

**Institute of Nuclear Materials Management (INMM)**  
**Regional and Student Chapters**  
**Chapter Bylaws Template**  
*Revised August 15, 2008*

Article I – Name

State the official name of the Regional or Student Chapter of INMM.

Article II – Purpose

Reference the Bylaws of the parent organization, INMM, and state the high level functions of the Chapter. (Examples of functions include supporting the purposes of the parent organization at the regional or institutional level, and providing leadership candidates to the parent organization.)

Article III – Headquarters

Specify the geographical area or political boundary or educational institution that is included, and specify the legal address of the Chapter.

Article IV – Membership

State the qualifications for membership, grades for memberships, and associated rights and privileges. (Example qualifications are employment or study in the fields of nuclear materials management. Example grades are Members – who are members of the parent organization – and Associate Members who are members only of the Chapter. Example privileges are voting and holding office.)

Article V – Officers

List the titles of the officers and the composition of the Executive Committee. (Examples of officers are President, Vice President, Secretary/Treasurer, 2-4 Members-at-Large of the Executive Committee, and perhaps additional designated officials.)

Article VI – Election of Officers

Specify the requirements and procedures for election of the Officers and Executive Committee. (All officials are elected from the membership by ballot of the membership for specified terms. Procedures include nomination, balloting, decision criteria, notification, and vacancy.)

Article VII – Duties of Officers

State the roles and responsibilities of each Officer and the Executive Committee. (Examples: President – head of Executive Committee and presides at all meetings. Vice President – assists President and fills in during absence. Secretary/Treasurer – member roster, meeting notice, election ballot, activities report to INMM Secretary, and financial report to INMM Treasurer. Executive Committee – conducts Chapter business, interprets Chapter Bylaws.)

### Article VIII – Meetings

Specify the minimum frequency, notification, recording, and rules of order for Chapter meetings. (At least one business meeting is required each year. Specify quorum and notification for meeting to be official.

### Article IX – Dues

Specify if there are required membership dues. (There may or may not be required dues for membership.)

### Article X – Amendments

Describe the official procedure for changing the Chapter Bylaws. (Include proposed amendments by Executive Committee and Members, and balloting requirements.

### Notes:

1. INMM Chapter requirements are found in Article VII of the Bylaws of the parent organization.
2. Educational institutions may have Chapter requirements additional to those from the parent organization.
3. Chapter Bylaws are found in Section B of the Operations Manual of the parent organization.