

Section 5. The Forum is under the supervision and control of the Chemical Engineering Technology Operating Council (CTOC) of the Institute. Forum programming activities shall be carried out in cooperation with the National Programming Committee of the Institute. The Forum does not have the authority to act for the Institute or to incur any financial obligations in the name of the Institute.

Article II – Membership

Section 1. Membership in the Forum is by self-selection, subject to the payment of any annual dues required by the Executive Committee.

Section 2. Nonmembers of the Institute are encouraged to join the Forum. Application to the Vice-Chair for Membership will permit membership without payment of dues, if so required, for one year with the approval of the Chair of the Forum.

Article III - Organization

Section 1. The activities of the Forum will be directed by an Executive Committee consisting of six representatives (at least two of whom will be members from non-academic professions). The Executive Committee will include a Chair, Vice-Chair, Secretary-Treasurer, immediate Past-Chair, and two at-large members. Each Executive Committee member shall be a member of AIChE at the time of election.

The method of electing and terms of office for all Executive Committee members is detailed in Article V.

Section 2. The officers of the Executive Committee of the Forum shall include the Chair, the Vice-Chair, and the Secretary-Treasurer, each having a two-year term. In even-numbered years, a new Executive Committee will be elected. Elections will include Vice-Chair, Secretary-Treasurer, and two at-large members. The previous Vice-Chair succeeds to the Chair position and the previous Chair to the Past-Chair position. The Executive Committee shall also appoint from the Forum membership a Director of Membership, a Director of Technology, and a Director of Programming, each having two year terms. All appointments and other votes of the Executive Committee require a majority of those present. A quorum is four members.

Section 3. Ad hoc members of the Execu

of Chair, the Vice-Chair shall serve as the chief officer of the Forum until the next election.

Section 6. The Chair shall

- a. Develop the Forum in accordance with the Forum Goal and Objectives.
- b. Provide leadership and management for the Forum.
- c. Serve as the presiding officer for all Forum and Executive Committee meetings.
- d. Appoint task forces for special projects as needed.
- e. Coordinate activities through the leadership of the Executive Committee.
- f. Coordinate activities of the Liaison Directors.

Section 7. The Vice-Chair shall

- a. Formulate and implement long-term plans and strategic activities for the Forum.
- b. Lead fundraising activities for the Forum.
- c. Implement projects in coordination with the Chair.
- d. Serve as Forum liaison to the Institute.

Section 8. The Secretary-Treasurer shall

- a. Keep records of the proceedings of the Forum.
- b. Handle the general correspondence of the Forum, and shall, at the direction of the Chair, issue all notices of all meetings.

- Section 12. The Director of Programming shall
- a. Serve as the Forum representative to all Institute programming retreats and other programming activities.
 - b. Be responsible for the programming activities of the Forum, including appoint session and topical chairs/co-chairs as needed.
 - c. Appoint Programming Chairs for Forum programming areas, including 22a-Carbon Nanotubes, 22b-Bionanotechnology, and 22c-Nanowires.
 - d. Coordinate all topical and session requests in conjunction with Forum sub-area (22a-Carbon Nanotubes, 22b-Bionanotechnology, and 22c-Nanowires) Programming Chairs and with Meeting Programming Chairs for the Institute Spring National and Annual Fall meetings.

Section 13. The duties in Sections 6 to 12 can be changed or redistributed with approval of the Executive Committee.

Section 14. Standing committees of the Forum shall consist of the following:

Programming Committee: The Programming Committee shall consist the Director of Programming and the Programming Chairs for each of the Forum programming sub-areas, including 22a-Carbon Nanotubes, 22b-Bionanotechnology, and 22c-Nanowires. The Director of Programming shall lead the Programming Committee and shall have the discretion to appoint additional members to satisfy session and/or topical programming needs beyond specified programming areas.

Awards Committee: The Awards Committee shall consist of the Past-Chair, the award winners from the previous two years, the AIChE staff liaison, and two additional members appointed by the Past-Chair. Under the leadership of the Past-Chair, the Awards Committee shall seek nominations for awards given by the Forum, including but not limited to the Forum Award and Young Investigator Award, by May 30 and will select and notify award winners by August 15.

Section 15. Such other committees as may be required shall be appointed by the Chairman with the approval of the Executive Committee. The Chair with the approval of the Executive Committee may terminate the services of any such committees or committee members at any time.

Section 16. Committees that are appointed to prepare for specific meetings or other events will continue to perform their functions, if satisfactorily handled, until the meetings or events designated have actually occurred. The term of

Three weeks shall be allowed between the mailing of the ballots and the counting of the votes. The Executive Committee shall certify the count.

Section 1a. Section 1a will sunset at the end of 2009. Due to the ongoing amendment process for the Forum By-Laws, no elections were held in 2008. At the
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- Section 2. In all respects not specifically covered by these By-laws, the general rules of the Institute governing the conduct of the Forums shall apply with equal force as if included in these By-laws.
- Section 3. In the case that the Forum is dissolved, any remaining assets shall be returned to the Institute.

Article VIII - Amendments

- Section 1. All proposed amendments of these By-laws shall be reduced to writing. Amendments shall be proposed to and voted on by the membership.
- Section 2. A proposed amendment ballot shall be sent electronically or otherwise to all Forum members. Voting results shall be certified by the Executive Committee, which shall accept as approval of the amendments a two-thirds affirmative vote of those returning these ballots. The amendment shall then be submitted to the Chemical Engineering Technology Operating Council (CTOC) of the Institute and shall become an effective part of the By-laws upon its approval.