



BYLAWS OF THE PARTICLE SOCIETY OF MINNESOTA

ARTICLE 1: NAME, PURPOSE

- Section 1: The name of the organization shall be The Particle Society of Minnesota.
- Section 2: The Particle Society of Minnesota is organized exclusively for charitable, scientific and educational purposes, more specifically to advance interdisciplinary education in particle science and particle technology both within and between industrial and academic institutions in the Midwest.

ARTICLE 2: MEMBERSHIP

- Section 1: Membership shall be composed of the members of the Board of Directors. Additional membership shall be granted to those who request membership and pay the membership dues as set by the Board of Directors.

ARTICLE 3: ANNUAL MEETING

- Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place.
- Section 2: Special Meetings. Special meetings may be called by the President or the Executive Committee.
- Section 3: Notice. Written notice of each meeting shall be given to each voting member not less than five days before the meeting.

ARTICLE 4: BOARD OF DIRECTORS

- Section 1: Board role, size and compensation. The Board is responsible for overall policy and direction of The Particle Society of Minnesota, and delegates responsibility for day-to-day operations to The Particle Society of Minnesota's President and committees. The Board shall have up to 10 and not fewer than 1 members. The Board receives no compensation other than reasonable expenses.
- Section 2: Meetings. The Board shall meet at least once every year, at an agreed upon time and place.
- Section 3: Board Elections. Election of new directors or election of current directors to a second term will occur as the first item of business at the annual meeting of the organization. Directors will be elected by a majority vote of the current directors.

- Section 4: Terms. All Board members and Officers shall serve 2 year terms, but are eligible for re-election. Membership to the Board of Directors may be expanded through election by the existing Board of Directors at any time.
- Section 5: Quorum: A quorum must be attended by at least 50 percent of the Board members before business can be transacted or motions made or passed.
- Section 6: Notice. An official Board meeting requires that each Board member have written notice one week in advance.
- Section 7: Officers and Duties. There shall be four officers of the Board consisting of a President, Vice-President, Secretary, and Treasurer. Their duties are as follows:
The President shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-President, Secretary, and Treasurer.
The Vice-President will chair or designate a chair for committees on special subjects as designated by the Board.
The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board and committee meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that the organizations records are maintained.
The Treasurer shall make a report at each Board meeting. Treasurer shall chair or designate a chair for the Finance committee, assist in the preparation of the budget, and make financial information available to Board members and the public.
- Section 8: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from present Board members by the Secretary two weeks in advance of a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term.
- Section 9: Resignation, Termination, and Absences. Resignation from the Board must be in writing and received by the Secretary. A Board member may be removed by a three-fourths vote of the remaining directors.
- Section 10: Special Meetings. Special meetings of the Board shall be called upon the request of the President or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member.



ARTICLE 5: COMMITTEES

- Section 1: The Board may create committees as needed, such as Finance, Programs, Membership, Communications, etc. Committee chairs are appointed by the President.
- Section 2: The four officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.
- Section 3: Finance Committee. The Treasurer or appointee of the President is chair of the Finance Committee. The Finance Committee is responsible for developing and reviewing fiscal procedures, and annual budget with staff and other Board members.
- Section 4: Programs Committee. The Programs Committee is responsible for developing educational programs and meetings.
- Section 5: Membership Committee. The Membership Committee is responsible for membership recruitment, and recommendation of membership fees.
- Section 6: Communications Committee. The Communications Committee is responsible for communications with the membership such as newsletters, websites, notices of meetings, etc.

ARTICLE 6: AMENDMENTS

- Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

These Bylaws were approved at a meeting of the Board of Directors of The Particle Society of Minnesota on September 21, 2004.