

# BYLAWS

of the

## INTERNATIONAL COMMITTEE ON ACTIVATION ANALYSIS

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### ARTICLE I - PURPOSE

The International Committee on Activation Analysis (ICAA) is organized exclusively for scientific and educational purposes, and specifically to coordinate the series of international conferences entitled Modern Trends in Activation Analysis (MTAA). The Committee and its individual members act to improve and promote the application of nuclear methods of chemical analysis.

### ARTICLE II - MEMBERSHIP

Section 1: The ICAA shall consist of twenty-one members, each member serving for a term encompassing three MTAA Conferences. One-third of the old terms expire and the corresponding new terms begin at the closing of each MTAA Conference.

Section 2: Election of members shall occur within the six months preceding each MTAA Conference.

Section 3: All ICAA members whose terms expire are eligible for re-election.

Section 4: Nominations may be made by present ICAA members. Each nomination must be seconded by another member and agreed to by the candidate. Nominees should be respected scientists, well acquainted with the worldwide status of the field and its principal practitioners.

Section 5: The Secretary will transmit the slate of candidates to the members, and receive and tabulate the ballots. If the current Secretary is a candidate for re-election, the President shall perform this duty; if both are contested then another member agreeable to both shall administer the election.

Section 6: New members will be elected by a weighted vote, by which candidates are given numeric scores, e. g. 10 for first choice, 9 for second, and so on. The vacancies will be filled in order by candidates with the highest summed voting scores. The votes will be verified by a second member of ICAA, to be selected by the teller receiving the votes. Voting scores shall be retained between elections by at least two members: the Secretary, the President (or a designate if both were nominees), and/or the checking member.

Section 7: When a vacancy on the ICAA appears between elections, the vacancy shall be

filled by the candidate with the next highest rank in the previous election.

Section 8: Resignation from the ICAA must be in writing to the Secretary and the President. A member may be removed for cause by a three-fourths vote of the remaining members.

Section 9: The ICAA may designate distinguished former members as Honorary Life Members. Any member may propose a candidate with the candidate's consent, who shall be designated by a simple majority of members voting.

### ARTICLE III – MEETINGS AND COMMUNICATIONS

Section 1: The ICAA must meet during the MTAA Conference.

Section 2: A quorum of at least fifty percent of the ICAA members must be present before business can be transacted or motions made or passed.

Section 3: Incoming new members who have been elected but not yet taken office may attend the meeting during the MTAA Conference as observers, but shall have neither the privilege to propose motions nor vote.

Section 4: Special meetings, usually incident to conferences of interest to members, may be called at the request of the President or one-third of the ICAA. Notices of meetings shall be sent by the Secretary to each member at least thirty days in advance.

Section 5: Additional business may be transacted between meetings by electronic mail or by other means agreed upon.

Section 6: All votes shall be decided by simple majority.

Section 7: Electronic mail shall be considered equivalent to written communication.

### ARTICLE IV – OFFICERS

Section 1: There shall be three officers of the ICAA: a President, a Secretary, and a Treasurer. The ICAA may combine the offices of President and Treasurer in one person for any interval. The officers shall be elected at each regular MTAA Conference, and take office at the closing of the Conference. The duties of the officers are as follows, in addition to those mentioned in Articles II and III:

Section 2: The President shall convene ICAA meetings, and shall preside, or arrange for another member of the ICAA to preside, at each meeting. The president shall be the chief but not necessarily the only contact between the ICAA and the organizers of the next MTAA Conference.

Section 3: The Secretary shall be responsible for keeping records of ICAA actions, including taking minutes at all ICAA meetings, sending out meeting and election announcements, distributing copies of minutes and the agenda to each ICAA member, and assuring that ICAA records are maintained. An acting Secretary may be designated for a meeting if the Secretary is unable to attend.

Section 4: The Treasurer shall make a report at each ICAA meeting, chair the finance subcommittee, assist in the preparation of the budget, and make financial information available to ICAA members.

## ARTICLE V - SUBCOMMITTEES

Section 1: The ICAA may create permanent or ad hoc subcommittees as needed. The President appoints all subcommittee chairs, and is a member of all subcommittees ex officio. Subcommittee memberships shall expire at the end of an MTAA Conference.

Section 2: Site Selection Subcommittee. Within the six months before each MTAA Conference, the chair of the site selection subcommittee shall solicit expressions of interest for hosting the next Conference. Within two years of the next expected MTAA conference, the subcommittee chair shall obtain detailed formal proposals from prospective host countries or organizations by electronic mail, review them for completeness, and transmit the proposals to the ICAA members for their votes. The chair and the members of the subcommittee should make efforts to visit the prospective sites and/or otherwise advise the organizers on the suitability of facilities prior to the submission of proposals. The absence of a site visit shall not disqualify an applicant.

Section 3: Finance Subcommittee. The Treasurer shall chair this subcommittee, which includes the President, the Secretary, and two other ICAA members. The full ICAA must approve the budget. Annual reports are required to be submitted to the ICAA showing income, expenditures and pending income.

Section 4: Awards Subcommittee. This subcommittee shall participate in the evaluation of nominations for the Hevesy Medal Award as requested by the sponsors of that medal. The subcommittee shall administer any additional awards that may be established by the ICAA.

## ARTICLE VI - AMENDMENTS

These Bylaws may be amended when necessary by a two-thirds majority of the ICAA. Proposed amendments must be submitted to the Secretary to be included with regular ICAA announcements.

These Bylaws were approved by electronic correspondence, the vote being completed on 9 November 2007.