

# **Advanced Test Reactor National Scientific User Facility Users Organization Bylaws and Charter**

## **I. NAME**

The name of this organization shall be the ATR National Scientific Users Organization (ATR NSUO).

## **II. PURPOSE**

The purpose of the UO is to:

1. Provide a formal and clear channel for the exchange of information and advice between the investigators who perform reactor-based nuclear technology experiments and the ATR NSUF Management.
2. Serve as an advocacy group for the experimental activities at the ATR NSUF.
3. Provide a communication channel among users of the ATR NSUF.

## **III. MEMBERSHIP**

Membership in the UO is open to all users and potential users of the various facilities included in the ATR NSUF and scientists and engineers engaged in the operation and development of these facilities. Potential members can join by self-nomination.

## **IV. MEMBERSHIP MEETINGS**

An annual meeting of the UO shall be held at a time and in a manner designated by the UO Executive Committee. The Executive Committee shall plan the meeting, including preparation of the agenda and timely notification of the UO membership, with assistance from facility staff. If necessary, a special meeting of the UO, or a subcommittee of it, may be called by a majority of the Executive Committee or a majority of the UO membership. Questions of order not covered by UO legislation are governed by Robert's Rules of Order Newly Revised.

## V. EXECUTIVE COMMITTEE AND OFFICERS

- A. **Executive Committee** – The Executive Committee shall conduct the regular business of the UO and shall have up to 7 members consisting of the Chair, a Secretary, Chair Ex-Officio, student member, and up to three regular members. The three regular members shall be elected by the UO membership each year. The regular members shall serve a four year term. The student member position, reserved for either a graduate or Ph.D. student or postdoctoral fellow, shall be a 1-year term. Elections will be held one month prior to ATR NSUF Users Week. Terms for members shall begin on the last day of Users Week. Nominations for members of the Executive Committee must be made by active UO members and submitted prior to April 1. Members nominated for the Executive Committee must be members of the UO. Nominations meeting the aforementioned criteria shall be accepted by the Executive Committee, which shall prepare a slate of candidates for the election. The Executive Committee shall determine the number of new Executive Committee members to be elected and will strive to have no less than 3 and no more than 7 Committee members. The election process (distributing biographies of the candidates and ballots, tallying the votes, and reporting the results) shall be the responsibility of the Secretary of the Executive Committee. Election of members shall be by simple pluralities of votes cast. In preparing a slate of candidates, the Executive Committee shall attempt to provide appropriate representation on the Executive Committee of the principal activities of the ATR NSUF. In addition, the Executive Committee shall strive to have scientific and institutional diversity reflected in the slate of candidates. Special committees shall be formed as appropriate, consisting of members of the Executive Committee, to deal with special needs of the ATR NSUF.
- B. **Officers** – The officers of the Executive Committee shall be a Chair and a Secretary, each serving 2-year terms. Subsequent to the annual election of new Executive Committee members, the Executive Committee in its first meeting shall select a Secretary from one of the new members of the Committee. The Secretary shall serve during the ensuing 2 year term and succeed to Chair following the next election. If the office of Chair becomes vacant, the Secretary shall assume the position of Chair, and the Executive Committee shall choose a new Secretary from

its membership. Neither the Chair nor Secretary shall be an employee of INL. The former Chair shall remain as an ex-officio member of the committee during the 2 years following his/her tenure.

Administrative support of the UO will be provided by the ATR NSUF. The support staff will be responsible for organizing meetings and assisting with various administrative aspects of the UO business.

C. **Executive Committee Meetings** – The Executive Committee shall meet four times each year as indicated below, and at such other times as called for by the Chair or by a majority of the Executive Committee membership.

1. One meeting will occur during the ATR NSUF Users Week.
2. One meeting will occur at INL at a time determined by the Executive Committee.
3. One meeting will be held at the location of an ATR NSUF partner facility.
4. One meeting will be held in conjunction with a major society meeting (ANS, TMS, etc.).

D. **Functions and Procedures** – The Executive Committee shall carry out the following functions and procedures:

1. The Executive Committee, drawing on suggestions from the membership, shall make recommendations to ATR NSUF management for persons to serve on proposal evaluation committees.
2. The Executive Committee, drawing on suggestions from the membership, shall make recommendations to ATR NSUF management on matters affecting the user community such as operating policies and needs for facilities, infrastructure, and instrumentation.
3. The Executive Committee shall plan and run the annual meeting of the UO.
4. The Executive Committee shall report back to the membership at the

annual meeting and at other times as appropriate.

## **VI. ADOPTION OF CHARTER, AMENDMENTS**

This charter shall be adopted if approved by two-thirds of the UO members participating during the vote. Proposed amendment to this charter, bearing the signatures of at least five UO members, may be introduced at an annual meeting. A two-thirds majority of the member vote is required for passage of the amendment. Abstaining votes will not be considered in the vote totals for ATR NSUO Elections.