



North American Young Generation in Nuclear (NAYGN) Durham Chapter

Constitution Revision 3.0

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Date: December 27, 2017

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Date: 08 - Jan - 2018

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Date: 08 - Jan - 2018

Revision History

Revision	Date	Description
1.0	December 2005	Initial issue
1.1	February 2006	Revised initial issue
1.2	March 2006	Revised initial issue
1.3	March 2006	Revised initial issue
2.0	June 2017	Major revision to initial issue
3.0	January 2018	Major revision

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1.0 Name

The name of this non-profit organization is the “North American Young Generation in Nuclear, Durham Chapter”, herein referred to as NAYGN Durham. The abbreviated title of the organization shall be NAYGN Durham.

2.0 Objectives

The objectives of NAYGN Durham shall be:

- To provide a forum for professional development of its members;
- To inform and educate the general population about topics on nuclear science and technology;
- To benefit the surrounding community by participating in community outreach events; and,
- To provide a forum for networking within NAYGN Durham and with other similar interest groups.

3.0 Membership

NAYGN Durham is open to all persons with a professional interest in one or more fields of nuclear science and technology or allied fields. A person may become a member of NAYGN Durham by completing an application to NAYGN and indicating NAYGN Durham as their preferred chapter.

NAYGN Durham is primarily comprised of members supporting two (2) nuclear plant sites owned and operated by Ontario Power Generation (OPG): Pickering Nuclear Generating Station located in Pickering, Ontario, Canada and Darlington Nuclear Generating Station located in Bowmanville, Ontario, Canada. Both sites are located in the Regional Municipality of Durham, from which originates the chapter name. Contract partners and external parties are encouraged to participate in NAYGN Durham, provided they are not a standing member of another NAYGN chapter.

3.1 Good Standing

Any member in good standing is eligible to participate in NAYGN elections. Members in good standing are those who meet the requirements of membership, have updated membership information and are up-to-date in the payment of their dues, if dues are established.

4.0 Fiscal

4.1 Membership Dues

The annual dues for NAYGN membership shall be \$0.00, although this amount may be changed by official amendment to this Constitution as necessitated by club activities.

4.2 Sponsorship

NAYGN Durham may accept non-compulsory financial sponsorship to further club activities, but solicitation and acceptance of such contributions shall be limited to solicitation for those activities consistent with the objectives of the Corporation.

No part of the net earnings shall inure to the benefit of, or be distributable to, its members, executive, or other private persons, except that NAYGN Durham shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Constitution.

4.3 Bank Account

A joint bank account shall be established for NAYGN Durham, with access limited to the Treasurer, President, and/or Vice President.

4.4 Payments

Compensation shall be distributed for goods and services rendered in accordance with the club objectives. For expenses less than \$500.00, two (2) of the President, Vice President, and Treasurer must approve the request before payment shall occur. Budget requests made by one of the aforementioned individuals shall be approved by the remaining two (2). Expenses greater or equal to \$500.00 shall require majority approval by the executive in advance of payment. The Treasurer is responsible for maintaining auditable record of all expense requests, approvals, and payment.

5.0 Meetings

5.1 Annual General Meeting

An Annual General Meeting shall be held each calendar year to welcome new members, inform current members of club activities, and promote networking and engagement between members. This meeting may be held in conjunction with a professional or social event as decided by the club executive.

An Annual Report shall be issued prior to the Annual meeting. The Annual Report shall be compiled by the Communications Chair with the direct support of each elected officer. Each elected officer shall provide an individual report to the Communications Chair for inclusion in the Annual Report. The Annual Report shall be made available to the general members, either by general distribution, publication in club media or upon member request.

5.2 Executive Meetings

NAYGN Durham executive shall meet at regular intervals determined by the executive at the beginning of the elected term. The meetings shall serve as a forum for the executive team to discuss and manage the business of the club. Elected officers are expected to attend all meetings and update the group on their respective initiatives, unless written notice is provided in advance, in which case the elected officer is expected to provide a brief update prior to the meeting.

Certain activities require executive concurrence before action shall proceed. Activities requiring majority approval include, but are not limited to, the following:

- Revision to the Constitution;
- Vote of non-confidence;
- Budget expenditures \geq \$500.00; and,
- Annual budget forecast.

If any elected member misses four (4) consecutive executive meetings, or is determined by the executive to be unresponsive, unsupportive, or inappropriate in their duties, s/he may be subjected to disciplinary actions via a vote of non-confidence (refer to Section 7.0 Disciplinary Actions).

6.0 Executive Organization

To further the club objectives, NAYGN Durham shall be comprised of eight (8) elected executive positions: President, Vice-President, Communications Chair, Membership & Networking Chair,

Professional Development Chair, Public Relations Chair, Community Outreach Chair, and Treasurer.

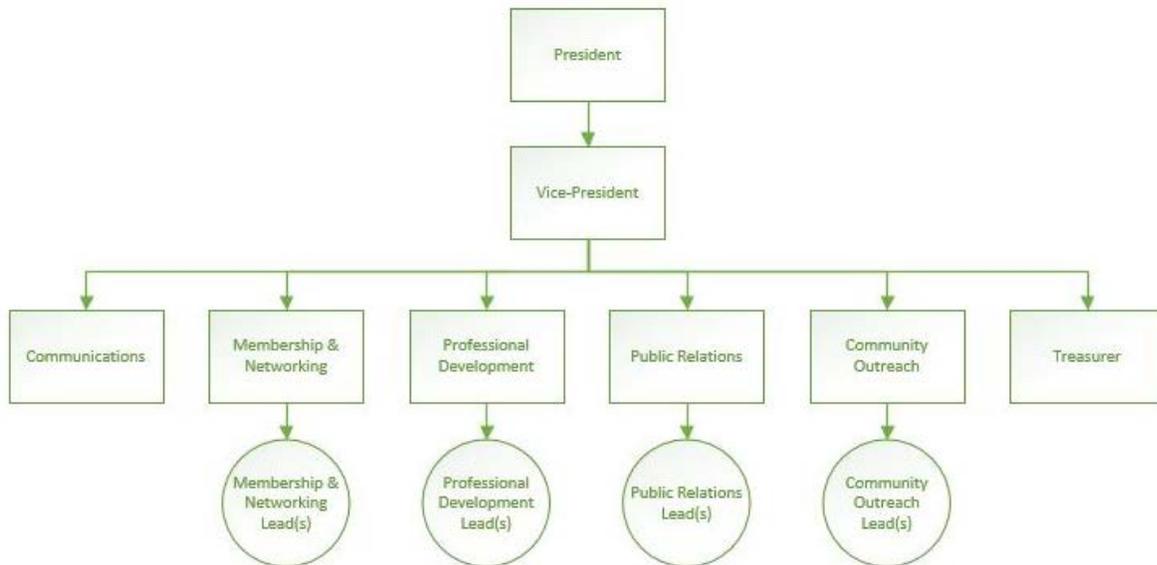


Figure 1: NAYGN Durham Executive Organization Chart

The roles and responsibilities of each executive position are described below.

<p>President</p>	<ul style="list-style-type: none"> • Administers the business of the organization. • Primary delegate for NAYGN CANADA teleconference calls • Local Chapter Lead (LCL) for NAYGN Core teleconference calls • Presides over executive meetings. • Develops NAYGN Durham strategic plan and submits year-end metrics to NAYGN Canada Regional Lead. • Coordinates funding. • Holds joint access to bank account and acts as co-approver for reimbursement requests.
<p>Vice-President</p>	<ul style="list-style-type: none"> • Presides over executive meetings in absence of President. • Maintains NAYGN Durham Constitution. • Holds joint access to bank account and acts as co-approver for reimbursement requests.
<p>Communications Chair</p>	<ul style="list-style-type: none"> • Responsible for communication with NAYGN Durham members. • Develops NAYGN yearly communication plan. • Oversees management and development of Chapter website and social media sites (Twitter, Facebook, LinkedIn, etc.). • Notifies membership of events and activities. • Reviews NAYGN inbox for new emails; forwards emails to appropriate executive.
<p>Membership & Networking Chair</p>	<ul style="list-style-type: none"> • Responsible for all networking/social events. • Ensures at least one (1) membership networking event per calendar year.

	<ul style="list-style-type: none"> • Maintains membership roster and participation tracking. • Recruits new members. • Interfaces with HR regarding new hires that meet NAYGN Durham criteria. • Gather data regarding members’ opinions of NAYGN Durham events; provide results to executive. Use data to shape future events. • Develops and maintains up-to-date member biographies (to be placed on website).
Professional Development Chair	<ul style="list-style-type: none"> • Responsible for all professional development activities. • Ensures at least one (1) professional development event per calendar year. • Coordinates professional development lunch & learn sessions at each site. • Coordinates continuing education initiatives and/or learning opportunities such (such as seminars, site tours, etc.).
Public Relations Chair	<ul style="list-style-type: none"> • Responsible for all public information events. • Speaker and single point of contact for government hearings. • Advocates for nuclear science & technology at lobbying events. • Attends education and/or employer fairs to further knowledge of the nuclear industry.
Community Outreach Chair	<ul style="list-style-type: none"> • Responsible for all community service events. • Ensures at least two (2) Community Outreach events per calendar year. • Advocates for nuclear science & technology at community events.
Treasurer	<ul style="list-style-type: none"> • Oversees finances and management of funds. • Develops annual funding request and financial report. • Develops annual budget. • Collaborates with executives to allocate funds to further club initiatives. • Holds joint access to bank account and acts as co-approver for reimbursement requests.

Each executive may recruit leads to assist in achieving and expanding his or her portfolio objectives. The number of leads assigned to a particular portfolio is at the discretion of the respective executive. As the lead positions are flexible, they are open to interns, co-op students, temporary employees, or persons not wishing to run for an executive position. There is no limit to the duration of a lead position; however, any incoming executive would have to reaffirm any incumbent leads. The leads work directly with the respective executive to ensure objectives and initiatives are prioritized and realized as intended. The executive shall be responsible for the work of his or her leads.

7.0 Disciplinary Actions

NAYGN Durham shall make every effort to resolve conflict between members and/or executive internally. In the event that the conflict cannot be resolved to the satisfaction of one or more parties,

the executive may choose, via way of a closed ballot vote of non-confidence, to expel or suspend a member.

An executive may be subjected to a vote of non-confidence if s/he:

- Fails to perform the basic responsibilities of his/her position as outlined in Section 6.0;
- Fails to attend four (4) consecutive executive meetings without written notice;
- Is determined by the executive to be unresponsive, unsupportive, or inappropriate in his/her duties;
- Misuses the NAYGN Durham name, resources, contacts, and/or finances; or,
- Fails to return NAYGN Durham equipment or resources per the terms outlined at the time of issuing said equipment or resources.

8.0 Resignation

NAYGN Durham executives who wish to resign their position before the term end shall provide written notice to the executive at least one (1) month in advance of his or her resignation date. Additionally, the resigning executive shall make due effort to find a suitable replacement for themselves and shall make such recommendation to the executive prior to resigning. Replacement executives shall be approved by the executive via a majority vote, but must apply for re-election to continue appointment in the next consecutive term.

9.0 Elections

NAYGN Durham executives shall be appointed via general membership election every two (2) years. Interested candidates must meet the criteria for NAYGN membership as described in Section 3.0 Membership, and be under the age of 36. Candidates are not permitted to run for more than one (1) elected position. Candidates are not permitted to perform any active campaigning during the nomination period and election period. Should an interested candidate be unsuccessful, the candidate may choose to remain involved with NAYGN Durham as a lead (described in Section 6.0 Executive Organization).

9.1 Election Officer

An impartial election officer shall be appointed by way of an executive vote at least one (1) month in advance of the start of the nomination period to oversee the election process. The election officer shall not be an executive seeking re-election or a member seeking appointment to an executive position. The election officer shall be responsible for assembling the electronic ballot package, distributing the ballot to all members, and determining the new executive by way of ballot verification.

The election officer can inform applicants when there is more than one (1) applicant to a position, but shall not disclose the identity of the other candidates. Additionally, at the close of the application period, the election officer may inform all applicants of any vacant positions should any applicant wish to run for a different position. All applicants shall have equal opportunity to change his or her desired position.

The election officer must retain record of the election results for one (1) month following the election, should any applicant wish to challenge the count. In the event of a challenge, the election officer shall choose a second impartial individual, agreed upon by the challenger, to audit the election results. At all

times shall the election officer and any auditing individuals retain confidentiality, tact, and professionalism.

9.2 Timeline

Elections shall occur in the week of June 1st of every odd year, with each term commencing on July 1st of every odd year. The application/nomination period shall commence three (3) weeks before election week and last two (2) weeks in duration. The election officer has one (1) week to prepare the electronic ballot package. Elections shall remain open for one (1) full week to facilitate voting by all members. The election officer has one (1) week post-election to verify and deliver the election results following the election.

9.3 Electronic Ballot Package

The electronic ballot package shall consist of a survey describing the roles of each of the positions, the applicants' names, and one (1) paragraph not exceeding 250 words provided by the applicant. The electronic ballot package shall be distributed via e-mail. A unique identifier must be included in each electronic ballot to mitigate any double voting.

9.4 Term Length and Re-election

The executive term is two (2) years in duration, commencing on July 1st of each odd year. Approximately one (1) month is provided to allow for transition and turnover between the outgoing and incoming executive.

Executives may only serve two (2) consecutive terms in the same position, unless there are no interested candidates, to allow for professional development and growth of new members.

10.0 Revision and Amendment

Review of this Constitution shall occur with every new executive appointment (i.e. every two (2) years), upon non-routine proposal by the executive, or by petition signed by no fewer than ten (10) per cent of the NAYGN Durham membership. The adoption of an amendment shall require a majority vote of concurrence by the executive.

The Constitution shall be published on the NAYGN Durham media channels, with any revisions communicated to the members.