

# AMERICAN NUCLEAR SOCIETY

## Bylaws & Rules for Thermal Hydraulics Division\*

Updated 05 2025

Approved by the Executive Committee 06 2025

### Table of Contents

Article B1 – Name .....	2
Article B2 – Objectives.....	2
Article B3 – Obligations to the Society .....	3
Article B4 – Membership .....	4
Article B5 – Dues, Assessments, and Contributions.....	5
Article B6 – Executive Committee .....	6
Article B7 – Officers .....	8
Article B8 – Election and Eligibility .....	11
Article B9 – Standing and Special Committees .....	13
Article B10 – Meetings .....	26
Article B11 – Amendments.....	27
Article B12 – Rules of Conduct .....	29
Article B13 – Dissolution.....	31

*The left column contains the Standard Bylaws. These apply to all Divisions and Technical Groups and can only be amended with approval by the Board of Directors of the Society. The right column contains the Sample Rules. Rules can be customized for each Division or Technical Group to the extent that they do not conflict with the Society Bylaws and Rules and the Standard Division Bylaws (see article B3.2), using the process defined in articles B11 and R11.*

*\* For Technical Groups, perform a global ‘search and replace’ to change Division to Technical Group as appropriate.*

*Italicized statements in the Sample Rules are for guidance only. They are not intended to be a part of the Rules.*

## Standard Bylaws

## Sample Rules

### Article B1 – Name

1.1 The official designation shall be the Thermal Hydraulics 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 Thermal Hydraulics Division of the American Nuclear Society may also be referred to herein as the THD.

### 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: thermal-hydraulics, heat transfer and fluid mechanics involved in the utilization of nuclear energy.
- 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

2.1 The THD objectives are set out in the THD Bylaws (Article B2).

## Standard Bylaws

### 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.

## Sample Rules

### R3- Obligations to the Society

- 3.1 The THD Obligations to the Society are set out in the THD Bylaws (Article B3).

## Standard Bylaws

### 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.

## Sample Rules

### R4 – Membership

- 4.1 Members of the Division have the right to vote on Division matters.
- 4.2 Student Members of the Society shall be eligible for membership in the Division. Student Members have the right to vote on Division matters. Student Members are eligible to hold positions on the Executive Committee except for the positions of Chair and Vice-Chair.
- 4.3 The Division encourages the involvement of Participants.
- Division Participants are not required to meet the eligibility criteria for ANS membership grades and may qualify based on interest or involvement in thermal-hydraulics.
  - Unless otherwise specified by the Society, a simple letter of request and a resume may suffice as an application for Division Participant status. Requests should be submitted to the Membership Committee chair of the Division.
  - The Membership Committee is authorized to review and approve applications for Division Participant status in accordance with criteria set by the Executive Committee.
  - The Executive Committee shall set dues and conditions of Participant status upon recommendation by the Membership Committee.

## Standard Bylaws

### **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.

## Sample Rules

### **R5 – Dues, Assessments, and Contributions**

- 5.1 The Division may collect assessments and non-compulsory financial contributions, including from Division Participants. The establishment or change to assessments requires a two-thirds (2/3) vote of the Executive Committee.

## Standard Bylaws

### 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.

## 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  
a. The Executive Committee of the Division shall consist of not more than twenty (20) members including the Officers, the elected members, and ex-officio members. The elected members shall be elected for three-year terms, for a maximum of two consecutive terms. After serving two three-year terms, a member may be eligible for election again on the condition that a period of three-years lapse before re-obtaining Executive Committee membership.

6.3 Filling of Vacancies:  
a. A vacancy among the Officers or on the Executive Committee may be declared because of death or other incapacity, resignation, or removal in accordance with Article B6.4 and Rule R6.4.  
b. Between elections, a vacancy may be filled through appointment by the Chair, subject to confirmation by a majority vote of the Executive Committee.  
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.

## Standard Bylaws

## Sample Rules

- 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.
- 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.

## Standard Bylaws

### 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 The Officers of the Division 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 year concurrently with the term of Officers of the Society or until their successors are elected or appointed.

7.2 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 preside at meetings of the Executive Committee and shall have the power to perform such other duties as may be provided in the Bylaws, or in the Rules, or as may be delegated to the office by the Executive Committee.

c. The Chair shall be an ex-officio member of all standing and special committees of the THD, with voting rights.

d. The Chair 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 at the time of election 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.

## Standard Bylaws

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.

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.

## Sample Rules

- d. The Vice-Chair shall accompany the Chair in matters related to the Professional Divisions Committee.
- e. The Vice-Chair shall serve as editor of the Division newsletter.
- f. The Vice-Chair may be assigned other duties by the Executive Committee.

### 7.4 Secretary:

- a. The Secretary shall act as custodian of the Society Bylaws and Rules and of the Division Bylaws and Rules.
- b. The Secretary shall record and file with the Executive Director within thirty (30) days after the meeting date(s) the minutes of the THD, including meetings of the Executive Committee.
- c. The secretary shall be responsible for recording all Division actions executed outside ANS meetings and appending to the next Executive committee meeting minutes.
- d. The Secretary shall arrange for notices to Division members and for publicity releases, shall be responsible for obtaining a roster of Division members from the Executive Director.
- e. In the absence or incapacity of both the Chair and the Vice-Chair, the Secretary (if not a student member) shall be responsible for performing the duties of the Chair.
- f. The Secretary shall have other duties as may be assigned by the Executive Committee.

### 7.5 Treasurer:

- a. The Treasurer shall have fiduciary responsibilities of the THD and shall provide a direct interface to the individuals of the Society that are charged with financial matters.
- b. The Treasurer shall develop financial statements and present year and out-year budgets to be presented to the Executive Committee. Upon Executive

## Standard Bylaws

## Sample Rules

	<p>Committee approval of the present year and out-year budgets, the Treasurer shall send the THD budget to the Executive Director.</p> <p>c. The Treasurer and the Chair are the only Officers who are empowered to disburse THD funds for approved budget items and any additional spendings approved by the THD Executive Committee to internal and external organizations and individuals.</p> <p>d. The Treasurer shall oversee the financial aspects of all embedded and stand-alone topical meetings that are sponsored by the THD.</p> <p>e. The Treasurer shall have such other duties as may be assigned by the Executive Committee.</p> <p>f. In the absence or incapacity of the other Officers, the Treasurer (if not a student member) shall be responsible for performing the duties of the Chair.</p>
--	--

## Standard Bylaws

### **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

## Sample Rules

### **R8 – Election and Eligibility**

- 8.1 The THD encourages international collaboration by nominating international members to the THD Executive Committee. Other THD Election and Eligibility processes are set out in Bylaw B8. Voting rights are documented in Rule 4.
- 8.2 Members elected at large shall not be eligible for election to more than two consecutive terms on the Executive Committee. A term served as a THD Officer does not count toward this limit.

## Standard Bylaws

## Sample Rules

shall 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.

## Standard Bylaws

### 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 Nominating Committee

##### a. Responsibilities

1. The nominating committee is responsible to provide nominations for at-large Executive Committee membership, Division Officers, Program Committee Officers and all other standing committees to the Executive Committee.
2. The Nominating Committee shall provide a full roster to the Executive Committee before October 15<sup>th</sup> each year in accordance with Article B8.3.
3. Upon approval by the Executive Committee of the recommendations of the Nominating Committee, the Division Chair appoints the standing committee members in accordance with the specific rule of each committee (Rule 9).

##### b. Membership

1. The committee shall be composed of not less than three (3) members.
2. The members of the committee shall include the most recent Past Division Chair, the current Chair, and the Vice Chair. Additional at-large members may be appointed for a one year term at the discretion of the Executive Committee.
3. The most recent past Division Chair will chair the Nominating Committee.
4. The Program Committee Chair is an ex-officio Nominating

## Standard Bylaws

## Sample Rules

Committee member with no voting rights.

### 9.2 Program Committee

#### a. Responsibilities:

1. The Program Committee shall be primarily responsible for planning meetings of the Division and sessions sponsored by the Division at national meetings of the Society. The Program Committee shall select session chairs and other meeting officers required for presiding at technical meetings of the Division and at its special sessions of contributed papers at national meetings of the Society. The Program Committee shall, as needed, call on other members of the Division to serve as long-range planning coordinators for particular meetings or special sessions. The Chair of the Program Committee shall be responsible for liaison with the National Program Committee of the Society.

#### b. Membership:

1. The Program Committee shall be composed of not less than five and no more than seventy-five (75) members, of which three members shall be the Vice-Chair of the Division, the Chair of the Division and the immediate past Chair of the Division.
2. Membership is conferred to all currently active members of the Executive Committee. Additional members may be elected by a majority vote of the Executive Committee members.
3. For elected Executive Committee members, the terms of membership to the Program Committee will coincide with the

## Standard Bylaws

## Sample Rules

terms of membership to the Executive Committee plus one year. Members elected by the Executive Committee shall serve a three-year term. The terms designated for each shall expire following a summer Program Committee meeting and shall be such as to maintain effective continuity of experience in the Program Committee. In selecting members, an effort will be made to obtain a good representation by discipline, affiliation, and geographic location.

4. The division Nominating Committee will review yearly the Program Committee membership and will nominate candidates to all Officer positions vacated by rotating-out, resigning, or defaulting members. Recommendations for new Program Committee members will be transmitted to the Nominating Committee by the Program Committee Chair (who is also an ex- officio Nominating Committee member with no voting rights per R9.1.b.4). All appointments will be ratified by the Executive Committee. For untimely vacancies, a Program Committee Officer position will be filled by appropriate action of the Executive Committee - such needs shall be forwarded to the Division Chair, by the Program Committee Chair, through the Nominating Committee, which should develop appropriate recommendations.
5. Any Program Committee member who has not attended the Program Committee meeting or organized/chaired any technical sessions sponsored by the

## Standard Bylaws

## Sample Rules

Division in more than two consecutive years or reviewed a total of less than 10 papers/summaries in 2 consecutive ANS meetings, will be considered non-active. All non-active members, once confirmed by the Program Committee Chair, will automatically be advanced to the Advisory Membership of the Program Committee. The vacancies will be replaced by new Program Committee members according to the existing Rules for member replacement. An advisory member will serve as a consultant advising the Program Committee Chair on various matters relevant to the responsibilities of Program Committee and will serve a fixed term of five years. At the end of his or her term, an advisory member may either retire from the Program Committee or be renewed for another five-year term based upon the recommendation of the Program Committee Chair with the approval of the Executive Committee. There is no limit on the number of terms that an advisory member may serve.

### c. Officers:

1. The Program Committee Officers include a Chair, an Assistant Chair, and a Secretary. The Division Secretary serves as Program Committee Secretary. The term of the Program Committee Chair is for three (3) years. The term of the Assistant Program Committee Chair is for three (3) years. A term extension of up to two (2) years may be granted prior to the

## Standard Bylaws

## Sample Rules

Chair's or Assistant Chair's term expiration.

2. The Program Committee Chair shall have the overall supervision of the Program Committee. He/she will be responsible for an effective liaison with the Executive Committee and the Nominating Committee.

3. The Assistant Chair will fill-in for the Program Committee Chair as necessary and assist the Program Committee Chair in conducting the duties of the office.

4. The Secretary will keep a record of the proceedings of the Program Committee in each meeting, write the minutes and distribute them to Program Committee members within thirty (30) days after each meeting. A cumulative set of these minutes are posted on the THD website. The Secretary will also maintain a cumulative file (tabular form) of attendance and screen members for good standing (see THD R9 2.b.5).

### d. Eligibility and Appointment:

1. The appointment of the Program Committee Chair and the Program Committee Assistant Chair will be approved by the Executive Committee, based on the recommendations of the Nominating Committee (see THD R9.2.b.4 and THD R9.1.a).

2. As noted above in (THD R9.2.c.1), the Secretary of the Executive Committee shall also serve as Secretary of the Program Committee.

### e. Meetings:

1. The Program Committee will meet twice a year. All meetings are open to THD membership and may be conducted via

## Standard Bylaws

## Sample Rules

teleconference. All matters of major significance to the Program Committee shall be put to vote after adequate discussion. All programs developed by the Program Committee are subject to final approval by the Executive Committee and the National Program Committee. The Program Committee Chair is responsible for effective liaison in this regard to both the Executive Committee and the National Program Committee (the latter through the National/Topical Subcommittee Chair who is the Division representative)

2. A quorum for transactions of business at a Program Committee meeting shall be constituted by a majority of the voting members of the Program Committee.

### 9.3 Membership Committee

#### a. Responsibilities:

1. The Membership Committee shall be responsible for suggesting various measures to the leadership to increase THD membership.
2. The committee is responsible to review applications for division participants (see R4.3).

#### b. Membership:

1. The Membership Committee shall include a minimum of: two (2) international members, one (1) industry member (who may be the chair of the Industry Liaison committee), one (1) Faculty member, and one (1) National laboratory member. The Vice-Chair, Secretary, and Treasurer of the division serve on the

## Standard Bylaws

## Sample Rules

committee ex-officio, with voting rights.

2. The Chair of the Membership Committee shall be nominated by the Nominating Committee and approved by the Executive Committee. The Chair shall serve a 4-year term. To be eligible for appointment as Chair, the member shall have served at least one year on the Membership Committee prior.
3. Members shall serve 4-year terms. At least one member shall be added each year to the Committee. Members are to be nominated by the Nominating Committee, in consultation with the chair of the Membership Committee, and approved by the Executive Committee.
4. Members of the Membership Committee must be members of the ANS Thermal Hydraulics Division.

### 9.4 Honors and Awards Committee

#### a. Responsibilities:

1. The Honors and Awards Committee shall be responsible for selecting recipients of all division awards (Technical Achievement Award, Meritorious Service Award, Sehgal Memorial Award, NURETH Scholar Award, Excellence in Review Award, Best Paper Award).

#### b. Membership:

1. The committee shall be composed of at least seven (7) members.
2. Past chairs of the Division serve 4-year terms, serving the fourth year of their term as vice-chair.
3. At least three general members are appointed to serve 3-year terms. The Honor and Awards

## Standard Bylaws

## Sample Rules

committee will include a minimum of one (1) international member.

c. Officers:

1. One of the general members of the committee shall be nominated by the nominating committee and approved by the Executive Committee to serve as the Honors and Awards Committee Chair for a 3-year term.
2. On the fourth year of service to the Honors and Awards Committee, the past Division Chair shall serve as the Honors and Awards Committee Vice-Chair for a 1-year term.

d. Eligibility and Appointment:

1. Any member of the THD is eligible for Honors and Awards Committee membership. The general members are appointed by the Executive Committee at the recommendation of the Nominating Committee which, in developing this recommendation, shall take into consideration the recommendations of the Honors and Awards Committee transmitted through its chair. Rotations (Chairs) and appointments become effective after the ANS Annual Meeting.

e. Meetings:

1. The Committee shall meet via teleconference or at ANS meetings, as needed.

### 9.5 Conference Screening Committee

a. Responsibilities:

1. The Conference Screening Committee shall be responsible for soliciting technical meeting proposals and recommending to the Executive Committee host

## Standard Bylaws

## Sample Rules

organizations for division sponsored or co-sponsored technical meetings.

### b. Membership:

1. The committee shall be composed of a minimum of nine (9) members. The Chair of the Conference Screening Committee shall be nominated by the Nominating Committee and approved by the Executive Committee. The Conference Screening Committee Chair shall serve a 4-year term.
2. Members shall serve 4-year terms. New members are nominated by the Nominating Committee and approved by the Executive Committee. The Chair of the Conference Screening Committee shall provide input to the nominating committee on appropriate candidates.
3. The Conference Screening Committee will include a minimum of 3 international members, with at least one member from Europe and one from the Asia-Pacific region.

### c. Eligibility:

1. Members of the Conference Screening Committee must be members of the ANS THD. Preference is given to individuals with previous experience in conference organization, as evidenced by roles such as: General Chair, General Co-Chair, Assistant General Chair, Program Chair, Program Co-Chair, Assistant Program Chair, Local Organizing Committee Chair, or Steering Committee Chair.

### d. Conflict of Interest:

1. Conference Screening Committee members who are listed as

## Standard Bylaws

## Sample Rules

General Chair, General Co- Chair, Assistant General Chair, Program Chair, Program Co-Chair, Assistant Program Chair, Local Organizing Committee Chair, or Steering Committee Chair on any proposal to host a given conference under deliberations shall recuse themselves from the deliberations regarding that conference. Members may recuse themselves for other conflicts of interest.

2. In the event that the Conference Screening Committee Chair is recused, an Acting Chair shall be selected from among the Conference Screening Committee members on the nomination of the Nominating Committee and appointment by the Executive Committee. The term of the Acting Chair shall end following deliberations regarding the current conference, after which they will remain a Conference Screening Committee Member.

### 9.6 Scholarship committee

#### a. Responsibilities:

1. The Scholarship Committee shall be responsible for supporting the society in the selection of the recipients of all THD- funded scholarships.

#### b. Membership:

1. The committee shall be composed of at least five (5) members and a maximum of nine (9) members, including the Division Chair.
2. The Chair of the Scholarship Committee shall be appointed by the Division Chair, upon approval by the Executive Committee and at the recommendation of the Nominating Committee. The Chair

## Standard Bylaws

## Sample Rules

of the Scholarship Committee shall serve a 3-year term.

2. Appointed members shall serve 3-year terms. New members are nominated and approved by the Executive Committee.

3. The Scholarship Committee shall include a minimum of 3 members with non-academic affiliations such as industry, government, or national laboratory.

4. The Scholarship Committee shall include a minimum of 1 international member.

5. Members of the Scholarship Committee must be members of the ANS THD.

### c. Conflict of Interest:

1. In the event that a candidate package is submitted from the institution of a Scholarship Committee member, the member shall recuse herself/himself from any deliberation regarding the candidates for that evaluation cycle. Members may recuse themselves for other conflicts of interest.

2. In the event that the Scholarship Committee Chair is recused, an Acting Chair shall be selected from among the Scholarship Committee members on the nomination of the Nominating Committee and appointment by the Executive Committee. The term of the Acting Chair shall end following deliberations regarding the current evaluation cycle, after which herself/himself will remain a Scholarship Committee member.

### 9.7 Industry Engagement Committee

#### a. Responsibilities:

## Standard Bylaws

## Sample Rules

1. The Industry Engagement Committee shall be responsible for engaging nuclear industry and report to Executive Committee.
2. The Committee shall be charged with identifying opportunities for the THD to support the professional development needs of members working in the nuclear industry.
3. The Industry Engagement Committee provides industry-oriented recommendations to the other standing committees to support their decisions and promotes involvement between THD and the nuclear industry.

b. Membership:

1. The committee shall be composed of seven (7) members, of which at least five (5) are industry representatives. No employment restrictions are placed on the remaining two (2) or less members.
2. Members of the Industry Engagement Committee must be members of the THD.
3. The members serving as industry representatives shall be employees of either a private company, regulator or safety authority, government-owned company, or industry-oriented organizations. Each company or organization shall not contribute more than two members to the Industry Engagement Committee.
4. The Industry Engagement Committee Chair shall be nominated by the nominating committee and approved by the Executive Committee. The chair shall serve a three (3) year term.

## Standard Bylaws

## Sample Rules

	<p>5. Members shall be nominated and approved by the Executive Committee. Members shall serve a three (3) year term.</p> <p>9.8 Other Standing Committees - Additional standing committees may be established by the Executive Committee.</p> <p>9.9 Special committees may be established from time to time by the Chair, subject to authorization by the Executive Committee; these shall be dissolved upon completion of the duties assigned to them. Membership of these special committee is at the discretion of the chair.</p>
--	---

## Standard Bylaws

## 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 THD Meetings procedures are set out in Bylaw B10.

## Standard Bylaws

## 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 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 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.
- 11.3 Amendments 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 two-thirds 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. The original set of

## Standard Bylaws

## Sample Rules

	<p>Division Rules, and any amendments to them, must be reviewed by the Bylaws and Rules Committee for consistency with Society Bylaws and Rules (Article B6.5).</p> <p>c. If an approved amendment fails to receive a two-thirds vote of the members present on the Executive Committee, as required by R11.3a, the Chair may direct that the amendment be put to a Division vote during the next scheduled election.</p> <p>d. The approved amendments to Division Rules shall become effective upon being filed with the Executive Director of the Society.</p> <p>e. The Division Secretary shall notify the Division membership of the amended Rules in a printed or electronic newsletter.</p>
--	---

## Standard Bylaws

### 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 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 Chair of the unit determines if an issue is to be considered and voted upon electronically.
- b. Documents / issues for comment and vote will be sent to the unit’s listserv with a request to review and comment.
- c. Deadline dates for comment and voting periods will be provided. Votes can be submitted during the comment period and must be received prior to the voting deadline. All members are required to reply to the listserv 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 unit members via listserv of the outcome of the vote. To be valid, all votes taken outside of a meeting must have a quorum of unit members registering a vote. To pass, the vote must have a majority of the quorum of unit members submitting an affirmative vote.
- 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.

Standard Bylaws

Sample Rules

- f. Each electronic vote will be confirmed at the next face-to-face meeting of the unit for historical record.

## Standard Bylaws

## Sample Rules

### 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

- 13.1 The THD procedures regarding dissolution are set out in B13.