one year tactical plan.

The updated strategic plan should be provided to the PDC Chair and Planning Committee Chair no later than one month after the Winter meeting.

20 DIVISION WEB SITES

The divisions establish a web site on the ANS server. A webmaster should be appointed to add, change, and maintain the information on the site.

The ANS Headquarters Information Technology Manager will help establish the site. Divisions that have web addresses are listed in Section 8, Scope of Divisions.

Newsletters and meeting information are examples of the information posted on websites.

21 GENERAL INFORMATION

The PD manual is a document that changes as the PDC and divisions activities evolve. The complete document is available on the web at <http://www.ans.org/about/committees/pdc/>. Forms are in PDF and WORD format.

Send comments about the manual to outreach@ans.org

22 DIVISION ASSESSMENT OF VITALITY

Metrics and measures of each division are evaluated each Spring. Forms are located on the website.

23 DIVISION LEADERSHIP AND SUCCESSION PLANNING

The current planning document is on the ANS website at www.ans.org/about/committees/pdc/. Leadership and succession planning guidelines examples are within the planning documents and on division websites. Also, see page 75 of this document.

24 TEMPLATES

The forms used by Professional Division officers, committee members, and others are located on the ANS web site and in this manual. Their locations on the ANS web site are referenced throughout this manual. Following is a list of general web addresses for quick reference.

Professional Divisions information.

www.ans.org/about/committees/pdc/

www.ans.org/constituency/divisions/

Topical and International Meetings information

www.ans.org/meetings/

25 DUTIES AND RESPONSIBILITIES OF ANS DIVISION NPC REPRESENTATIVES

The division representative is the link between the ANS technical division (or group) and the National Program Committee. Division Reps are responsible for ensuring that their divisions programs, plans and preferences are made known to the NPC and coordinated with other interested divisions. Division Reps represent and act on behalf of their divisions on technical program actions and serve as voting members of the NPC (one vote per Division). Accordingly, it is essential that the division rep, or his alternate, attend all NPC functions, including NPC business meetings and division rep meetings, paper review meetings, and some NPC subcommittee meetings. It is also important that the division rep be accessible to the NPC officers and other division reps between scheduled meetings.

The division rep is appointed by the division chair. He serves both the NPC Chair and the division chair, and is expected to keep both officers appropriately informed. Recognizing the annual turnover in ANS elected and appointed officers, the division rep's role as advisor to division chair is especially important, since division chairs traditionally serve for one year and frequently are to fully informed on technical program status and procedures upon election. The division rep must ensure that the incoming division chair fully understands the role of a division rep, how special sessions are established, how and when to write letters of invitation to speakers, and the procedures and sequences involved in organizing a technical session or a Topical Meeting. It is the responsibility of the division rep to advise his division chair of the requirements and importance of these matters.

The Division Representative serves the NPC Chair by being the designated liaison with the Technical Program Chairs (TPCs) of the National Meetings and any division sponsored topical meetings. In this capacity, the division representative assists the TPCs by providing contact with persons having experience suitable to participate in program committee activities or to resolve matters of technical content. The division representative also coordinates division participation in the electronic paper review.

The following division rep responsibilities are discussed in the following sections:

- Maintain schedule for development of division sponsored sessions at national meetings
- Support development of special and contributed sessions
- Organize and manage review of division sponsored sessions
- Be familiar and assist with topical meeting classification
- Support organization and NPC presentation of Division Topical meetings

Maintain Schedule for Development of Division Sponsored Sessions at National Meetings

The schedule for the development of sessions takes place over a period exceeding one year. The following discussion addresses those actions which take place in conjunction with the four meetings of the NPC in February, June, July and November (ANS National Meetings and Paper Reviews):

- **One year before the Meeting (during Annual or Winter Meeting):**

Obtain a copy of the “NPC Manual for National Meeting Session Organizers” from the ANS TRANSACTIONS Coordinator.

Establish number of invited and contributed sessions with the TPC for the meeting and submit a 100 word summary for the session.

- **10 months before the meeting (during Paper Review). Determine with the TPC:**

Initial Special Session Information

Markup Call for Papers

Negotiate Final Number of Special Sessions with TPC.

Before next meeting: Insure that invited speakers have been identified and will accept. Emphasize to invited speakers that they must prepare paper summaries for review following the same guidelines as those for contributed papers. (Note: The NPC has ruled that effective in February 1984, dummy-blank-sheet summaries would no longer be accepted as a substitute for invited paper summaries.) Then have letters to the invited speakers prepared for the division chair’s signatures. (Copy: Chair NPC, ANS TRANSACTION Coordinator, TPC).

This step is to formalize the commitment and to ensure that one-day free registration for non-member invited speakers is correctly handled by ANS-HQ. To assist in the latter, division reps should independently advise the ANS-HQ representative at the Paper Review Meeting of their list of non-member invited speakers for each national meeting. This must be done before the close of the Paper Review Meeting.

- **6 months before the meeting (during Annual or Winter Meeting):**

Complete Special Session forms. Review content to determine whether previously agreed co-sponsorships need reconsideration with other division reps.

- **4 months before The Meeting (during Paper Review):**

Review papers for invited and contributed sessions, complete sessions and identify chairs. (Final opportunity to coordinate.)

Obviously, two of the above activities are conducted for two forthcoming Annual or Winter Meetings at each meeting of the NPC, since for example, 6 Months before one meeting is also 12 Months before the next.

Support Development of Special and Contributed Session

Call-for-Papers for national meetings are marked up during paper review sessions at the Division Rep Meeting. The markup process constitutes a review, in order, of every division's list of invited and special sessions. This review is conducted by the TPC for the related meeting. During the course of the markup, all division reps identify their desires for co-sponsorship, identify concerns regarding the potential for overlap, and make adjustments as necessary. All recognized potential for conflict is resolved during these meetings. Co-sponsorship of a technical session requires the co-sponsoring division to identify a session co-organizer that will assist with organization of the session.

It is recognized that contributed papers as received in response to Call-for-Papers for a national meeting may alter the division rep's anticipated outline of sessions for a meeting. Accordingly, it is the division rep's responsibility to recognize that session plans have changed and to coordinate with interfacing divisions. Only the division rep can know the true content of a division's sessions and consequently the division rep is solely responsible for keeping interfacing divisions informed as to technical content and plans.

Division reps in close co-operation with session organizers are responsible for identifying chairs for all of their sessions held during national meetings. Experience dictates that division reps should come to the Paper Review Meeting with a list of chairs who meet the necessary requirements of the ANS for that task. (They must be a member of the ANS unless a waiver is specifically approved by the chair of the NPC, and they may not have chaired a session during the last two meetings.) They must have agreed to serve as chairs and their full address and telephone number must be provided before the completion of the paper review.

It is noted that all non-ANS-member invited speakers who participate in an ANS meeting receive one day of free registration. (This applies to the speaker only, not to any co-authors.) However, they do not receive free page charge for publications in the Transactions. Session chairs (as ANS members) must pay their own registration. No ANS members receive any form of free registration or other allowance.

Organize and Manage Review of Division Sponsored Sessions

Division reps are responsible for organizing and managing all division affairs conducted during the Paper Review Meeting based on the guidance presented in the Manual for National Meeting Sessions Organizers. They are the representatives of the division and are responsible for all decisions concerning the division's technical program and their input to the National Program.

Division reps are responsible for the quality of technical sessions. They assure that a sufficient but not excessive number of qualified technical reviewers participate in the

electronic paper review session. They are expected to provide the list of reviewers to the meeting TPC and ANS System Administrator (for electronic review website) prior to the expiration of the Call for Papers. It is important that special session organizers be included in the paper review team since only they can be expected to know the current status of invited speakers and paper summaries. Division reps should consider NPC members-at-large when seeking paper review support.

Division reps are responsible for all decisions concerning the arrangement of papers, the arrangement of sessions, co-sponsorship, and the management of their division's review process. Division reps may reassign papers among other divisions if both affected division reps concur. The ANS System Administrator (for electronic review website) is also informed of the reassignment to facilitate the exchange.

It is essential that all division reps participate in the Auction. (The Auction, conducted by the NPC chair, is the final arrangement of sessions in order and assignment of rooms, conducted on the last day of paper review.) No changes to these arrangements are permitted following the Auction.

Division reps prepare or supervise preparation of rejection, revision and combination letters for all papers assigned to their division. It is essential that clear and appropriate letters be prepared. (Note: [1] combination of papers is permissible only when authors are from the same organization; [2] Invited papers may be rejected). The division representative will review all papers resubmitted by authors to determine whether appropriate revision has been made as required by the paper reviews.

The TPC manages the rejected paper appeal process and is the final authority on disposition of appeals. The division rep is the division's point of contact by the TPC when requesting assistance.

Be Familiar and Assist With Topical Meeting Classification

Division reps are expected to be familiar with the Topical Meeting Manual so as to assist others in the planning for topical meetings. As can be seen in the guidelines, there are 5 types of topical meetings: Class I through V. There are no other types of ANS recognized meetings.

ANS TOPICAL MEETING CLASSIFICATIONS

- | | |
|-----------------|--|
| Class I | ANS is the major sponsor with technical program and financial responsibility (These meetings can be co-located with other ANS Class I meetings or the National Meeting) |
| Class II | ANS is a co-sponsor with another technical society with specific technical program responsibilities |

- Class III** **ANS Topical meeting embedded in the National Meeting. The division(s) is responsible for the technical program only.**
- Class IV** **ANS endorsed meeting with NO technical program or financial responsibility by ANS or the division.**
- Class V** **Executive Conference arranged by ANS headquarters without division involvement in the program**

ANS organizations may not hold Class IV Meetings. Class IV meetings are minor co-sponsorship meetings where the use of the ANS name is granted to others and where ANS has neither technical nor financial responsibility. Obviously, if a meeting is held by an ANS organization, the ANS does have major responsibility. Accordingly, the Class IV meeting designation is not available for ANS Division or Section sponsored or co-sponsored meetings.

Regarding the authority of local sections to organize or grant co-sponsorship of Topical Meetings, such action may not be taken by local sections without the approval of the NPC except in extremely restricted circumstances:

- 1. If the meeting duration is of no more than one day, and**
- 2. If the meeting topic is of local importance only.**

There have been past instances where local sections have allowed the use of the ANS name in co-sponsorship of meetings without the approval of the National Program Committee and the ANS President. This is not allowed.

Support Organization & NPC Presentations of Division Topical Meetings

The Division rep is responsible for reporting to the NPC on all aspects of planning and management of Topical Meetings sponsored by his division. He is responsible for knowing in advance when the various approval steps are scheduled for action by the NPC. Class I Topical Meeting approval steps are:

- Calendar Placement: Two years or more before the scheduled meeting,**
- Preliminary Approval: Approximately 18 months before the meeting, and**
- Final Approval: Approximately 8 months before the meeting.**

It is essential that requests for Calendar Placement, preliminary and Final Approval come before the Screening Subcommittee. The Topical Meeting Information Questionnaire (see Topical Meetings Manual) is to be completed and sent to the NPC Chair and the ANS Direction of Meetings at least three weeks prior to the NPC Screening Subcommittee meeting. The division rep is responsible for obtaining Calendar Placement and arranging

presentations or obtaining Preliminary and Final Approval. He may make these presentations himself, but when possible, he should have the technical program chair or general chair for the Topical Meeting make the presentation.

For Calendar Placement, the NPC must have the month and year, the expected location, the scope of the meeting, participating divisions and organizations and the individual responsible for the Screening Committee presentation of the meeting. This information is necessary to ensure against topical or other conflicts between meetings, since Calendar Placement reserves the topic, time and location for a meeting. Changes to these data require the approval of the NPC Screening Committee.

It is noted that while the NPC grants Calendar Placement and Preliminary Approval, the President of the Society grants Final Approval based upon the recommendation of the NPC Screening Subcommittee and acceptance of financial arrangements by ANS-HQ. Inherent in the Final Approval step is the right of the NPC Screening Subcommittee to make alterations or even recommend postponement or cancellation if in their opinion such steps are necessary. For this reason, the formal program for the meeting is not published until Final Approval is obtained.

The NPC Screening Subcommittee meets four times per year in February, June, July and November (during ANS national meetings and paper reviews). Actions of the NPC Screening Subcommittee are reported in the NPC meeting and submitted to the ANS president for approval. Accordingly, meetings of the Screening Subcommittee are very important steps towards approval of Topical Meetings.

The Preliminary Approval proposal is the major step in obtaining the NPC Screening Subcommittee approval. Much of the information for the Final Approval stage is requested at this time. The required information should be presented using the Topical Meeting Information Questionnaire form in the Topical Meeting Manual. The form should be sent to the NPC chair and ANS Director of Meetings at least three weeks prior to the screening subcommittee. The Screening Subcommittee will examine the following in particular:

- Technical Scope of the Meeting
- Tentative Outline of Sessions
- Names and Affiliations of the Technical Program Committee
- Preliminary Publication Plans
- Preliminary Financial Plans

It is expected that the Technical Program Committee will be broadly based and will have met in order to develop the first two items above. In the past, the NPC has frequently withheld Preliminary Approval because the meeting organizers had not developed the information indicated above. When Preliminary Approval is withheld, the Topical Meeting organizers frequently encounter significant difficulty in proceeding due to time constraints. Accordingly, careful attention should be given by the Division Reps in assuring that the meeting organizers are well prepared for the Preliminary Approval step. Also note that

hotel contracts for ANS topical meetings are not to be executed prior to review by the ANS Director of Meetings and the NPC Screening Subcommittee preliminary approval of the topical meeting.

At the Final Approval stage, the NPC Screening Subcommittee expects that no less than 75% of invited speakers and session chairmen have accepted invitations to participate. The Committee is interested in both the mechanics of the staging of the meeting and the technical content. A number of items are required for review for Final Approval. This information is outlined in detail in the Topical Meeting Manual.

26 ANS STAFF DIRECTORY

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