**American Nuclear Society**

**Columbia, South Carolina Local Section**

**Bylaws and Rules**

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*The following articles constitute the governing documents of the Section. The Bylaws are derived from the Bylaws and Rules of the American Nuclear Society and thus can only be modified by authority of the national Board of Directors. The Rules are developed and maintained by the individual Local Section and can be modified using the procedure set forth within. In the event of a conflict between the Rules and the Bylaws, the Bylaws take precedence. Regulations on Section governance (if any) imposed by the state government should be incorporated into the Rules as necessary.*

Revised April 27, 2013

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| STANDARD BYLAWS | SAMPLE RULES |
| B1 - NAME1. The official name of this organization shall be the Columbia, South Carolina Section of the AMERICAN NUCLEAR SOCIETY, Incorporated, hereinafter referred to as the Section and Society, respectively. | R1 – NAME1. The official name of this organization shall be the Columbia, South CarolinaSection of the AMERICAN NUCLEAR SOCIETY, Incorporated, hereinafter referred to as the Section and Society, respectively. |
| B2 - OBJECTIVES1. The objectives of the Section 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."2. The Section shall undertake activities for the more active furtherance of the objectives in its locality. These activities shall be identified in Section Rules or Procedures.3. The Section is organized exclusively for educational and scientific purposes, including for these purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law). | R2 - OBJECTIVES1. For the more active furtherance of the objectives of the Society in its locality, the Section shall undertake:1. The formation of closer professional and personal relations among the members;
2. The promotion of beneficial and cordial relations with the faculty and students of nearby institutions giving courses in nuclear science and engineering;
3. Cooperation with other scientific and professional groups having similar objectives;
4. Cooperation with the Society in the promotion and conduct of National Topical and joint meetings, etc., mutually beneficial to the Society and the Section;
5. To encourage the public understanding of nuclear science and engineering;
6. To engage in such other activities as may be appropriate for the fulfillment of the objectives of the Society; and
7. The Section will not attempt to influence legislation.
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| B3 - OBLIGATIONS TO THE SOCIETY1. The activities of the Section 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. As specified in the Section Rules, the Section will also comply with obligations established by a State authority whenever the Section is incorporated in a State within its territory2. No action, obligation, or expression of the Section shall be considered an action, obligation, or expression of the Society as a whole. Any publication issued by the Section shall be imprinted with a statement that the Section assumes sole responsibility regarding an action, obligation, or expression with respect to the Society.3. The Section shall not have authority to act for or in the name of the Society without prior approval of the Board of Directors or the elected Corporate Officers. However, on local matters the Section may represent the official position of the Section upon the approval of the Section Executive Committee, and after consultation with the Chair of the Society's Public Policy Committee or the Executive Director of the Society.4. The affairs of the Section shall be conducted in such manner that the Section shall be financially independent and shall not rely on support from the funds of the Society. | 1. Notwithstanding any other provision of these Bylaws, this Section shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law
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| B4 - TERRITORY AND MEMBERSHIP1. The territory in which the Section may operate shall consist of the area designated by the Society. 2. Members of any grade in good standing in the Society shall be eligible to become members of this Section. The grade of membership held in the Section shall be the same as the member holds in the Society**.**3. Voting members of the Society in good standing shall be entitled to the right to vote and hold office in the Section. Voting Society members may hold elective office in no more than one (1) Section concurrently. Student members of the Society and Friends of the ANS (FANS) may be granted the right to vote or to hold office in the Section, except for the position of Chair or Vice Chair, as specified in the Section Rules.4. Non-Society members may be eligible to become Section Participants of the Section if their association will result in the furtherance of the objectives of the Section as set forth in Article B2. Section Participants whose qualifications for participating in Section activities have been approved by majority vote of the Section's Executive Committee shall be entitled, upon payment of a contribution, or mailing fee, not less than the annual Section dues, to receive notices of and to attend meetings, and other privileges specifically granted by the Section. Section Participants may be granted the right to vote on Section matters, as specified in the Section Rules. Participants cannot hold Section offices of Chair or Vice-chair, Participants may be granted the right to hold other Officer or Executive Committee positions, with all Committee rights, in no more than one Section at any time, as specified in the Section Rules. Participants shall be encouraged to apply for Society Membership. | R4 - MEMBERSHIP1. The territory in which the Section may operate shall be within the state of South Carolina.
2. Student Members of the Society within the Section territory shall be eligible for membership in the Section upon payment of student member dues.
3. Student, Library, and/or Organization Members shall not have the right to vote or hold office in any Section.
4. Student, Library, and/or Organization Members are not eligible to hold positions on the Executive Committee.
5. Section Participants have the right to vote in all Section matters but not in national elections for national matters.
6. Section Participants cannot hold Section office of Chair, Vice-chair, Secretary, or Treasurer, but are eligible to hold a minority of positions on the Executive Committee with all Committee rights, in no more than one Section at any time.
7. Persons who have been members of the Section for ten (10) years upon retirement, if not less than sixty (60) years of age, may be entitled to become Emeritus Members of the Section upon application to the Section Executive Committee. Emeritus Members shall not pay Section dues
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| B5 - ASSESSMENTS AND CONTRIBUTIONS1. The Section shall have the right to 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 meeting.2. The Section may also accept local non-compulsory financial contributions, but solicitation and acceptance of such contributions shall be subject to the following conditions. (These conditions not required for Sections outside the USA.): a. Limited to solicitation for those activities consistent with the objectives of the Society. b. Notification be given to the President of the Society, in writing, of the intent and purpose of the solicitation; the President may disapprove of such solicitation within 30 days of notification.3. No part of the net earnings of the Section shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the Section shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this paragraph. No substantial part of the activities of the Section shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Section shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these bylaws, the Section shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). | R5 - DUES AND FISCAL YEAR1. The annual dues for Section membership shall be determined and established by the Section Executive Committee. 2. Student members shall not be assessed Section dues.3. The fiscal year of the Section shall coincide with the calendar year, so as to coincide with the fiscal year of the Society. |
| B6 - OFFICERS1. The officers of the Section shall be a Chair, a Vice-Chair, a Secretary and a Treasurer. The duties of the Secretary and Treasurer may be combined into a single office. The Chair and Vice-Chair must be voting members of the Society**.** 2. Each year the Secretary shall provide the Society with A report which includes a review of Section activities, membership details, names of Officers and Executive Committee members and copies of meeting minutes. The report shall be filed with the Executive Director by August 31. Other information may be requested from time to time by the Executive Director of the Society or the Chair of the Local Sections Committee.  | R6 - OFFICERS1. The officers of the Section shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Vice Chair shall be designated Chair-Elect. The officers shall hold office for one (1) year beginning and ending with the annual meeting of the Section or until their successors are elected or appointed. The Chair and Vice Chair shall be Fellows or Members of the ANS.1. The Chair shall have supervision over the affairs of the Section under the direction of the Section Executive Committee. The Chair shall preside at meetings and shall have the power to perform other duties as may be provided in these Bylaws or may be delegated to the office by the Section Executive Committee. The chair shall be an ex officio member of all section committees.
2. The Vice Chair at the time of election shall be designated Chair-Elect. While serving, the Vice Chair shall perform the duties of the Chair in the Chair's absence or when the Chair is unable to serve, and such other duties as may be delegated to the office by the Section Executive Committee. At the expiration of the term of office, the Vice Chair shall automatically succeed to the office of Chair.
3. The Secretary shall keep a record of the proceedings of the Section and shall have such other duties as may be assigned by the Executive Committee or these Rules. The Secretary shall act as custodian of the Section Bylaws Rules, Regulations. The Secretary shall see that a notice of each Section meeting is sent to each member of the Section not less than ten (10) days before the date of that meeting. In the absence of the Chair and Vice Chair, the Secretary shall preside at the meetings of the Section.
4. The Treasurer shall collect and disburse funds as authorized by the Section Executive Committee. The Treasurer shall serve as a member of Finance committee. The Treasurer shall deposit the funds of the Section in a repository approved by the Section Executive Committee, shall handle the financial accounting, shall present a financial report at Section meetings while in office, and shall submit the books of account to the auditing committee when leaving office. The Treasurer shall be responsible for filing with the Executive Director of the Society not later than February of each year an annual financial report consisting of an operating statement of income and expenses. The Treasurer shall also have such other duties as may be assigned to the office by the Section Executive Committee. In the absence of the other officers, the Treasurer shall preside at meetings of the Section.
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| B7 - EXECUTIVE COMMITTEE1. The Executive Committee shall be the governing body of the Section and shall have the power to act for the Section in all matters, subject to these Bylaws and to the Certificate of Incorporation and the Bylaws of the Society.2. The Executive Committee shall consist of the Officers of the Section and include the Chair of each Branch if the Chair of the Branch is elected by the Branch membership. Additional members may be specified by the Section Rules 3. In order to provide for handling the affairs of the Section, the Executive Committee shall prepare and adopt, in connection with these Bylaws, suitable rules. Section 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.4. The Section may enter into cooperative agreements with local scientific and engineering societies, or with local units of such national societies, not contrary to the Certificate of Incorporation and the Bylaws and Rules of the Society. | R7 - EXECUTIVE COMMITTEE1. The Executive Committee shall consist of the officers of the Section, the immediate past Chair of the Section, and three (3) other members to be elected as hereinafter provided. The elected members shall have staggered three (3) year terms which expire concurrently with the term of the officers of the Section so as to maintain effective continuity of experience in conducting the affairs of the Section and in performing the duties of the Committee. The Chairs of the Standing Committees may be invited to attend Executive committee meetings. The Chair of the Section shall be the Chair of the Executive Committee. A quorum shall be a majority of the members of the committee.2. Any vacancy among the officers or on the Executive Committee shall be filled by an Executive Committee appointment for the unexpired term except that a vacancy in the Office of Chair shall be filled by the Vice-Chair, who shall continue to perform the duties of the Vice-Chair until installed as Chair for the following year, or as otherwise acted upon by the Executive Committee.3. Rules shall be adopted by affirmative vote of not fewer than three-fourths (3/4) of the members of the Executive Committee. 4. Meetings of the Executive Committee may be called at any time by the Chair, or at the request of any two members of the Committee. 5. Cooperative agreements (Item B7.4) shall only be by the action of the executive committee. |
| B8 - MEETINGS1. The Section shall hold no fewer than two (2) meetings each year, one of which shall be the annual meeting. | R8 - MEETINGS1. Meetings shall be held as determined by the Executive Committee at the times and places designated. The Annual Meeting of the Section shall be held in the Spring, but shall not conflict with the Society's Annual Meeting.2. A notice of each Section meeting shall made available to each voting and non-voting Member by the Secretary or the Secretary's delegate not less than ten (10) days before the date of that meeting.3. The order of business at regular meetings of the Section shall be:* Reading of minutes
* Treasure’s report
* Report of Committee
* Unfinished business
* New Business
* Papers, lectures, technical programs, etc

4. The Section shall hold no fewer than four (4) meetings each year, one of which shall be the annual meeting. |
| B9 - RULES OF ORDER1. Rules contained in Robert's Rules of Order, current edition, shall be used in the conduct of meetings of the Section and shall be the authority on parliamentary procedures except as may otherwise be required by the laws of incorporation of the Society and the Bylaws and Rules of the Section and the Society. | R9 - QUORUM AND RULES OF ORDER1. A quorum for the transaction of business at Section meetings shall consist of not fewer than twenty five (25) qualified voters or twenty (20) percent of the voting Members and Participants, whichever is less.
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| B10 - AMENDMENTS1. Amendments to these Standard Bylaws may be proposed by any Local Section, the Local Sections 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 Local Sections, in keeping with the intent of the Standard Bylaws. All proposed amendments shall be forwarded to each Local Section for comment. Comments should be filed with the Local Sections 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 R17.5.1.2. The Local Sections Committee shall notify all Local Sections of approved amendments to the Standard Bylaws. Each Local Section shall be responsible for reviewing approved amendments to determine if corresponding changes to the Local Section’s Rules are required.  | R10 -AMENDMENTS1. Amendments to these Bylaws may be proposed at any regular meeting of the Local Section attended by a quorum of qualified voters of the Section.
2. Any proposed amendment shall be forwarded to the Society Bylaws and Rules Committee for Society review and approval following approval of two-thirds (2/3) of the members of the Section Executive Committee.
3. The proposed amendment, as endorsed by the BRC, shall then be presented to the members of the Section for a vote. Voting may take place at any meeting attended by a quorum of qualified voters of the section provided that a written notice of the meeting, together with the text of the proposed amendment and of any existing articles thereby affected, has been mailed to the members by the secretary at least ten (10) days before the meeting at which the vote will be taken. Voting may also take place by letter ballot provided at least thirty (30) days are allotted between ballot distribution and the specified closing date for return. (The thirty day waiting period may be shortened if ballots from all eligible voters are received prior to that time.) Section approval of a proposed amendment shall require the affirmative votes of no fewer than two-thirds (2/3) of the members voting and the total vote shall not be less than twenty-five percent (25%) of the total voting membership of the Section.
4. The proposed amendment shall become effective following Section approval and the Section Secretary's filing of a certified copy of the approved amendment with the Executive Director of the Society.
5. The Section Secretary shall be responsible for notifying members of amendments to the Rules as soon as possible after adoption. The secretary shall be responsible for supplying single copies of Bylaws and amended Bylaws as may be requested by the section members in good standing.
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| B11 - DISSOLUTION1. Upon the dissolution of the Section, assets shall be distributed first in accordance with the Articles of Incorporation of the Section. If no such Articles exist, or potential recipients are not named specifically, then the Society, an organization exempt under Section 501(c)(3) of the Internal Revenue Code, shall take possession of assets for one or more exempt purposes within the meaning of that Section of the Code or corresponding section of any future federal tax code, or they shall be distributed to the Federal government, or to a state or local government, for a public purpose. |  |
| B12 - ELECTION AND ELIGIBILITY (none) | R12 -ELECTION AND ELIGIBILITY1. The Section officers (except the Chair) and members of the Executive Committee shall be elected by letter ballot.2. The nominating committee constituted under the provisions of these Rules shall place a list of their nominees in the hands of the Secretary not later than February 1st of each year. The Secretary shall prepare and forward to each member of the Section not later than March 1st. , a ballot containing the nominations submitted by the Nominating Committee, and in addition any other nominations submitted by endorsement of not fewer than five (5) members received in writing either by the Nominating Committee or by the Secretary prior to February 1st.3. For each elective office, other than the office of Chair, at least one (1) candidate shall be named by the Nominating Committee. Each nominated candidate shall have agreed at least one (1) week prior to mailing of the ballot to serve if elected. The ballot shall also contain spaces for write-in names for each office.4. Ballots shall be returned to the Secretary to determine the eligibility of the voters and the Secretary shall turn over all accredited ballots to the Inspectors of Election. In order to be counted, they shall reach the Secretary not later than April 1st.5. Voting shall be by secret ballot, under the general procedure stipulated for voting and for handling ballots in the Bylaws and Rules of the Society. The Inspectors of Election shall be appointed by the Chair from members of the Section who are not members of the Executive Committee or nominees for office.6. The Inspectors shall report the results of the election not later than April 7th to the Secretary who shall declare elected to each office the candidate receiving the largest number of votes for that office. Should a tie occur, the Section shall resolve the tie by ballot vote at the next regular meeting or special meeting called in accordance with the Section Bylaws and Rules.7. The elected candidates shall be installed and their terms of office shall commence during the Annual Meeting of the Section.8. Members shall not be eligible for election to more than one (1) office concurrently. After one (1) term in office, the Chair shall automatically be succeeded by the Vice-Chair. The Secretary, Treasurer, and other elected members of the Executive Committee shall be eligible for not more than three (3) consecutive terms. |
| B13 -SECTION COMMITTEES(none) | R13 -SECTION COMMITTEES1. The Standing and Special Committees of the Section shall be appointed by the Section Chair, as required, to serve during the Chair's tenure of office, except as otherwise specified. Members shall not be eligible for reappointment to the same committee for more than three (3) consecutive terms. Appointments of and to committees shall be reported to the Section Executive Committee subject to their approval, and that Committee may change the personnel of committees at any time at its discretion1. All Standing Committee Chairs shall provide an activity and projected action report periodically to Executive Committee upon request of the Section Chair.
2. The Standing Committees may include:

 1. Membership Committee - composed of not fewer than two (2) Section members, charged with the duty of bringing the advantages of the Section and of Society membership to the attention of qualified candidates. 2. Program Committee - composed of not fewer than two (2) Section members, who shall be responsible for planning Section meetings and for coordinating all meetings with those of the Society and of affiliated organizations.  3. Finance Committee - composed of at least one (1) Section members and the Treasurer, who shall have supervision over and responsibility for the financial affairs of the Section and its books of account. This Committee shall be chaired by the Section Vice Chair. This Committee shall also prepare the annual budget for presentation to the Executive Committee at the first meeting of the fiscal or activity year.  4. Publicity Committee – composed of not fewer than two (2) Section members, who shall arrange for all notices and distribution to Section members and publicity releases. This Committee shall arrange all publicity for Section activities and assist the Society in publicizing national activities within the local area. The Committee shall also be responsible for preparation and submission of articles for Society publications and for preparation, publication, and distribution of Section news to the members, on a frequency as determined by the Executive Committee.5. Honors and Awards Committee – composed of not fewer than two (2) Section members who shall be responsible for reviewing and recommending to the Executive Committee the advancement in membership grade of those Section members who are so qualified. This shall include nomination of members to the honor of Fellow in the Society. It shall be responsible for recommending to the Society nominees for National Offices and members for National Committees. The Committee, further, shall consider and present honors to local Section members or honored guests at Section meetings. 6. Public Information Committee – composed of not fewer than two (2) Section members who shall plan and promote measures of disseminating information on nuclear sciences and technology to civic organizations and to the general public, and who shall assist educational institutions in presenting a broad view of the fields and requirements for science and engineering pertaining to the atomic nucleus and the allied sciences and arts. 7. Section Development Committee – composed of not fewer than three (3) Section members who shall all have served as Chair of the Section. The Chair of this Committee shall be the immediate past Chair of the Section. If the immediate past Section Chair is unavailable, then the new most recent past Section Chair shall become Chair of this committee. The Committee shall be responsible for reviewing the complete scope of operations of the Section with the objectives of recommending action for improvement of change, as they may deem necessary for a more favorable development of the Section, to the Executive Committee for their review, consideration, and action.8. Arrangements Committee – composed of not fewer than two (2) Section members who shall be responsible for all arrangements as necessary to properly hold and conduct the Sections regularly scheduled or special meetings1. Additional Standing Committees may be created by a two-thirds (2/3) vote of the Executive Committee.
2. Nominating Committee - composed of not fewer than twoSection members who shall nominate candidates for the elective offices and the Executive Committee.
3. Auditing Committee - composed of not fewer than two Section members whose sole function shall be to audit the outgoing Treasurer's book of account.
4. Inspectors of Election - composed of not fewer than two Section members, none of whom is a candidate for election, who shall supervise the conduct and certify the results of the annual election of the Section officers.

d. Special committees shall be dissolved upon completion of the duties assigned to them.e. At the completion of the work or purpose for which the Special Committee was created, the Chair of the Committee shall submit a report of the activity and results and/or recommendations of the Committee to the Chair of the Section.f. Special Committees may be established by the Chair of the Section, subject to approval of the Executive Committee.3. A majority of the Committee shall constitute a quorum at all Committee meetings. |