

AMERICAN NUCLEAR SOCIETY INCORPORATED
ROBOTICS AND REMOTE SYSTEMS DIVISION
RULES

Approved June 24, 2007

Revision 2

**AMERICAN NUCLEAR SOCIETY INC.
ROBOTICS AND REMOTE SYSTEMS DIVISION RULES**

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**AMERICAN NUCLEAR SOCIETY INC.
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R1 - NAME

1. The official name of this organization shall be the Robotics and Remote Systems Division of the AMERICAN NUCLEAR SOCIETY, Incorporated, hereinafter referred to as the Division and Society, respectively.

R2 - OBJECTIVES

1. The general Division objectives are stated in the Division bylaws.
2. The specific Division objective is to promote the development and application of robotic and remote systems for hazardous environments for the purpose of reducing hazardous exposure to individuals, reducing environmental hazards, and reducing the cost of performing work.
3. For the more active furtherance of the specific objective the Division shall undertake:
 - a. The holding of meetings (including Topical Meetings) for the presentation and discussion of professional papers mutually beneficial to the Society and the Division;
 - b. The publication of papers, discussions, communications, and the like;
 - c. The formation of closer professional and personal relations among the members;
 - d. Cooperation with other scientific and professional groups having similar objectives.
 - e. The promotion of beneficial and cordial relations with the faculty and students at institutions giving courses in robotics, remote systems, and engineering;
 - f. To encourage the public understanding of robotics, remote systems, and engineering;
 - g. To engage in such other activities as may be appropriate for the fulfillment of the objectives of the Society; and
 - h. To stimulate membership growth and participation in the Division and Society.

R3 - OBLIGATIONS

1. There are no obligations.

R4 - MEMBERSHIP

1. Student Members of the Society shall be eligible for membership in the Division.

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2. Student members in good standing in the Society shall be voting members
3. Student Members may hold the office of Secretary-Treasurer, Secretary or Treasurer and serve on the Executive Committee in the Division
- 4.

R5 - DUES

1. The annual dues for Division membership shall be determined by and established by the Division Executive Committee.

R6 - OFFICERS

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 (1) year concurrently with the term of officers of the Society or until their successors are elected or appointed. All Officers shall be Fellows or Members.
2. The Chair shall have supervision over the affairs of the Division under the direction of the Executive Committee. The Chair shall preside at meetings and shall have the power to perform other duties as may be provided in these Bylaws or may be delegated to the office by the Executive Committee.
3. The Vice Chair at the time of election shall be designated Chair-Elect. While serving, the Vice Chair shall perform the duties of the Chair in the Chair's absence or when the Chair is unable to serve, and such other duties as may be delegated to the office by the Executive Committee. At the expiration of the term of office, the Vice Chair shall automatically succeed to the office of Chair.
4. The Secretary shall keep a record of the proceedings of the Division and shall have such other duties as may be assigned by the Executive Committee or these Rules. The Secretary shall act as custodian of the Society Bylaws and Rules and of the Division Bylaws and Rules. The Secretary shall see that a notice of each Division meeting is provided to each member of the Division not less than ten (10) days before the date of that meeting. In the absence of the Chair and Vice Chair, the Secretary shall preside at the meetings of the Division.
5. The Treasurer shall collect and disburse funds as authorized by the Executive Committee. The Treasurer shall deposit the funds of the Division in a repository approved by the Executive Committee, shall handle the financial accounting, shall present a financial report at Division meetings while in office, and shall submit the books of account to be audited when leaving office. The Treasurer shall also have such other duties as may be assigned by the Executive Committee. In the absence of the other officers, the Treasurer shall preside at meetings of the Division.

R7 - EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the officers of the Division, the most recent past Chair, and no fewer than six (6) other Division Members, to be elected as hereinafter provided. The elected members shall have terms not to exceed three (3)

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years and the term designated for each shall be such as to maintain effective continuity of experience in conducting the affairs of the Division. The Chairs of Standing Committees may be invited to attend Executive Committee meetings. The Chair of the Division shall be the Chair of the Executive Committee. A quorum shall be a majority of the members of the committee.

2. Any vacancy among the officers or on the Executive Committee occurring during the year shall be filled by an Executive Committee appointment for the unexpired term, except that a vacancy in the office of Chair shall be filled by the Vice Chair, who shall continue to perform the duties of Vice Chair until installed as Chair for the following year, or as otherwise acted upon by the Executive Committee.
3. In order to provide for handling Division affairs, the Executive Committee may prepare and adopt suitable Division Rules (this document). The creation of these Rules shall be adopted in accordance with Rule 10 – Amendments.
4. Meetings of the Executive Committee may be called at any time by the Chair, or at the request of any two (2) members of the Committee.
5. Cooperative agreements with local scientific and engineering societies, or with local units of such national societies shall be by action of the Executive Committee.

R8 - MEETINGS

1. Meetings shall be held as determined by the Executive Committee at times and places designated. Typically meetings are held during the ANS Annual meeting, the ANS Winter meeting, and during Division topical meetings.
2. A notice of each Division meeting shall be provided to each voting and non-voting Division member by the Secretary or the Secretary's delegate not less than ten (10) days before the meeting date.

R9 - QUORUM AND RULES OF ORDER

1. A quorum for the transaction of business at Division meetings shall consist of not fewer than twenty-five (25) qualified voters, or twenty percent (20%) of the membership, whichever is less.
2. Rules contained in Robert's Rules of Order, current edition, shall be used for interpreting the Bylaws and Rules of the Society and Division.

R10 - AMENDMENTS

1. The creation of and proposed amendments to these Rules shall be adopted by affirmative vote of not fewer than two-thirds (2/3) of the members of the Executive Committee, provided that the text of the Rule has been provided to each member of the Committee at least ten (10) days before the vote is taken.
2. A copy of the Division Rules, and any proposed amendments to them, shall be provided to the ANS Bylaws and Rules Committee for review. The Bylaws and

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Rules Committee (BRC) shall check for consistency with Society Bylaws & Rules and send a letter to the Division Secretary stating the review results.

3. After the BRC review, the Division Secretary shall send the Division Rules to the Society Executive Director.
4. The Division Secretary shall notify Division members of amendments to the Rules in a timely manner after adoption.

R12 - ELECTION AND ELIGIBILITY

1. The Division officers (except the Chair) and members of the Executive Committee shall be elected by the Division membership.
2. The most recent past Division Chair, or Ex-Officio, shall Chair the Nominating Committee. The Nominating Committee shall consist of the Ex-Officio and no fewer than three (3) division members, selected by the committee Chair.
3. The Nominating Committee Chair shall place a list of nominees in the hands of the Division Chair before the ANS Winter Meeting. The Division Executive Committee will review the nominees and vote to approve the list during the Division Executive Committee meeting at the ANS Winter Meeting.
4. The Division Chair shall submit the approved list of nominees to the Society Secretary not later than seven (7) days after the close of the ANS Winter Meeting. The Society Secretary shall prepare and provide to each member of the Division no later than March 1st, a ballot containing the nominations submitted by the Nominating Committee, and in addition any other nominations submitted by endorsement of not fewer than ten (10) members received in writing either by the Nominating Committee or by the Secretary prior to February 1st.
5. For each elective office other than the office of Chair, at least one (1) candidate shall be named by the Nominating Committee. Each nominated candidate shall have agreed to serve if elected. The ballot shall also provide a provision for write-in names for each office.
6. Ballots shall be returned to the Society Secretary to determine the eligibility of the voter and the Society Secretary shall turn over all accredited ballots to the Inspectors of Election. In order to be counted, they shall reach the Society Secretary not later than April 1st.
7. The Inspectors shall report the results of the election not later than April 7th to the Secretary who shall declare elected to each office the candidate receiving the largest number of votes for that office. Should a tie occur, the Division Executive Committee shall resolve the tie by ballot vote at their next regular meeting or special meeting called in accordance with the Division Bylaws and Rules.
8. The elected candidates shall be installed and their terms of office shall commence concurrently with the term of officers of the Society.

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9. Members shall not be eligible for election to more than one office concurrently, nor for two consecutive terms for the same office, with the exception of the Secretary, Treasurer, and other elected members of the Executive Committee who shall be eligible for not more than three (3) consecutive terms. After one (1) term in office, the Chair shall automatically be succeeded by the Vice Chair.

R13 - DIVISION COMMITTEES

1. The Division Standing and Special Committees shall be appointed by the Division Chair, as required, to serve during the Chair's tenure of office, except as otherwise specified. Appointments to committees shall be reported to the Executive Committee subject to their approval, and that Committee may change the personnel of committees at any time at its discretion.
2. All Standing and Special Committee Chairs shall report periodically to the Division Executive Committee.
3. The Standing Committees shall include:
 - a. Membership Committee - shall be responsible for bringing the advantages of the Division and of Society membership to the attention of qualified candidates.
 - b. Program Committee - shall be responsible for planning Division technical meetings and sessions and for coordinating all meetings with those of the Society and of affiliated organizations. This Committee shall be responsible for all arrangements as necessary to properly conduct the Division's meetings
 - c. Student Activities Committee – shall responsible for coordinating all student activities sponsored by the Division.
4. Additional Standing Committees may be created by a two-thirds (2/3) vote of the Executive Committee.
5. The Special Committees shall include:
 - a. Nominating Committee - composed of not fewer than three (3) Division members who shall nominate candidates for the elective offices and the Executive Committee.
6. Special committees shall be dissolved upon completion of the duties assigned to them. The Special Committee Chair shall submit a report to the Division Executive Committee summarizing the findings, results, and recommendations from the Special Committee.
7. Special Committees may be established by the Chair of the Division, subject to approval of the Executive Committee.
8. A majority of the Committee shall constitute a quorum at all Committee meetings.

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R14 - SPECIAL MEETINGS

1. On occasion, such as in preparation and conduct of National, topical or joint meetings, the Division may act on behalf of the Society subsequent to authorization given by the Board of Directors as prescribed in Article B3, Division 3, of the Division Bylaws.
2. The Division shall coordinate the meeting subject to the Society's approval in accordance with ANS Policy Resolutions.