



American Nuclear Society

Education, Training & Workforce Development Division

Bylaws and Rules

AMERICAN NUCLEAR SOCIETY

Standard Bylaws & Rules for the Education, Training, and Workforce Development Division

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Approved November 9, 2025**

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Sample Rules

Article B1 – Name 1.1 The official designation shall be the Education, Training, and Workforce Development 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 Education, Training, and Workforce Development Division of the American Nuclear Society may also be referred to herein as ETWDD.
Article B2 – 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: facilitation of communication among the academic, industrial, and governmental communities through the exchange of views and information on matters related to education and training in nuclear and radiological science, engineering, and technology. 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; d. cooperate with other scientific and professional groups having related objectives.	R2 – Objectives N/A – Not applicable

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Article B3 – 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 accordance 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, except as allowed by the Board of Directors. No action, obligation, or expression of the Division shall be considered an action, obligation, or expression of the Society as a whole. For any publication issued by the Division regarding an action, obligation, or expression with respect to the Society, a statement shall be included in it to the effect that the Division assumes sole responsibility for the contents. The Division may use its website for this purpose.
- 3.4 The financial affairs of the Division shall be conducted in such manner that the Division shall be financially independent and shall not rely on support from Society funds 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.
- 3.5. The Secretary of the Division shall file with the appropriate Society headquarters (HQ) staff copies of the minutes of the regular Division Executive Committee meetings in accordance with B7.4. The Treasurer of the Division shall file with HQ staff a copy of the Division Annual Budget in accordance with B7.6. Actions taken during teleconference meetings shall be recorded and appended regular Division Executive Committee meeting minutes.

R3- Obligations to the Society

N/A – Not applicable

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Sample Rules

Article B4 – Membership

- 4.1 Members in good standing in the Society shall be eligible to become members of the Division.
- 4.2 Student members 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.
- 4.3 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/CEO, hereafter referred to as 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. The Initial Executive Committee membership of a new Technical Group is enumerated in Section B6.2.
- 4.6 At the discretion of the Executive Committee, the Division may enroll non-Society members as "Division Participants". Division Participants shall be "non-Society" members who qualify by submitting an application and paying a fee for an amount and via a path approved by the Executive Committee of any Professional Division voluntarily choosing to enroll them. Division Participants may be entitled: 1) to receive newsletters and notices of activities of the Division and 2) to participate as non-Society members in Division activities excluding voting and holding elective or appointed offices in the Division. Division Participants shall be encouraged to apply for Society membership.

R4 – Membership

- 4.6 ETWDD encourages the involvement of Participants. Division Participants need not meet the education and experience requirements that are established for accredited membership in the Society. Unless otherwise specified by the Society, a simple letter of request may suffice as an application for Division Participant status. The Executive Committee shall set dues and conditions of Participant status upon recommendation by the Membership Committee.

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Article B5 – Dues, Assessments, and Contributions

- 5.1 The Division may accept non-compulsory financial contributions, but solicitation and acceptance of such contributions shall be subject to the written approval by the Executive Director.
- 5.2 The funds derived from these and from any other authorized sources shall be disbursed for the Division by the Executive Director in response to requests from the Treasurer and Chair and in accordance with the annual operating budget and subject to the limitation stipulated in Article B3.4 of these Bylaws.

R5 – Dues, Assessments, and Contributions

N/A – Not applicable

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Article B6 – Executive Committee

- 6.1 The Division shall be managed by an Executive Committee. This Committee shall constitute the governing body of the Division and shall have power to act for the Division in all matters, subject to these Bylaws and to the Certificate of Incorporation and the Bylaws and Rules of the Society.
- 6.2 The Executive Committee of the Division shall consist of not fewer than six (6) members, at least one of shall be a Student Member. 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.
- 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.
- 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 Chair-Elect if there is more than one Vice-Chair). The Vice Chair/Chair-Elect shall continue also to perform the duties of Vice-Chair until installed as Chair for the following year.

Sample Rules

R6 – Executive Committee

- 6.1 The Executive Committee may empower Officers or members of the Executive Committee to act specifically on its behalf in certain matters.
- 6.2 Composition and Term of Office
- The Executive Committee of the Division shall consist of not more than twenty (20) members including the Officers, the elected at large members, and ex-officio members.
 - Term of Office - The term of office for at large Executive Committee members, who are elected (including those elected as Student Members), shall be three (3) years.
 - Student Officers - Without limiting the actual number of Student Members permitted on the Executive Committee under Article B4.2 of the Bylaws, one position on the Executive Committee shall be specifically designated to be filled by a Student Member. Transition of the incumbent from Student Member to Member status shall not affect the Term of Office but will prompt the designated position to be filled by a Student Member in the next regular election.
- 6.3 Filling of vacancies:
- 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.
 - Between elections, a vacancy shall be filled through appointment of an individual by the Chair (or presiding officer if the Chair is absent or incapacitated – see article R7) with an affirmative vote by two-thirds (2/3) of the Executive Committee members.

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- 6.4 The Executive Committee may remove members missing more than two (2) consecutive meetings, unless appropriate reasons are provided for missing such meetings.
- 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 HQ staff. The procedure for amending the Rules shall be specified in the Rules.
- 6.6 The Executive Committee shall meet at least twice each year prior to the Board of Directors meetings at the Annual and Winter Meetings. Other meetings (e.g., at Division-sponsored Topical Meetings) or teleconferences, email 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.
- 6.7 The Executive Committee shall adopt by vote an Annual Budget for the Division by the date specified by the Society Treasurer.

Sample Rules

- c. An individual appointed to fill a vacancy on the Executive Committee shall serve for the remainder of the original term.
- d. In the absence of a presiding officer specified in Article R7, any member of the Executive Committee may nominate any member of the Division's Executive Committee to serve as Acting Chair until a new Chair is elected, with approval of the Executive Committee per R6.3(b).
- 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.

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Article B7 – Officers

7.1 The Officers of the Division shall include 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). The term of each office shall be no more than two (2) years or until their qualified successors are elected or appointed.

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. However, if both are present for a vote at a meeting of the PDC, only the vote the Chair shall be tallied.

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.

Sample Rules

R7 – Officers

7.1 Additional Officers may be specified in these Rules. The Vice-Chair shall be designated Chair-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.

7.2 Duties of the 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, shall preside over meetings of the Executive Committee and the Division, and shall have the power to perform other duties specified in these Rules.
- c. The Chair shall keep the other officers of the Division apprised of activities undertaken by the Chair on behalf of the Division.
- d. The Chair or Chair's delegate, shall be responsible for representing the Division at the meetings of the Society Professional Divisions Committee and Society Board of Directors.

7.3 Designated Chair-Elect and 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. Thus, the Vice-Chair (Chair-Elect) will serve in a three-year role progression: Year 1 as Vice-Chair, Year 2 as Chair, and Year 3 as Immediate Past Chair (Ex-Officio), with each role transitioning automatically at the conclusion of the respective term.

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Sample Rules

7.4 The Secretary or Secretary-Treasurer shall record and file with the HQ staff within thirty (30) days after the meeting date(s) the minutes of the Division Executive Committee meetings held in conjunction with the national meetings. Separate teleconference meetings minutes may be recorded by the Division and need not be filed with HQ staff as long as Division actions executed electronically are recorded and appended to the minutes filed for an upcoming national meeting.

- 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.
- d. The Vice-Chair shall serve on the Division's Scholarships, Honors, and Awards Committee.
- e. The Vice-Chair shall be the liaison to the National Program Committee (along with Program Committee Chair).
- f. The Vice-Chair shall be the liaison to the Professional Divisions Committee (along with the Chair).
- g. The Vice-Chair shall be the liaison to the ANS Membership Committee.
- h. The Vice-Chair shall oversee committee liaison assignments.
- i. The Vice-Chair will provide oversight of Division programming and membership initiatives.

7.4 Secretary:

- a. The Secretary shall preside at meetings of the Division in the absence of both the Chair and the Vice-Chair.
- b. The Secretary shall act as custodian of the Division Bylaws and Rules and shall keep records and minutes of Division governance meetings.
- c. The Secretary shall be responsible for communicating Division activities with the membership via available media. This responsibility may be delegated to the Chair of the Division's Communication Committee or equivalent.
- d. The Secretary shall be responsible for all communications required by the Society, the Executive Director, and the Professional Divisions Committee as well as those directed by either the Chair or the Executive Committee.
- e. The Secretary shall file national meeting minutes within 30 days of the meeting.

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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 (if so created under Article R9) and shall be the responsible custodian of any special funds of the Division. The Secretary-Treasurer shall have the same duties as the Treasurer.

7.6 The Division Treasurer shall send the approved Division Annual Budget to the Society Treasurer by the date specified by the Society Treasurer.

- f. The Secretary shall provide a one-page summary of Executive Committee meeting(s) to the Chair prior to the PDC meeting.
- g. The Secretary shall be responsible for the publication of a Division newsletter.
- h. The Secretary shall be responsible for maintenance of the Division website.

7.5 Treasurer:

- a. The Treasurer shall chair the Division's Finance Committee, if applicable and as needed.
- b. The Treasurer shall review the financial statements provided by the Society's staff and shall monitor the financial health of the Division.
- c. The Treasurer shall assist with the preparation of the Division's budget.
- d. The Treasurer shall advise the other Officers on issues of expenses and revenue.
- e. The Treasurer, along with the Chair, shall disburse Division funds to internal and external organizations and individuals, as appropriate.
- f. The Treasurer shall liaison to the Society Finance Committee.

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Sample Rules

Article B8 – 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.
- 8.2 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 date specified in the National Election Schedule 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 before the Annual Meeting by the date specified in the National Election Schedule.
- 8.4 At least one candidate shall be named by the Nominating Committee for each Executive Committee membership expiring or vacated and for each elective office other than the office of Chair, which will be filled by the Vice-Chair. The ballot shall contain spaces for writing in additional candidates.
- 8.5 Ballots, in order to be counted, shall be completed as instructed and shall be validated by the Executive Director as having been received from a Division member in good standing. The Division shall be responsive to future electronic voting initiatives introduced by the Society, as appropriate.
- 8.6 Voting shall be by secret ballot under the general procedure stipulated for voting and for handling the ballots in the Bylaws and Rules of the Society. The Executive Director shall declare elected to each position the candidate receiving the most votes for that position. If a tie occurs in the vote for an Officer, the Division shall

R8 – Election and Eligibility

N/A – Not applicable

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resolve the tie by a vote of the members of the Executive Committee. If a tie occurs in the vote for an at-large Executive Committee member, the Executive Committee may either break the tie by a vote of the simple majority or accept both candidates if this does not violate a limit on the number of members specified in Article R6. 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 actively participated in Executive Committee meetings 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.

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Article B9 – Standing and Special Committees

9.1 A Division may establish Standing and Special Committees as specified in the Rules. The Division Chair appoints each Committee Chair. The Division Chair appoints Committee members upon recommendation from the Committee Chairs.

9.2 A simple majority of the members of the committee shall constitute a quorum at all committee meetings.

Sample Rules

R9 – Standing and Special Committees

9.1 Standing and Special Committees:

- a. As part of the strategic planning process for the Division, the Vice-Chair shall, prior to assuming the office of Chair, submit for approval by the Executive Committee a succession plan, including the appointment or reappointment of Committee members and Committee Chairs, that strives to achieve a balance between continuity of experience and new members.
- 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.

9.2 Standing Committees:

- a. Program Committee – composed of not fewer than three (3) members, including the Chair. The Chair of the Program Committee shall be appointed by the Executive Committee for a term of four (4) years. The Program Committee is responsible for organizing technical sessions of interest to Division members at National Meetings and Topical Meetings. The Program Committee Chair shall be responsible for representing the Division at meetings of the Society National Program Committee.
- b. Membership Committee – composed of not fewer than four (4) members, including the Chair. The Division Chair is the Chair of the Membership Committee. The Membership

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Sample Rules

Committee is responsible for bringing the advantages of Society and Division membership to the attention of qualified candidates.

- c. Finance Committee – composed of not fewer than three (3) members, including the Division Treasurer. The Chair of the Finance Committee is the Division Treasurer. The Finance Committee is responsible for reporting on the financial health of the Division and recommending to the Executive Committee the most effective use of the Division's financial resources.
- d. Scholarships, Honors, and Awards – Composed of not fewer than four (4) members, including Division Vice-Chair. The Chair of the Scholarships, Honors, and Awards Committee is the Division Vice-Chair. The Scholarships, 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. The Committee shall cooperate with the Society Honors and Awards Committee in the administration of the Mark Mills Award, the Arthur Holly Compton Award, the Samuel Glasstone Award, and the John R. Lamarsh Scholarship.
- e. Planning – Composed of not fewer than four (4) members, including the Division Chair. The Chair is the Division Vice-Chair. The Planning Committee is responsible for annually developing a one-year tactical plan and a five-year strategic plan.
- f. Newsletter and Publications – Composed of not fewer than four (4) members, including the Secretary, Program Committee Chair, Division Vice-Chair and the Division Chair. The Newsletter and Publications Committee is responsible for publishing a semi-annual newsletter and at least one (1)

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Sample Rules

non-meeting publication (e.g., an exceptional Division presentation in the Society's technical journals or an honoree's acceptance speech in Nuclear News) each year.

- g. Students and Young Members – Composed of not fewer than four (4) members, including the Liaison with the Young Member Group and the Division Vice-Chair. The Chair is appointed by the Division Chair for a term of four (4) years. The Students and Young Members Committee is responsible for coordinating Division support and activities related to students and young members (e.g., Division scholarship recipients and student conference attendees), and related to the transition from student to full member status.
- h. CONTE (Conference on Nuclear Training and Education) – Committee composition determined by the Executive Committee. The Committee, along with the CONTE General and Technical Chairs, is responsible for planning and conducting the CONTE conference.
- i. Nuclear Workforce Committee – Committee composition determined by the Executive Committee. The Committee Chair is designated by the Division Chair. The Committee is responsible for interfacing with the Society's partners on workforce-related matters.
- j. University-Industry-Government Relations Committee – The Committee Chair is designated by the Division Chair. Composed of not less than three members. At least one member of the committee should represent the industry. This could include commercial nuclear power plants, national laboratories, or vendors. The Committee shall provide an interface

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between the academic community and industry for their mutual benefit. The committee shall foster dialogue that provides feedback to universities on the quality and quantity of their graduates; allows industry to define its anticipated needs for graduates, research and development assistance, and staff professional development support; offers universities opportunity to make their needs known and seek support; facilitates ABET accreditation training and participation; and, sponsors the annual Student Design Competition.

- 9.3 Special Committees: Special committees may be established from time-to-time by the Division Chair, subject to authorization by the Executive Committee. Special Committees shall be dissolved upon completion of the duties assigned to them.
- a. Nominating Committee – composed of not fewer than three (3) members, including the Committee 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.

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Sample Rules

Article B10 – Meetings

- 10.1 Meetings of the Division shall be held as determined by the Executive Committee, at times and places it shall designate. Division business meetings (in which actions may be taken that affect Division finances) shall be scheduled to coincide with the Annual and Winter Meeting of the Society and shall precede the annual reorganization of the Division Executive Committee. Additional meetings may be called at the discretion of the Chair. The Secretary or Secretary-Treasurer shall provide advance notice of all intended meetings of the Division to the Executive Director and Division members not less than six (6) weeks before the date of that meeting. These meetings are open to all members in good standing in the Division.
- 10.2 A quorum for the transaction of business at all Division meetings shall consist of a simple majority of qualified voters.

R10 – Meetings

- 10.1 The Division shall hold a minimum of two meetings per year—ideally with gap periods not exceeding 6 months.

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Sample Rules

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 Executive Director/CEO 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 Comments filed by the Division on proposed Standard Bylaw amendments, which were forwarded to the Division, in accordance with B11.1, shall have received an affirmative vote by a simple majority of the Division Executive Committee.
- 11.2 Approved Amendments to the Standard Bylaws
- When notified of an approved amendment to the Standard Bylaws, the Division Chair shall appoint a, or direct the, Division Bylaws and Rules committee to prepare (if necessary) reconciling changes in the Division Rules for review and approval by the Executive Committee.
 - Division members shall be notified of the amended Bylaws by appropriate means, such as posting the amended Bylaws on the Division webpage or including a notice in the Division newsletter.
- 11.3 Amendments to Division Rules:
- Amendments to Division Rules may be proposed by any member of the Division Executive Committee during a Committee meeting and approved by a simple majority of the members present.
 - Amendments adopted by the Executive Committee shall be provided to the Society Bylaws and Rules Committee for review and endorsement.
 - In the event that an approved amendment does not attain a 2/3 vote of the Executive Committee, the Chair may direct the amendment to be put to a Division vote at the next scheduled election.

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	d. The approved Rule amendment shall become effective upon being filed with the HQ staff. e. The Division membership shall be notified of the approved amendments per Article 7.4(b).
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Article B12 – Rules of Conduct

12.1 In all procedural matters not covered by the Bylaws and Rules of the Division, Robert’s Rules of Order, latest edition, shall be used as the authority for parliamentary procedures.

Sample Rules

R12 – Rules of Conduct

- 12.1 Electronic Voting: The Executive Committee, and other Division committees may conduct Division business using normal voting procedures at scheduled meetings or they may use electronic exchanges and voting. In order to properly transact committee business electronically, the following steps shall be followed:
- a. The Chair of the Division determines if an issue is to be considered and voted upon electronically.
 - b. Documents or issues up for a vote will be made available to the Division members for review and comment.
 - c. Deadlines for comment and voting periods will be provided by the Chair. Votes can be submitted during the comment period and must be received prior to the voting deadline. All members are required to reply for all other members to review both comments and votes.
 - d. Once the voting deadline has passed, the Chair will review the votes and inform Division members of the outcome of the vote. To be valid, all votes registered electronically shall have a quorum of Division members registering a vote. To pass, the vote must have a majority of the quorum of those registered.
 - 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.
 - f. Each electronic vote will be recorded in the minutes of the next meeting of the Division for historical record.

Article B13 – Dissolution and Merger

13.1 Dissolution

- a. Any Division may be dissolved at the discretion of the Board of Directors of the Society, after proper consultation with the Executive Committee of the Division and the Professional Divisions Committee.
- b. The Executive Committee of a Division considering dissolution shall prepare a petition that clearly states the reasons the Division cannot fulfill its obligations and mission. The Division shall submit it to the Division membership for a vote. If a supermajority (67%) of the voting members approves dissolution, the Division Secretary shall submit the petition to the Professional Divisions Committee.
- c. The PDC shall recommend to the Board a course of action with respect to dissolution, membership, assets, Topical Meetings, and publications.
- d. Assets of dissolved Division shall become the property of the American Nuclear Society.

13.2 Merger

- a. Two or more Divisions may merge into one, subject to majority approval of the votes by at least ten percent (10%) of their respective memberships, an endorsement of the Professional Divisions Committee, and approval of the Board of Directors.
- b. Assets of merged Divisions will be combined under the newly established Division.

R13 – Dissolution

N/A – Not applicable