

## **Upstream Engineering and Flow Assurance (UEFA) Forum Bylaws**

### **Article I. Name and Purpose**

*Section 1.* The name of the organization shall be the Upstream Engineering and Flow Assurance Forum of the American Institute of Chemical Engineers (AIChE).

*Section 2.* The scope of this Forum shall be the broad field of flow assurance and upstream

## **Article IV. Organization**

- b) Handle the general correspondence of the Forum and shall at the direction of the Chair issue notices of all meetings.
- c) Prepare ballots for the election of officers.

***Section 7.3*** The Treasurer shall

- a) Handle and record the collection and disbursement of funds as authorized by the Board of Directors of the Forum.
- b) Prepare a proposed budget for the upcoming year.
- c)

***Section 2.*** The Secretary shall send members a notice of all meetings of the Forum at least three weeks in advance of such meetings.

***Section 3*** A quorum for meetings of the Forum shall consist of 1% of the membership, with a minimum of 5 members present at the time of the meeting. Except where

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**Section 2.** In all respects not specifically covered by these Bylaws, the general rules of the AIChE governing the conduct of Forums shall apply with equal force as if included in the these Bylaws.

**Section 3.** In the deciding of procedural matters not otherwise covered in the bylaws the most recent issue of Roberts Rules of Order shall prevail.

**Section 4.** In the event of dissolution of the Forum, any assets remaining thereafter should be returned to AIChE.

**Article**