

Bylaws of the Texas Tech University Health Sciences Center El Paso Radiation Safety Committee

Article I – Committee Name

The name of this Committee shall be the “Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Radiation Safety Committee” (RSC).

Article II – Committee Charge

The charge of this Committee shall be to:

1. Establish policies and procedures in accordance with current regulations established by the Texas Department of State Health Services (TDSHS) Radiation Control Program, as well as provide administrative advice regarding radiation safety;
2. Approve or deny all applications, amendments, and sublicense renewals relating to the use of radioactive material;
3. Receive and review reports from the Radiation Safety Officer (RSO) on radioisotope utilization area audits and inspections, personnel exposure, and any other issues pertaining to the TTUHSC El Paso Radiation Protection Program;
4. Conduct an annual review of the TTUHSC El Paso Radiation Protection Program as required by the TDSHS, and institute changes in policy as needed;
5. Review all TDSHS inspection reports and any corrective actions required;
6. Review reports concerning radiation incidents and administer direction and corrective action concerning these incidents. The RSC shall make recommendations to the appropriate operating unit/Principal Investigator (PI) with regard to any corrective actions needed and shall serve as an avenue of appeal in cases of dispute and exception;
7. Supervise the institutional educational programs on the use of radioisotopes;
8. Review the TTUHSC El Paso *Radiation Safety Manual* on a monthly basis;
9. Review any applications made to the TDSHS for institutional licensing of radioactive material;
10. Make recommendations to the president of the institution or designee concerning the TTUHSC El Paso Radiation Protection Program.

Article III – Members

Section 1. The membership of this Committee shall consist of:

1. A minimum of six faculty members active or knowledgeable in the use of radioactive material;
2. A representative of executive management of the institution;
3. The Director of Safety Services (ex-officio);
4. The RSO (ex-officio);

Section 2. The president or designee shall appoint the members of the RSC on an annual basis.

Section 3. The RSO shall serve as executive secretary to the RSC.

Section 4. Each member's annual term shall coincide with the institution's fiscal year.

Section 5. Reappointments on an annual basis are permissible for the sake of continuity of RSC operations.

Article IV – Officers

Section 1. The officers of the Committee shall be a chairperson and an executive secretary. These officers shall perform duties prescribed by these bylaws, by the parliamentary authority adopted by the Committee, and in accordance with applicable federal, state, and local rules, regulations, and policies.

Section 2. The president or designee shall appoint the chairperson of the RSC on an annual basis.

Article V – Meetings

Section 1. The RSC will meet every month in which there is business to conduct. As a minimum, it shall meet once every fiscal quarter.

Section 2. The regular meetings of the RSC shall be held on the second Wednesday of each month, unless otherwise ordered by the chairperson.

Section 3. Special meetings may be called by the chairperson, who may also consider requests for meetings from members of the RSC. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least 3-days notice shall be given.

Section 4. The RSC shall have a quorum that consists of a majority (51%) of members, which shall include the RSO, the representative of executive management (or designee), and the chairperson (or designee).

Article VI – Sub-Committees and Other Committees

Other committees or sub-committees, standing or special, shall be appointed by the chairperson as deemed necessary to perform the work of the RSC. The chairperson shall be ex-officio member of all such committees.

Article VII – Review of Bylaws

These bylaws shall be reviewed at the regular meeting of the Committee that falls on the second Wednesday of May of every odd-numbered year, as deemed necessary and appropriate by the Committee, or as required by the TDSHS.

Article IX – Amendment of Bylaws

These bylaws may be amended at any regular meeting of the RSC by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regularly scheduled meeting. Any substantive amendments or changes shall be submitted to the TDSHS Radiation Control Program for approval prior to incorporation.