American Nuclear Society

Standard Bylaws & Sample Rules for

Student Sections

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*The following articles constitute the governing documents of the Student Section. The Standard Bylaws (left column) are derived from the Bylaws and Rules of the American Nuclear Society and thus can only be modified by authority of the Society’s Board of Directors. The Sample Rules (right column) are developed and maintained by the individual Student 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.*

| Standard Bylaws for Student Sections  | [XXXX] Student Section Rules |
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| B1 – NAME* 1. The official name of this organization shall be the *[\*\*\*Name of Student Section on file with ANS Headquarters]* Student Section of the AMERICAN NUCLEAR SOCIETY, Incorporated, hereinafter referred to as the Section and Society, respectively. The *[\*\*\*Name of Academic Institution]* is hereinafter referred to as the Host Institution.
 | 1. **NAME**

*No Rules associated with this Bylaw. Insert Section-specific language if desired*. |
| B2 – OBJECTIVES* 1. 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 within the academic community. These activities shall be identified in Section Rules.
	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).

  | 1. **OBJECTIVES**
	1. Section Objectives

For the more active furtherance of the objectives of the Society in its locality, the Section shall undertake:* + 1. to provide to students within the Host Institution community a means for professional development through its programs, and relationship with other Student Sections and the Society;
		2. to contribute toward the development of nuclear science and technology at the Host Institution through activities in which student members and faculty may participate,
		3. to serve as a focal point within the Host Institution community for interchange of information in the area of nuclear science and technology,
		4. the promotion of beneficial and cordial relations with the members of nearby Local Sections, and
		5. cooperation with the Society in the promotion and conduct of student conferences, mutually beneficial to the Society and the Section.
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| B3 - OBLIGATIONS TO THE SOCIETY* 1. 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. The Section shall conform to, and abide by, the rules and regulations of the Host Institution. concerning the formation and operation of student organizations.
	2. No action, obligation, or expression of a Section shall be considered an action, obligation, or expression of the Society as a whole. A statement to the effect that the Section assumes sole responsibility for the contents shall be imprinted on any publication 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 Executive Committee, provided, however, that the Section on local matters may represent the official position of the Section upon the approval of the Section Board of Governors and after consultation with the Chair of the Society's Public Policy Committee or the Executive Director/CEO (hereafter referred to as 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 above the limit authorized by the Board of Directors for the Section. The Section may meet its financial obligations in accordance with the provisions in Article B5.
	5. At least once per year, the Section shall file with the appropriate Society Headquarters (HQ) staff member a report of the activities and status of the Section, including an operating statement of income and expenses.
 | 1. **OBLIGATIONS TO THE SOCIETY**

*Insert Section-specific language if desired*. |
| B4 - TERRITORY AND MEMBERSHIP* 1. Any member of the Society who is a graduate or undergraduate enrolled at the Host Institution shall be eligible for membership in the Section.
	2. Non-student members of the Host Institution, who are members of the Society, may become members of the Section, but they shall be ineligible to vote or hold office.
	3. Non-Society members may be eligible to become Section Participants if their association will result in the furtherance of the objectives of the Section as set forth in Article B2.
	4. Section Participants whose qualifications for participating in Section activities have been approved by majority vote of the Section's Board of Governors shall be entitled, upon payment of a contribution or mailing fee as set by the Board of Governors under B5.1, to receive notices of and to attend meetings, and other privileges specifically granted by the Section.
	5. Section Participants may be granted the right to vote on Section matters, as specified in the Section Rules.
	6. Participants cannot hold Section offices of President or Vice President, 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.
	7. Participants shall be encouraged to apply for Society membership.
 | 1. **TERRITORY AND MEMBERSHIP**
2. No Participant may be denied membership on the basis of age, color, creed, disability, ethnicity, gender identity and expression, marital status, military service status, national origin, parental status, physical appearance, race, religion, sex, or sexual orientation.

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| B5 - ASSESSMENTS AND CONTRIBUTIONS* 1. 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. Payment of such assessments shall not constitute a condition of Section membership.
	2. The Section may also accept local non-compulsory financial contributions, but solicitation and acceptance of such contributions shall be limited to solicitation for those activities consistent with the objectives of the Society.
	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). | 1. **ASSESSMENTS AND CONTRIBUTIONS**
2. The Section may assess payment of a contribution or mailing fee as a requirement for becoming a Section Participant as set forth in Bylaw B4.4.
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| B6 – OFFICERS* 1. The Executive Committee of the Section shall include a President, Vice President, Communications Officer or Secretary, and a Treasurer. The President and Vice President shall be Student Members of the Society. The duties of the Communications Officer and Treasurer may be combined into a single office.
 | 1. **OFFICERS**

Including the officers specified in B6.1, additional officers of a Section are defined below. The Vice President shall be designated President-Elect. The officers shall hold office for one year concurrently with the term of officers of the Society or until their successors are elected or appointed. A member may hold a particular office for up to three terms. The responsibilities of the Officers are as follows.1. The President shall have supervision over the affairs of the Section under the direction of the Executive Committee. The President shall preside at meetings and shall have the power to perform other duties as may be provided in these Rules or may be delegated to the office by the Executive Committee. The President shall be an ex officio member of all committees of the Section.
2. The Vice President at the time of election shall be designated President -Elect. While serving, the Vice President shall perform the duties of the President in the President‘s absence or when the President is unable to serve, and such other duties as may be delegated to the office by the Executive Committee.
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 and Rules. The Secretary shall see that a notice of each Section meeting is provided to each member of the Section no less than ten (10) days before the date of that meeting. In the absence of the President and Vice President, the Secretary shall preside at the meetings of the Section.
4. The Treasurer shall collect and disburse funds as authorized by the Executive Committee. The Treasurer shall deposit the funds of the Section in a repository approved by the 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 be audited when leaving office. The Treasurer shall be responsible for filing with the Society Treasurer, 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 the office by the Executive Committee. In the absence of the other officers, the Treasurer shall preside at meetings of the Section.
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| B7 - BOARD OF GOVERNORS* 1. The Board of Governors 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 Board of Governors shall include the elected Section Officers, the governors elected at large, and an Advisor who shall be a Fellow, Member, or Emeritus member of the Society. Selection of the Advisor by the Board of Governors shall be subject to the approval of the Host Institution. The Advisor shall be a non-voting member of the Board of Governors and shall serve as a liaison between the Section and the Society.
	3. In order to provide for handling the affairs of the Section, the Board of Governors shall prepare and adopt, in connection with these Bylaws, suitable Rules. The procedure for amending the Section Rules shall be specified in the Rules, a necessary step in which shall be the review and endorsement by the Society Bylaws and Rules Committee.
	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.
	5. The conduct of elections shall be specified in the Section Rules. The Rules shall also provide mechanisms for the filling of premature vacancies and for the removal of officers.
 | 1. **BOARD OF GOVERNORS**
	1. Composition. The Board of Governors consists of:
		1. The elected Officers of the Section.
		2. Three Governors elected at large.
		3. The Advisor shall be a full-time member of the faculty or staff of the Host Institution.
	2. Elections and Eligibility
		1. The Section officers and at-large members of the Board of Governors shall be elected by and from the Section membership. The officers shall serve for one (1) year or until their successors are elected or appointed.
		2. The officers and Governors of the Section shall be elected by secret ballot at or before the last regular meeting of the academic year. The terms of office shall commence at the end of this meeting.
		3. Nominations shall be prepared by a Nominating Committee appointed by the President at least one month prior to the election or accepted from the floor during the last regular meeting of the academic year. Nominations may not be made without the consent of the nominee.
		4. The Communications Officer shall declare elected to each office the candidate receiving the largest number of votes for that office. The number of votes shall be at least 20 percent of the membership of the Section. Should a tie occur, the Board of Governors shall decide between the tied candidates.
	3. Vacancies
		1. Any vacancy among the officers or on the Board of Governors occurring during the year shall be filled by appointment by the Board of Governors for the unexpired term, except that a vacancy in the office of President shall be filled by the Vice President. The Board of Governors shall then appoint a new Vice President.
		2. Any member of the Section may initiate the removal of a member of the Board of Governors by submitting to the Board a written petition signed by no fewer than 20 percent of the Section membership. Within 30 days of receiving the petition, the President shall call for a vote of the Section members to decide the question. If the majority of voting members vote for removal, the President shall appoint a replacement to take office immediately upon appointment. In the case that the President is the subject of a removal petition, the Vice President shall call for the vote. If the vote passes, the Vice President shall assume the office of the Presidency and appoint a new Vice President.
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| B8 – MEETINGS* 1. The Section shall hold no fewer than four (4) meetings each year.
	2. The last meeting held before the end of the academic year is the Annual Meeting at the end of which the newly elected officers shall take office.
 | 1. **MEETINGS**
	1. Call

Meetings of the Board of Governors may be called at any time by the President, or at the request of any two (2) members of the Board of Governors.* 1. Notification

A notice of each Section meeting shall be provided either in print or electronically to each voting and non-voting member by the Communications Officer not less than ten (10) days before the date of that meeting.* 1. Quorum

A quorum for the transaction of business at Section meetings shall consist of not fewer than twenty-five (25) qualified voters, or twenty percent (20%) of the membership, whichever is less. |
| B9 – COMMITTEES* 1. Standing and Special Committees of the Section shall be appointed by the President subject to the approval by the Board of Governors. Standing committees shall be appointed to serve a term concurrent with the Officers of the Section.
 | 1. **COMMITTEES**
	1. Standing Committees
		1. The Program Committee shall be responsible for the programs at all meetings and responsible for making arrangements for the meetings. It shall also coordinate such special events as may be authorized by the Board of Governors.
		2. The Publicity Committee shall be responsible for proper advance announcements and notices of each meeting and for suitable publicity relating to meetings after they have been held.
		3. The Membership Committee shall bring to the attention of all potential Section members the advantages of membership in the Section and in the Society.
	2. Special Committees
		1. The Nominating Committee shall be responsible for preparing a list of nominees for each of the Officers and Governors of the Section. At least one name shall be submitted for each elected position. Members of the Nominating Committee are not eligible for nomination to elected office.
		2. Additional special committees may be established from time to time by the President subject to the authorization of the Board of Governors and shall be dissolved upon completion of the duties assigned to them.
	3. A majority of the committee membership shall constitute a quorum at all committee meetings.
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| B10 - RULES OF ORDER* 1. Rules contained in Robert's Rules of Order, current edition, shall be used in the conduct of meetings of the Board of Governors 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.
 | 1. **RULES OF ORDER**
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| B11 – AMENDMENTS* 1. Amendments to these Standard Bylaws may be proposed by any Student Section, the Student 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 Student Sections, in keeping with the intent of the Standard Bylaws.
	2. All proposed Bylaw amendments shall be forwarded to each Student Section for comment. Comments should be filed with the Student 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 Standards Bylaws are in the ANS Rule R19.4.1.
	3. The Student Sections Committee shall notify all Student Sections of approved amendments to the Standard Bylaws. Each Student Section shall be responsible for reviewing approved amendments to determine if corresponding changes to the Student Section’s Rules are required.
 | 1. **AMENDMENTS**
	1. Amendments to the Rules
		1. Amendments to these Rules may be proposed at any Board of Governors meeting or during any regular meeting of the Section. The Board of Governors shall allow a two (2)-week comment period before voting on the proposed amendment(s).
		2. Upon endorsement by at least two-thirds (2/3) of the Board of Governors, the proposed Rules shall be submitted to the Society Bylaws and Rules Committee for review. The Committee shall provide comments to the Board of Governors for improving consistency and clarity in accordance with the intent of the proposed amendment(s).
		3. Once comments are resolved and endorsed by the Committee, the Board of Governors shall vote on the proposed amendment(s) with a simple majority of quorum being sufficient for passage.
		4. After the vote, any Governor may request to have the proposed amendment(s) presented to the Section membership. The President shall specify the date and procedure for the ballot. A simple majority of not less than twenty-five percent (25%) of the total voting membership of the Section shall be sufficient for passage.
		5. The approved amendment(s) shall become effective the Section Communications Officer's filing of a copy of the amended Rules with HQ.
		6. The Section Communications Officer shall be responsible for notifying members of amendments to the Rules as soon as possible after adoption via a medium that is accessible to the entire Section membership
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| B12 – DISSOLUTION* 1. 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.
 | 1. **DISSOLUTION**

(No Rules associated with this Bylaw) |