

## GUIDELINES FOR DEVELOPING DIVISION/TECHNICAL GROUP RULES

The Board of Directors of the American Nuclear Society (the Board) has approved a set of Standard Bylaws for each of the groups of the Society's Constituent Units (i.e., Divisions and Technical Groups, and Local and Student Sections). This was done to provide uniformity among the governing documents of the various Units, to allow for developments in information technology, and, most importantly, to provide the Units with more flexibility in their own governance. The Standard Bylaws for each type of Unit are minimal in their scope and include only those provisions governing activities that are expressly found in, or derived from, the Bylaws, Rules and Procedures of the Society itself. In promulgating these Standard Bylaws, it was the Board's intention that the individual Units, having adopted the Standard Bylaws, would then develop a set of Rules to govern their own day-to-day operations (See Divisions/Technical Groups Standard Bylaw B6.5). Unit Bylaws, and amendments to them, must be reviewed by the Society's Bylaws and Rules Committee and then approved by the Board. The only Society approval requirement for Rules is that the original set, and any amendments to them, be reviewed by the Bylaws and Rules Committee for consistency with Society Bylaws and Rules, a process that should be able to be accomplished by e-mail in a month or two.

The Standard Bylaws for Divisions/Technical Groups (D/TG) are presented below along with a set of Sample Rules for the Units. The two documents are presented side-by-side in a two-column format so that a Rule which relates to a particular Article in the Bylaws appears directly opposite that Article. For example, Sample Rule R6.5, which pertains to the development of D/TG Rules, appears directly opposite Bylaw B6.5, which sets out this requirement. The Sample Rules provide very general suggestions as to the content and extent of D/TG Rules. The Rules should allow for the orderly pursuit of the D/TG activities, but they should also reflect the particular needs and characteristics of the individual Unit. Keep in mind that this is a sample set of Rules only, and provisions can be selected from the sample set, or a D/TG may choose to develop Rules independently.

The titles of the various paragraph headings for Rules reflect those portions of the Standard Bylaws that correspond in content to that paragraph. There are several D/TG Bylaw paragraphs (e.g., B3-Obligations to the Society, and B13-Dissolution) for which there is no apparent need for Rules. Also, there are areas in which Rules may be required for which there are no corresponding Bylaw paragraphs. Recall that the Standard Bylaws were formulated to be as brief as possible, so that many normal Unit governance requirements must be covered by the Rules.

Some D/TG possess documents (Procedures/Guides/Handbooks) that are used for regular and complex activities such as organizing and hosting topical meetings, scholarships, endowments and awards, etc.. It is advised that these *not* be included in the D/TG's Rules but rather be kept as a separate document wholly owned and managed by the D/TG. Rules (as with Bylaws) should be restricted to general D/TG governance and are more effective when they are concise and connected to specific Bylaws.

Listed below are some very general considerations to be kept in mind regarding D/TG Rules.

- R1-NAME: This rule is quite straightforward and following the wording of the sample seems the most obvious choice. The name of, or acronym for, the Division or Technical Group should replace the "D/TG" placeholder phrase throughout the Rules.
- R2- OBJECTIVES: The sample set provides nothing here, and the D/TG is free to add any special objectives they feel are appropriate for their particular organization.

- R3-OBLIGATIONS TO THE SOCIETY: Here the Standard Bylaws pretty much cover what is required, so nothing more is required.
- R4-MEMBERSHIP: This portion of the Rules allows the D/TG to establish its position regarding the rights and obligations of Student Members and Participants (non-ANS members who may be allowed D/TG membership privileges). The Bylaws provide for a range of options and the Sample Rules permit Student Members full D/TG privileges.
- R5- DUES AND FISCAL YEAR: Each D/TG should supply its own dues information. Normally the Fiscal Year should coincide with that of the Society, which coincides with the calendar year.
- R6-EXECUTIVE COMMITTEE: This Rule allows the D/TG to set the size, duties and term durations of the Executive Committee. Details of Committee operations would be spelled out here, such as quorum requirements, voting procedures and how vacancies are filled. The Sample Rules give a good idea of what should be included here.
- R7- OFFICERS: The Standard Bylaws state the general Society requirements for Section Officers. The Rule is more specific, and expands on the duties of the officers, and may establish an order of succession.
- R8- ELECTION AND ELIGIBILITY: Most of the election and eligibility details are spelled out in Bylaw B8, as D/TG elections must follow essentially the same schedule and balloting rules in effect for the Society. The D/TG Rules may embellish these adding, for instance, that the slate of nominees include members of a particular constituent group. The right-to-vote provisions are often covered in the MEMBERSHIP Rule, R-4.
- R9- STANDING AND SPECIAL COMMITTEES: The Sample Rules set forth the name, composition and duties of each of many committees. A large D/TG would likely follow this route, while small Units may not wish to burden their governance structure with a number of committees.
- R10- MEETINGS: In this paragraph of the Rules they may expand on the detailed Bylaw provisions on Meetings. No guidance is provided.
- R11- AMENDMENTS: Here the Sample Rules set forth the procedures within the Unit by which an amendment to the Standard Bylaws might be initiated, and how an amendment to the Standard Bylaws would be incorporated by the D/TG. Bylaw B11 describes the complex procedure through which a proposed Standard Bylaw amendment passes in order to be adopted.
- R12- RULES OF CONDUCT: **The Sample Rule now contains provisions for “electronic voting” which we hope may have been approved by the Society.**
- R13-DISSOLUTION: The Standard Bylaws cover this eventuality and no Rule is required.
- R14-et seq: The D/TG may want to add Rules for which there are no corresponding Standard Bylaws. But the last paragraph in the text above should be kept in mind. Keep the Rules as short as possible.