

# **RADIATION INSTRUMENTATION TECHNICAL COMMITTEE CONSTITUTION AND BYLAWS**

## ***RITC CONSTITUTION***

### ***ARTICLE I - NAME AND OBJECTIVE***

#### Section 1.

The organization shall be known as the Radiation Instrumentation Technical Committee of the IEEE Nuclear and Plasma Sciences Society (NPSS), referred to hereinafter as the RITC.

#### Section 2.

The RITC shall strive for the advancement of the theory and application of Ionizing Radiation Instrumentation and of its allied arts and sciences and maintenance of high scientific and technical standards among its members.

#### Section 3.

The RITC shall aid in promoting close cooperation and exchange of technical information among its members and to this end, is responsible (in conjunction with the Nuclear Medical and Imaging Science Technical Committee - NMISTC) for the annual NSS/MIC meetings and other sponsored conferences, shall assist in associated publications of the Transactions on Nuclear Science, provide for peer recognition of individuals, promote a positive image of ionizing radiation instrumentation science and applications, act as liaison between IEEE and other organizations in the area of radiation instrumentation, and otherwise provide for the needs of its members.

### ***ARTICLE II - FIELD OF INTEREST***

#### Section 1.

The field of interest of the RITC is Ionizing Radiation Instrumentation and its applications. The emphasis is on the tools utilized, primarily the radiation sensors, associated electronics, and techniques for processing the measured data. It shall devote itself to publication or other dissemination of original contributions to the theory, design, experiments, educational methods, and applications of Ionizing Radiation Instrumentation. Areas of technical interest will include, but not be limited to, the following:

#### Section 2.

- a) Sensors for detecting and quantifying ionizing radiation, including X-ray, gamma ray, alpha particle, electron (beta particle), positron and neutron radiation as well as products of high energy interactions or nuclear interactions.
- b) Sources of ionizing radiation.
- c) Analog and digital electronics and data acquisition systems used in conjunction with the components in a) and b).
- d) Simulation, data processing and analysis for a) and b).
- e) Instrumentation, systems, and applications incorporating the components in a), b), c) and d).

### ***ARTICLE III - MEMBERSHIP***

#### Section 1.

Members of the RITC are those individuals who are members of the IEEE and NPSS having an interest in Ionizing Radiation Instrumentation.

Section 2.

Affiliates may participate in the activities of the RITC as provided by the IEEE Bylaws and subject to the applicable IEEE rules and regulations and to any additional limitations imposed by the NPSS Bylaws.

**ARTICLE IV - ADMINISTRATION**

Section 1.

The RITC shall be managed by a Radiation Instrumentation Steering Committee (RISC) consisting of elected members-at-large, plus certain ex-officio members as specified herein and in the Bylaws. The number of elected members-at-large shall be fifteen.

Section 2.

- a) The terms of office of the elected members-at-large of RISC shall be three years. Members-at-large who have served a full term may not become a member-at-large again until at least one year after the expiration of their term. Election of members-at-large shall be held annually to fill vacancies for the coming year.
- b) Any RISC member or subcommittee member may be removed from office if they fail to perform their duties in a manner that is consistent with the best interests of the IEEE, the NPSS, the RITC or the RISC. This prerogative of the RISC should be exercised only in extreme cases and only after due process and consideration as specified in the Bylaws.

Section 3.

- a) The affairs of the RISC shall be headed by a Chairperson in accordance with his or her powers and duties as defined hereunder and in the Bylaws. In the event of the Chairperson's absence or incapacity, the Vice-Chairperson, or if the Vice-Chairperson is unavailable, then the Most Recent Past-Chairperson, shall perform the Chairperson's duties.
- b) In the event that neither the Chairperson, the Vice-Chairperson, or the Most Recent Past Chairperson is able to take office as prescribed in the Bylaws, or if all are incapacitated or if all offices become vacant, the RISC shall promptly elect an Acting Chairperson from among the members-at-large to assume the duties of Chairperson until either the Chairperson, Vice-Chairperson, or Most Recent Past Chairperson resumes their duties or an election, as prescribed in Section 4 below, is held.
- c) The Chairperson shall appoint a Secretary for the RISC. The Secretary need not be chosen from among the members at large.

Section 4.

- a) The Vice-Chairperson, who is Chairperson-elect, shall be elected by the voting members of the RISC. The term of office shall be two years as Vice-Chairperson, followed by two years as Chairperson, followed by two years as the Most Recent Past Chairperson. The election of Vice-Chairperson shall be held as defined in the Bylaws.
- b) All elected members-at-large presently serving their elected term shall be eligible for election as Vice-Chairperson.
- c) If the Vice-Chairperson is required to perform the duties of the Chairperson, the Vice-Chairperson is eligible to become Chairperson when his or her nominal term as Vice-Chairperson is complete.
- d) The Chairperson, Vice-Chairperson, and Most Recent Past Chairperson shall be considered ex-officio members of the RISC with voting rights for the duration of their terms in their respective Chairperson positions.
- e) Upon assuming their position, the Vice-Chairperson shall forego the remainder of their member-at-large term. A

new member-at-large will fill this position according to the procedure described in Article V, Section 3 below.

Section 5.

The Chairperson, with the concurrence of RISC, shall have the power to create and disband Subcommittees of the RISC, including, but not limited to, those listed in the Bylaws. The Chairperson shall be an ex-officio member with vote on all Subcommittees.

Section 6.

The Chairperson, as soon as possible after assuming this position, shall appoint the Chairpersons of the Subcommittees provided for in the Bylaws.

**ARTICLE V - NOMINATIONS AND ELECTION OF RISC MEMBERS-AT-LARGE**

Section 1.

Nominating procedures shall be as prescribed in the Bylaws and shall include provision for nomination by RITC members.

Section 2.

Election of the members-at-large of the RISC shall be as prescribed in the Bylaws.

Section 3.

If a member-at-large of the RISC does not complete their term and the term has at least one year remaining, the vacancy shall be filled according to results of the most recent member-at-large election. The first open position being filled by the nominee with the sixth most votes, the second position by the nominee with the seventh most votes, and so on. In the event that all nominees on the ballot of the most recent election have assumed RISC positions, open positions shall be filled at the next election for the unexpired portion of the unfilled position. When a RISC member is appointed for a partial term, that person is eligible to run for the next full-term election to the same position.

**ARTICLE VI - MEETINGS**

Section 1.

The RISC shall meet as required to conduct business and in accordance with the Bylaws. Meeting of the RISC shall generally follow Robert's Rules of Order.

Section 2.

The RISC or any subcommittee thereof may meet, vote, and take action by any means of concurrent communication. The normal voting requirements for quorum and majority shall apply when action is taken by any means of communications allowing all the persons participating in the meeting to communicate with each other at the same time.

Section 3.

Eleven voting members of the RISC shall constitute a quorum. No member shall have more than one vote by reason of multiple offices or responsibilities.

Section 4.

A majority of the votes cast by those members of the RISC attending a meeting shall be necessary for the conduct of its business except as otherwise provided in this constitution.

Section 5.

The RISC or any subcommittee thereof may take action without a meeting if applicable (e.g., email voting). The results of the vote shall be confirmed promptly in writing or by electronic transmission and recorded at the next RISC meeting.

Section 6.

Proxy voting is not allowed.

**ARTICLE VII - AMENDMENTS**

Section 1.

Amendments to this Constitution may be initiated by a petition submitted by a two-thirds vote of the RISC, such petition being submitted to the NPSS Administrative Committee (AdCom) for approval. After such approval, the proposed amendment shall be published in the NPSS Newsletter, with notice that it goes into effect unless 20 RITC members object within 60 days of the date of the notice. If such objections are received, a copy of the proposed amendment shall be communicated to all members of the RITC at least 45 days before the date set for the vote. When a vote of the entire RITC membership is made necessary, approval of the amendment by at least two-thirds of the votes shall be necessary for its enactment. If approved by RITC members, the proposed amendment will be submitted to NPSS AdCom for final approval. The amendment shall take effect immediately upon approval by AdCom. If the amendment changes the membership of RISC, the current RISC members will continue to serve until their terms expire.

Section 2.

As an alternative to the procedure outlined in Section 1 above, 10 members of the RITC may submit a petition to RISC. RISC shall consider this petition within 3 months of its submission. If the petitioners are not satisfied with the RISC results, they may escalate the petition to the AdCom. If approved by the NPSS AdCom, AdCom shall notify the RISC. If approved by RISC or AdCom, the proposed amendment shall be submitted to the membership for vote as described above.

Section 3.

RITC Bylaws, and amendments thereto, may be adopted by two-thirds vote of those present at a RISC meeting, provided that notice of the proposed Bylaw or amendment has been sent to each member of the RISC at least a week prior to such meeting. Alternatively, a RITC Bylaw or amendment may be adopted by a two-thirds vote of the members of the RISC, as long as a 3-week period is given for such responses. In either event, the proposed Bylaw or amendment shall be published in the NPSS Newsletter. No Bylaw or amendment shall take effect until it has been approved by the AdCom of the NPSS.

**ARTICLE VIII - REVISION**

Section 1.

The Chairperson of the RISC shall appoint a subcommittee every five years to evaluate the effectiveness of the Constitution and Bylaws, to study the rules of governance required by the activities of the RITC at that time and to consider revising the Constitution and Bylaws appropriate to the existing and anticipated needs of the RITC.

**RITC BYLAWS**

1. RISC

Article IV of the Constitution provides that the RISC shall consist of a number of elected members-at-large plus certain ex-officio members. The ex-officio members of the RISC shall be the Chairperson of RISC, the Vice-Chairperson of RISC, the Most Recent Past Chairperson of RISC, the RITC-elected NPSS AdCom members, the Chairperson of each RISC Subcommittee, the Chairperson of the Nuclear Medical and Imaging Sciences Council, the Senior Editor for Radiation Instrumentation of the IEEE Transactions on Nuclear Science, and such other ex-officio members as are provided for in the Constitution and Bylaws of the NPSS.

1.1 The voting members of the RISC shall be the elected RISC members-at-large, the Chairperson of RISC, the Vice-Chairperson of RISC, and the Most Recent Past Chairperson of RISC, and the RITC-elected NPSS AdCom members.

- 1.2 The RISC shall meet at least once per year within a month of the NSS conference on a date determined by the Chairperson, which should be provided to all of RISC at least three weeks in advance of the meeting. This meeting shall be considered the Annual Meeting of the RISC.
- 1.3 Additional meetings may be called at the discretion of the Chairperson or upon request of at least two thirds of the voting members of the RISC with at least a three-week notice.

## 2. Nomination and Election of RISC Members

Article IV of the Constitution specifies the number of RISC members-at-large, as well as the term length and restrictions. One third of the RISC members-at-large, plus any unfilled vacancies created in the previous year, are to be filled each year by election of the general membership of the RITC.

- 2.1 The Chairperson of the RISC is responsible for ensuring that there are no fewer than 50% more nominations than vacant positions to be filled (for a typical year when there are five vacant positions, this requires a minimum of eight nominees). Nominations may be made by any member of the RISC or any member in good standing of the RITC. Self-nominations are allowed.
- 2.2 The individual making a nomination must determine in advance that the nominee is willing to serve if elected.
- 2.3 Those nominees receiving the highest number of votes will be elected to the vacant posts. In the event a tie needs to be resolved, the voting members of RISC shall vote.
- 2.4 The Chairperson of the RISC shall ensure that a call for nominations is conveyed to the entire RITC membership via the March NPSS Newsletter. Nominations must be submitted to the NPSS Nomination Chairperson by July 1. Such nominations must include an expression by the nominee of willingness to serve if elected.
- 2.5 All nominees must either be IEEE members (any grade) and members of the RITC or have submitted applications for membership at the time the nominations are forwarded to IEEE Headquarters.
- 2.6 On or about July 31, RISC, through NPSS and IEEE Headquarters, shall arrange for the distribution of a ballot to the members of the RITC to elect the candidates to fill vacancies on the RISC. The ballot shall be accompanied by a short biographical sketch from each nominee with an indication of their Radiation Instrumentation activities and former or present IEEE activities.
- 2.7 Forty-five days after distribution of the ballots, the IEEE Headquarters shall count and tabulate the votes received and report the results to the RISC.
- 2.8 The RISC shall submit to the Secretary of the NPSS AdCom the names of the candidates with the largest number of votes to fill the designated vacancies.
- 2.9 In the case of a paper ballot being submitted, no members-at-large vote shall be counted unless unambiguously marked by a qualified voter to indicate their choice, and sent in a sealed envelope bearing the voter's name on or before the specified deadline date.

## 3. Subcommittees

The Chairperson of the RISC, in concurrence with the RISC, shall appoint the Chairpersons for the following Subcommittees:

- Fellows and Awards Subcommittee(s).
- Other Subcommittees as shall be required for the operation of the RITC.

- 3.1 The term of office of a Subcommittee Chairperson shall be one year, but a Subcommittee Chairperson may be reappointed to the same position.
- 3.2 The Chairperson of a Subcommittee must be a member of the RITC. However, in general, preference should be given to elected members of the RISC to serve as Chairpersons of its Subcommittees.
- 3.3 Each of the Subcommittees shall report on its activities to the RISC at the Annual Meeting.

- 3.4 The membership of the Subcommittees shall be appointed by the Chairperson of that Subcommittee. The membership and activities of the Subcommittees should be publicized to the membership of the RITC via the NPSS Newsletter, and suggestions for Subcommittee membership should be invited from RITC members.
- 3.5 The Nuclear Science Symposium and Medical Imaging Conference (NSS/MIC) Joint Oversight Subcommittee (JOS) shall be a joint subcommittee of the RISC and NMISC charged with the primary responsibility of researching future NSS/MIC conference locations and assisting with the selection of the respective General Chairs. The JOS shall be managed by the Joint Executive Subcommittee (JES) of the RISC and NMISC. The detailed responsibilities and operating procedures for the JOS are specified in a separate Terms of Reference document that is managed by the JES.

#### 3.5.1 JOS Membership

The JOS members-at-large are the executive members (JOS Chair, Vice Chair, Most Recent Past Chair) and four elected regular members, two each from RITC and NMISTC. Ex-officio members of the JOS include the RISC Chair, the NMISC Chair, and the NPSS AdCom President. All members-at-large and ex-officio members are voting members. The terms of office for JOS regular members-at-large shall be two years, with a limit of two consecutive terms. The executive member term limit is six years (two years each as Vice Chair, Chair and Most Recent Past Chair). JES members are not eligible to be JOS members, with the exception of the ex-officio positions held by the RISC and NMISC Chairs.

#### 3.5.2 Joint Executive Subcommittee

The Joint Executive Subcommittee (JES) is comprised of the current Chairpersons, the Most Recent Past Chairpersons, and the Vice Chairpersons of the RISC and NMISC. The JES is a subcommittee of and reports to RISC and NMISC. The JES is chaired by the outgoing Most Recent Past Chairperson rotating each year between RISC and NMISC. All actions of the JES are communicated to the committees through the respective RISC and NMISC Chairs. The primary responsibilities of the JES are to provide direction and guidance to the JOS Chair and committee in the execution of their duties, facilitate the communication between the JOS and the RISC and NMISC, and maintain revision control authority for the JOS Terms of Reference and related site selection documents.

#### 3.5.3 Voting

Voting within the JOS concerning site selection can be executed in any form convenient for the committee (electronic or otherwise) and shall be by simple majority. A minimum fifteen-day notification of a vote is required prior to executing a vote. All members-at-large must participate in voting activities and in the event a member-at-large does not register a vote, that member's vote shall be counted as an abstention. In the event of a tie vote, a second vote will be held with only the tied sites. If the vote remains tied, a vote is executed by the JES members and the JOS Chair. Voting members have only one vote, regardless of the number of voting member positions held. Administration of these voting activities shall be the responsibility of the JOS Chair.

#### 3.5.4 Communication

JOS internal communication can take any form (e.g., electronic or in-person). Records of all communications shall be retained in the JOS archive, the maintenance of which is the responsibility of the JOS Chair.

#### 3.5.5 Election of JOS Members

- 3.5.5.1 The Vice Chair of the JOS shall be elected biennially, alternating between the RISC and NMISC. The Vice Chair shall become the Chair at the end of the term, the Chair becoming the Most Recent Past Chair.
- 3.5.5.2 Two of the four regular elected members-at-large shall be either appointed or elected (at the chair's discretion) annually, one each by RISC and NMISC, so that the terms of the elected committee members-at-large overlap by one year.
- 3.5.5.3 If any member does not complete their term, a new member will be selected as soon as possible

to complete the unexpired portion of the term from the committee originally responsible for selecting the departing member (RISC or NMISC). In such cases, the replacement member-at-large can subsequently be elected for up to two additional 2-year terms.

3.5.5.4 In the event that the JOS Chair is vacated for any reason, the JOS Most Recent Past Chair shall immediately assume the position of JOS Chair for the duration of the term. The replacement JOS Chair may then once again become the JOS Most Recent Past Chair as an exception to the term limit rules (paragraph 3.5.1) if approved by the JES, otherwise the JOS Most Recent Chair position will remain vacant until the replacement JOS Chair completes their term, who then becomes the Most Recent Past Chair. If the JOS Most Recent Past Chair is unavailable, the JOS Vice Chair assumes the duties of JOS Chair for the remainder of the term, and then begins their elected term. In this case, election of a new JOS Vice Chair shall immediately commence.

3.5.5.5 In the event that the JOS Chair is removed from office, he/she is not eligible to assume the duties of the Most Recent Past Chair. The term of the current Most Recent Past Chair can be extended by the JES, or will remain vacant until the replacement JOS Chair completes their term, who then becomes the Most Recent Past Chair.

### 3.5.6 Conflict of Interest

3.5.6.1 Any JOS or JES member who has a conflict of interest (COI) in the site selection decision for a particular year shall be recused from the vote for that year. The COI can be in the form of either financial or personal gain as a result of the site selection. COI determinations shall be consistent with current IEEE policy. The COI may be self-declared, or arise from a suggestion of potential COI from any member of the NMISTC or RITC. In the latter case, the decision on whether an actual COI exists will be made by the JOS Chair, unless he or she is the member in question, in which case the decision will be made by the JES.

3.5.6.2 A COI with respect to voting exists for any JOS or JES member who is also a member of the local organizing committee for a site under consideration prior to the vote. Once a site is selected, JOS and JES members may become conference organizing committee members.

## 4. Voting

All calls for vote, pursuant to action by the RISC, shall be issued to the voting members by the Secretary. The Secretary shall report the results to the RISC.

## 5. Beginning of Terms of Office

All terms of office of elected Members-at-Large of the RISC shall begin January 1 of the year immediately following their election.

## 6. Election of Vice-Chairperson of RISC

The Vice-Chairperson of RISC shall be nominated and elected from among the eligible members-at-large of the RISC. A minimum of one month before the Annual Meeting of the RISC, the RISC Secretary will notify all current RISC members of the upcoming election and solicit nominations (self-nominations are allowed). The nominations will be closed two weeks before the annual meeting of the RISC. The Chairperson of the RISC is responsible for ensuring that at least one nomination for Vice-Chairperson is received by this time. The Secretary of RISC shall announce to all voting RISC members the identities of the candidates at least one week before the annual meeting, and also inform them of the procedure for casting a ballot if they are unable to attend the RISC annual meeting. The vote will occur during the Annual Meeting of the RISC. If there is only one candidate, then that candidate will be elected at the Annual Meeting by those RISC members in attendance. If there is more than one candidate, a secret ballot will be taken during the Annual Meeting and the Chairperson shall designate tellers to immediately count the ballots. Voting RISC members who are not attending the Annual Meeting of the RISC may submit a ballot by notifying the RISC Secretary of their choice. The results of the vote shall be announced and the nominee receiving a majority of votes cast shall be declared elected. In the event that no candidate receives a majority of votes cast, runoff elections shall be conducted by secret ballot at the Annual Meeting of RISC among the candidates receiving the two highest number

of votes until one candidate receives a majority of the votes cast. For these runoff elections, only those RISC members in attendance may cast a vote. The terms of office of the Chairperson, Vice-Chairperson and Most Recent Past Chairperson of RISC shall begin January 1 of the year immediately following their election.

## 7. Removal from Office

7.1 Any directly elected member who misses three successive meetings shall be automatically dropped from RISC, unless the Chair or RISC waives this provision for good cause. The member who is removed shall be so notified by the Secretary.

7.2 In order for a member of the RISC or a RISC Subcommittee member to be removed from office, a petition signed by a minimum of five voting RISC members is necessary to initiate the removal process. The petition must include the name of the member to be removed, the position in question, and a description of the grounds for removal. Upon receipt of the petition, the Secretary will notify all RISC members that such a petition has been received, notify the member in question, and give that member 30 days to provide a written response. After this period, the Secretary will send a ballot that includes the statement of the grounds for removal and its rebuttal to each voting RISC member. The ballots will be returned to the Secretary who will tally the votes within 30 days after the ballots were sent. A minimum of two-thirds vote is required to remove the member from office. In the event that the Secretary is the member in question, the Chairperson will designate an alternate RISC member to perform these duties. If the Chairperson or Vice-Chairperson is removed from office, an election will be held within 30 days to select a new Chairperson or Vice-Chairperson according to the rules listed in the Bylaws for the election of the Vice-Chairperson.

## 8. Open Business Meeting

When the annual IEEE Nuclear Science Symposium and Medical Imaging Conference is held in person, an open business meeting of the RITC shall be held.

Disruptive visitors can be removed from Open Business meetings at the discretion of the meeting's presiding officer. Should RISC meet in Executive Session, any visitor present may be asked to leave.

## 9. Records

The Secretary shall maintain a permanent record of all non-routine motions passed by the RISC, and provide a tabulation of the most recent five years of motions and a copy of the RITC Constitution and Bylaws to each newly elected member-at-large to the RISC.