# AMERICAN NUCLEAR SOCIETY 

Bylaws \& Rules for
Fuel Cycle and Waste Management Division

June 2019

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## Article B1 - Name

1.1 The official designation shall be the Fuel Cycle and Waste Management Division of the American Nuclear Society, Incorporated, hereinafter referred to as the Division and Society, respectively.

## R1 - Name

1.1 The official name of the Fuel Cycle and Waste Management Division of the American Nuclear Society may also be referred to as FCWMD.

## Article B2-Objectives

## R2-Objectives

2.1 The objectives of the Division shall be consistent with the objectives of the Society, as set forth in its Certificate of Incorporation and in Article B2 of its Bylaws and Rules, principally, the "advancement of science and engineering relating to the atomic nucleus and of allied sciences and arts".
2.2 The Division shall provide, through a group of members of any grades particularly interested in the Division's area of nuclear science or technology, a means to promote the sciences and arts of that area, within the scope of the Society.
2.3 The Division's area of nuclear science or technology includes: all aspects of the nuclear fuel cycle from mining to transportation to radioactive waste management.
2.4 To further its objectives, the Division shall:
a. Hold meetings, or conduct other activities, in accordance with the stated policy of the Society for the presentation and discussion of professional ideas relating to the Division's area of nuclear science or technology.
b. Disseminate knowledge and information in the Division's area of nuclear science or technology through discussions, public meetings, electronic media, academic presentations and other means of information exchange.
c. Encourage the formation of closer professional, and, as appropriate, personal relations among the members.

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| d. Cooperate with other scientific and |  |
| professional groups having related objectives. |  |
| Article B3 - Obligations to the Society | R3- Obligations to the Society |
|  |  |
| 3.1 The activities of the Division and its members |  |
| shall be governed by the provisions of these |  |
| bylaws, which shall be in accord with the |  |
| provisions of the Certificate of Incorporation |  |
| and the Bylaws and Rules of the Society. The |  |
| Division shall be in operated in accordance with |  |
| the Certificate of Incorporation of the Society |  |
| and their respective Bylaws, Rules, Procedures, |  |
| and Policies. |  |
| 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. |  |
| 3.3 The Division shall not have authority to act for |  |
| or in the name of the Society. No action, |  |
| obligation, or expression of the Division shall be |  |
| considered an action, obligation, or expression of |  |
| the Society as a whole. A statement to the effect |  |
| that the Division assumes sole responsibility for |  |
| the contents shall be imprinted on any |  |
| publication regarding an action, obligation, or |  |
| expression with respect to the Society, issued by |  |
| the Division. The Division may use its website |  |
| for this purpose. |  |
| 3.6. The Secretary of the Division shall file with the |  |
| 3.5 The financial affairs of the Division shall be |  |
| conducted in such manner that the Division shall |  |
| be financially independent and shall not rely on |  |
| 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. |  |
| support from Society funds above the limit |  |
| authorized by the Board of Directors for each |  |
| Division. The Division may meet its financial |  |
| obligations in accordance with the provisions in |  |
| Article B5. |  |


| Executive Director of the Society copies of the minutes of the Division Executive Committee meetings in accordance with B7.4. The Treasurer of the Division shall file with the Executive Director of the Society a copy of the Division Annual Budget in accordance with B7.6. |  |
| :---: | :---: |
| Article B4-Membership | R4-Membership |
| 4.1 Members in good standing in the Society shall be eligible to become members of the Division. |  |
| 4.2 Student members in good standing in the Society shall be eligible for membership in the Division. As such, they are eligible to vote on Division matters and may serve on the Executive Committee and as Officers in the Division except for the positions of Chair and Vice-Chair. | 4.2 Student Members are eligible to serve as Members at Large on the Executive Committee but in this role they may not hold the positions of SecretaryTreasurer, Vice-Chair or Chair. |
| 4.3 Society members who desire to become members of the Division shall so indicate on the dues billing form issued annually to all Society members by the Executive Director. Society members desiring to join at other times may do so by notifying the Executive Director and paying the associated fee, if necessary. |  |
| 4.4 Society members who desire to terminate their membership in the Division shall so indicate on the annual dues billing form. Society members desiring to resign at other times may do so by notifying the Executive Director. Upon resignation, the member's name shall be dropped from the Division roster and mailing list. |  |
| 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. | 4.5 Section B4.5 does not apply to the Division Rules. |
| 4.6 At the discretion of the Executive Committee, the Division may enroll non-Society members as "Division Participants" for a non-renewable period of up to two years. Division Participants shall be "non-Society" members who qualify by submitting an application and paying a fee for an amount and via a path approved by the | 4.6 The Division does not promote "Division Participants" as defined in Section B4.6. |

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

 Contributions5.1 The Division may collect dues from its members as provided in the Division Rules. The dues for membership in a Division shall be shown on the annual statement sent to each member of the Society by the Executive Director.
5.2 The Division may levy special and reasonable assessments to implement the sponsorship of special or topical meetings when authorized by affirmative vote of not fewer than two-thirds (2/3) of the members present at a regular or special meeting called in accordance with these Bylaws.
5.3 The Division may also accept non-compulsory financial contributions, but solicitation and acceptance of such contributions shall be subject to the written approval by the Board of Directors and the Executive Director.
5.4 The funds derived from these and from any other authorized sources shall be disbursed for the Division by the Executive Director of the Society in response to requests from the Treasurer and Chair and in accordance with the annual operating budget prepared by the Finance Committee of the Division and subject to the limitation stipulated in Article B3.4 of these Bylaws.

## Article B6 - Executive Committee

6.1 The Division shall be managed by an Executive Committee. This Committee shall constitute the

## R5 - Dues, Assessments, and Contributions

## R6 - Executive Committee

6.1 The Executive Committee may empower Officers or members of the Executive Committee to act
governing body of the Division and shall have power to act for the Division in all matters, subject to these Bylaws and to the Certificate of Incorporation and the Bylaws and Rules of the Society.
6.2 The Executive Committee of the Division shall consist of not fewer than six (6) members. The members, elected at large, 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. The terms of the members shall be staggered so as to maintain effective continuity of experience in conducting the affairs of the Division and in performing the duties of the Executive Committee. The Chair of the Division most recently retired shall be an ex- officio member with voting privileges. The Chair of the Professional Divisions Committee of the Society shall be an ex-officio member without vote. The Chair of the Division shall be the Chair of the Executive Committee, and other Officers, as defined in Articles B7.2 through B7.6, shall also serve on the Executive Committee. A quorum shall be a majority of the voting members of the Executive Committee.
6.3 Any vacancy among the Officers or on the Executive Committee occurring during their terms shall be filled to complete the vacated term, as specified in the Division Rules, except that a vacancy in the office of Chair shall be filled by the Vice-Chair (the designated ChairElect 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.
6.4 The Executive Committee may remove members missing more than two (2) consecutive meetings, unless appropriate reasons are provided for missing such meetings.
specifically on its behalf in certain matters.

### 6.2 Composition and Term of Office

a. The Executive Committee of the Division shall consist of not more than twenty (20) members including the Officers, the elected members, and exofficio 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.
b. Term of Office - The term of office for non-officer Executive Committee members, who are elected at large (including those elected as Student Members), shall be three (3) years.

### 6.3 Filling of vacancies:

a. A vacancy among the Officers or on the Executive Committee may be declared because of death, resignation, or removal in accordance with Article B6.4.
b. Between elections, a vacancy shall be filled through appointment of an individual by the Chair, with an affirmative vote by two-thirds (2/3) of the Executive Committee members.
c. An individual appointed to fill a vacancy on the Executive Committee shall serve for the remainder of the original term.

### 6.4 Removal by Executive Committee:

An affirmative vote by two-thirds (2/3) of the Executive Committee members is required to remove, for non-attendance or other good cause, an Officer from office or an elected member from the Executive Committee.
6.5 In order to provide for handling the affairs of the Professional Division, the Executive Committee shall prepare and adopt, in connection with these Bylaws, suitable Rules. Professional Division Rules, and proposed changes to them, must be reviewed for consistency with Society Bylaws and Rules by the Bylaws and Rules Committee of the Society. A copy of such Rules shall then be filed with the Executive Director of the Society. The procedure for amending the Rules shall be specified in the Rules.
6.6 The Executive Committee shall meet at least twice each year, once during the Annual Meeting and once during the Winter Meeting of the Society, or as appropriate. Other meetings (e.g. at Division-sponsored Topical Meetings) or teleconferences, e-mail communications, and by other appropriate medium of the Executive Committee may be called at any time by the Chair, or at the request of any three or more members of the Committee.

### 6.5 Amendment to Division Rules:

a. Amendments to Division Rules may be proposed by any member of the Executive Committee during a Committee meeting and approved by a simple majority of the members present.
b. Amendments adopted by the Executive Committee shall be provided to the Society Bylaws and Rules Committee for review and endorsement.
c. In the event that an approved amendment does not receive a majority vote of the Executive Committee, the Chair may direct the amendment to be put to a Division vote at the next scheduled election.
d. The approved amendments to Division Rules shall become effective upon being filed with the Executive Director of the Society.
e. The Division Secretary-Treasurer shall notify the Division membership of the amended Rules in a printed or electronic newsletter.

## Article B7-Officers

7.1 The Officers of the Division shall be a Chair, at least one Vice-Chair, a Secretary, and a Treasurer. The duties of the Secretary and Treasurer may be combined into a single office (i.e., Secretary-Treasurer). All Officers shall hold their offices for a one-year or two-year term or until their qualified successors are elected or appointed.

## R7 - Officers

7.1 The Officers of the Division shall be a Chair, a Vice-Chair, a Secretary-Treasurer, a Program Chair, and a Program Vice-Chair. Except for SecretaryTreasurer, all terms of office are one year concurrently with the term of Officers of the Society or until their successors are elected or appointed. The Secretary-Treasurer shall hold office for two years or until her or his successor is elected or appointed. The Vice-Chair shall be designated Chair-Elect.
7.2 The Chair and Vice-Chair of the Division shall be ex officio members, with voting rights, of the Society's Professional Divisions Committee as specified in Society Rule 7.1.4
7.3 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.
7.4 The Secretary or Secretary-Treasurer shall record and file with the Executive Director within thirty (30) days after the meeting date(s) the minutes of the Division Executive Committee meetings. Separate teleconference meetings minutes may be recorded by the Division and do not have to be filed with the Executive Director as long as Division actions executed electronically are recorded in the
7.2 Duties of the Chair and Vice-Chair:
a. The Chair shall have supervision over the affairs of the Division, subject to the direction of the Executive Committee, and shall be responsible for coordinating the work of the Division with the activities of the Society.
b. The Chair shall be responsible for calling all meetings of the Executive Committee and shall preside at meetings of the Executive Committee and the Division.
c. The Chair shall be responsible for representing the Division at the meetings of the Society Professional Divisions Committee and Society Board of Directors.
d. The Chair shall be an ex-officio, voting member of all Division Committees.
e. The Chair shall communicate (e.g., via notices, newsletter, or other means) with Division members no less than once per year and shall provide information for publicity releases and public information.
f. The Chair may designate duties to the Vice-Chair, who shall assist the Chair in conducting the duties of the office.

### 7.3 Duties of the Vice-Chair:

a. The Vice-Chair shall be the designated Chair-Elect and, at the expiration of that term, will automatically succeed to the office of Chair.
b. The Vice-Chair shall assist the Chair in conducting the duties of the office.
c. The Vice-Chair shall perform the duties of the Chair if the Chair is unable to serve.
7.4 Duties of Secretary-Treasurer:
a. The Secretary-Treasurer shall act as custodian of the Division Bylaws and Rules.
b. The Secretary-Treasurer shall record and file with the Executive Director within thirty (30) days after the meeting date(s) the minutes of the Division Executive Committee meetings. Separate teleconference meetings minutes may be recorded
minutes of face-to-face meetings.
7.5 For Divisions that do not have a Treasurer, the Secretary-Treasurer shall also serve as a member of the Division's Finance committee, and shall be the responsible custodian of any special funds of the Division. The SecretaryTreasurer shall have the same duties as the Treasurer.
7.6 The Treasurer shall send the Division Annual Budget to the Executive Director after approval of the Executive Committee but before December 31.
by the Division and do not have to be filed with the Executive Director.
c. The Secretary-Treasurer shall review the financial statements provided by the Society's staff, monitor the financial health of the Division, and advise the other Officers on issues of expenses and revenue.
d. The Secretary-Treasurer shall, with assistance of other Officers, prepare the Division's budget and shall send the Division budget to the Executive Director after approval of the Division Executive Committee.
e. The Secretary-Treasurer shall update content of the Division webpage no less frequently than annually and shall prepare at least one Newsletter per year for the Chair to issue.
f. In the absence or incapacity of the Chair and the Vice-Chair, the Secretary-Treasurer shall be responsible for performing the duties of the Chair.
7.7 Duties of Program Chair:
a. Oversee review of papers/summaries and session organization for the Annual and Winter ANS meetings.
b. Represent the Division and associated topical meetings at National Program Committee (NPC) meetings.
c. Support the selection of upcoming topical hosts, as appropriate/required.
d. The Program Chair is responsible for all activities of the Program Committee, as defined in Rule

|  | R9.3. <br> 7.8 Duties of Program Vice-Chair: <br> a. The Program Vice-Chair shall act as an assistant to the Program Chair in all responsibilities of the Program Chair. <br> b. The Program Vice-Chair at the time of election shall be designated Program Chair-Elect. The Program Vice-Chair shall become the Program Chair when the Program Chair leaves the office. |
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| Article B8 - Election and Eligibility | R8 - Election and Eligibility |
| 8.1 The members of the Division Executive committee and the Officers (except the Chair) shall be elected as specified in Article B6.2 and B7.1 of these Bylaws, respectively. | 8.1 The members of the Division Executive committee and the Officers (except the Chair and Program Chair) shall be elected as specified in Article B6.2 and B7.1 of these Bylaws, respectively. |
| 8.2 Executive Committee members shall be Fellows, Members, Student Members, Emeritus or Honorary Life Members of the Society. |  |
| 8.3 The Nominating Committee shall place in the hands of the Secretary or Secretary-Treasurer and Executive Director no later than the completion of the Winter Meeting (or seven [7] months before the Annual Meeting for Divisions that were unable to meet during the Winter Meeting) the names of candidates for the Executive Committee and for the Division Officers. The Executive Director shall prepare and forward to each member of the Division a ballot containing the nominations submitted by the Nominating Committee, and others made by petition of not fewer than ten (10) members of the Division, received in writing either by the Nominating Committee or by the Secretary or Secretary-Treasurer at least twenty-two (22) weeks before the Annual Meeting. |  |
| 8.4 At least one candidate shall be named by the Nominating Committee for each Executive Committee membership expiring or vacated and for each elective office other than the office of Chair, which will be filled by the Vice-Chair. The ballot shall contain spaces for writing in additional candidates. | 8.4 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, and the office of Program Chair, which will be filled by the Program Vice-Chair. The ballot shall be designed to allow addition of write-in candidates. |

8.5 Ballots, in order to be counted, shall be completed as instructed and shall be validated by the Executive Director as having been received from a Division member in good standing. The Division shall be responsive to future electronic voting initiatives introduced by the Society, as appropriate.
8.6 Voting shall be by secret ballot under the general procedure stipulated for voting and for handling the ballots in the Bylaws and Rules of the Society. The Executive Director shall declare elected to each position the candidate receiving the most votes for that position. If a tie occurs, the Division shall resolve the tie by a vote of the members of the Executive Committee. The elected candidates shall be installed and their terms of office shall commence at the close of the Annual Meeting of the Society.
8.7 Members elected at large shall not be eligible for election to more than two consecutive terms on the Executive Committee, or more than two consecutive terms of office as Secretary, Treasurer, or Secretary-Treasurer. After one full term in office, the Chair shall automatically be succeeded by the Vice-Chair. Except as provided in these Bylaws, no member shall hold more than one office simultaneously.
8.8 No member shall be eligible for the office of Vice-Chair/Chair-Elect until having served on the Executive Committee in any capacity for at least one year except during the initial year of the Division or in the event the office of Chair is declared vacant.
8.9 The retiring Chair shall not be eligible for election as Vice-Chair/Chair-Elect for the term immediately succeeding the term as Chair.
8.7 Members elected at large shall not be eligible for election to more than two consecutive terms on the Executive Committee, or more than two consecutive terms of office as Secretary-Treasurer. 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.
8.8 No member shall be eligible for the offices of Program Chair and Vice-Chair until having served as paper reviewer and/or session organizer/chair. After one full term in office, the Program Chair shall automatically be succeeded by the Program ViceChair.

## Article B9 - Standing and Special Committees

9.1 A Division may establish Standing and Special Committees.
9.2 A simple majority of the members of the committee shall constitute a quorum at all committee meetings

## R9 - Standing and Special Committees

9.1 Standing and Special Committees:
a. The Division may establish Standing and Special Committees.
b. The Division Chair may, at any time, appoint additional members to serve on a Standing or Special Committee for a term of up to four (4) years.
c. With the approval (simple majority) of the Executive Committee, the Division Chair may remove the Committee Chair or any Executive Committee member from any Standing or Special Committee.

### 9.3 Program Committee

a. The Program Committee consists of the Program Chair, Program Vice-Chair, and four (4) other members of FCWMD, all with terms of 1 year. At least four (4) members of the Program Committee shall be members of the Division Executive Committee. The membership of the Program Committee should represent the diversity of topical areas of interest to the division.
b. The Program Committee is responsible for (1) session scheduling and organization, paper review and session conduct for the Annual and Winter Meetings; (2) solicitation, identification, and monitoring of FCWMD topical meeting hosts.
c. The Program Chair is responsible for all activities of the Program Committee.
d. Eligibility for Program Vice-Chair is previous service as paper reviewer and/or session organizer/chair. Duties include overseeing generation of session summaries for meetings during following year; serving as Program Chair substitute at NPC and screening meetings; preparation of Requests for Proposals soliciting hosts for upcoming topical meetings.

|  | 9.4 Honors and Awards Committee <br> The Honors and Awards Committee is composed of not fewer than four (4) members, including the FCWMD Chair. The Honors and Awards Committee is responsible for stimulating the recognition of Division members, and for interacting with the Honors and Awards Committee of the Society. <br> 9.5 Nominating Committee <br> The Nominating Committee is composed of not fewer than three (3) members, including the Program Chair. The Committee Chair is the immediate past chair of the Division. The Nominating Committee is responsible for assembling a slate of candidates for elected offices that represents a broad cross-section of the segments or groups within the Division. <br> 9.6 Division Special Committees <br> Special committees may be established from time-to-time by the Chair, subject to authorization by the Executive Committee. Special Committees shall be dissolved upon completion of the duties assigned to them. |
| :---: | :---: |
| Article B10 - Meetings <br> 10.1 Meetings of the Division shall be held as determined by the Executive Committee, at times and places it shall designate. If a business meeting is held, it shall be scheduled to coincide with the Annual Meeting of the Society and shall precede the annual reorganization of the Division Executive Committee. The Secretary or Secretary-Treasurer shall mail an advance notice of all intended meetings of the Division to the Executive Director of the Society not less than six (6) weeks before the date of that meeting. In addition, notices of all meetings will be sent to the members of the Division not less than six (6) weeks before the meeting. These meetings are open to all members in good standing in the Division. <br> 10.2 A quorum for the transaction of business at all Division meetings shall consist of fifteen (15) qualified voters or twenty (20) percent of the qualified voters. | R10 - Meetings |

## Article B11-Amendments

11.1 Amendments to these Bylaws may be proposed by the Chair of any Division, the Professional Divisions Committee, the Society Bylaws and Rules Committee, or the Society Board of Directors. Amendments must be of a nature that they can be applied equitably to all Divisions, in keeping with the intent of the Standard Bylaws. Upon approval of a simple majority of the Society's Executive Committee, the proposed amendment shall be forwarded to each Division for comment. Comments should be filed with the Professional Divisions Committee Chair no later than forty-five (45) days prior to the next ANS national meeting. Further detailed procedures for approval of amendments to the Standard Bylaws are in the ANS Rule R18.9.1.
11.2 The Professional Divisions Committee shall notify all Divisions of approved amendments to the Standard Bylaws. Each Division shall be responsible for reviewing approved amendments to determine if corresponding changes to the Division's Rules are required.

## R11 - Amendments

11.1 Proposed Amendments to the Standard Bylaws: a. Amendments proposed by the Division shall have received an affirmative vote by a simple majority of the Executive Committee.
b. Comments filed by the Division on proposed amendments, which were forwarded to the Division, in accordance with B11.1, shall have received an affirmative vote by a simple majority of the Executive Committee.
11.2 Approved Amendments to the Standard Bylaws a. When notified of an approved amendment to the Standard Bylaws, the Secretary-Treasurer shall obtain an updated copy of the Division Bylaws from the National Bylaws and Rules Committee and prepare reconciling changes in the Division Rules for review and approval by the Executive Committee.
b. Division members shall be notified of the amended Bylaws and Rules by appropriate means, such as posting the amended Bylaws on the Division webpage or including a notice in the Division newsletter.

## R12 - Rules of Conduct

12.1 Electronic Voting.

The Executive Committee, and other Division committees may resolve issues before them by normal voting procedures at meetings, or they may use e-mail voting. In order to properly transact committee business using e-mail, the following concepts shall be included in the committee procedures.
a. The Division Chair determines if an issue is to be considered and voted upon electronically.
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\begin{array}{|l|l|}\hline & \begin{array}{l}\text { b. Documents / issues for comment and vote will be } \\
\text { sent using ANS Collaborate with a request to review } \\
\text { and comment. }\end{array} \\
\begin{array}{l}\text { c. Deadline dates for comment and voting periods } \\
\text { will be provided. Votes can be submitted during the } \\
\text { comment period and must be received prior to the } \\
\text { voting deadline. All members are required to reply } \\
\text { to ANS Collaborate for all other members to review } \\
\text { both comments and votes. }\end{array} \\
\begin{array}{l}\text { d. Once the voting deadline has passed, the Chair will }\end{array}
$$ <br>
review the votes and inform unit members via ANS <br>
Collaborate of the outcome of the vote. To be valid, <br>
all votes taken outside of a meeting must have a <br>
quorum of unit members registering a vote. To pass, <br>
the vote must have a majority of the quorum of unit <br>

members submitting an affirmative vote.\end{array}\right\}\)| e. Between ANS national meetings, issues that have |
| :--- |
| successfully passed through the electronic comment |
| and voting process will be considered approved and |
| activity may commence in accordance with the |
| approved item. |

13.4 Assets of dissolved Division shall become the property of the American Nuclear Society.
13.5 Any Division that merges with another Division may do so at the discretion of the Board of Directors after receiving a request from the Professional Divisions Committee and the involved Divisions.
a. Assets of merged Divisions will be combined under the newly established Division.

