

**Bylaws
of the
Education Division
of the
American Institute of Chemical Engineers**

Article I – Name and Objectives

Section 1. The name of this organization shall be the Education Division of the American Institute of Chemical Engineers (AIChE or the Institute).

Section 2. The mission of this Division shall be the education of chemical engineers as it pertains to educational research, scholarly teaching, and broader endeavors encompassing education, such as the Division's programming.

Section 3. The objectives of the Division shall be to:

- a. Provide the focal point for AIChE members with interests in educational activities, methods, assessments, and scholarship, including practice, theory and outreach.
- b. Develop a relevant technical program in education for meetings within the assigned programming areas through discussion with the Committees of the Institute.
- c. Encourage chemical engineering educators to strengthen their own learning in the field of engineering education and on the development of appropriate curricular material focused for the ever-diversifying field of chemical engineering.
- d. Coordinate and actively work with other entities within the Institute, in particular the Career and Education Operating Council (CEOC) and its Committees, as well as other entities external to the Institute (such as ASEE, industry, and

Article II – Membership

Section 1. Members of the Division shall be AIChE members who have paid the annual Division dues (Article VI, Section 1). Each area chair and area vice chair shall be members of the Division. Nonmembers of the

absence or inability to serve. In the event of a vacancy in the office of Chair, the First Vice-Chair shall serve as the chief officer of the Division until the next election. If a vacancy occurs in any of the other positions on the Division Board, the Board shall appoint a replacement from the Board if the vacancy is an officer or from the membership if the vacancy is a Director, to fill the unexpired term.

Section 6. The First Vice-Chair shall serve as the Program Chair and will be responsible for the programs that are to be presented during the years s/he holds the office.

Section 7. The Second Vice-Chair shall serve on the Program Committee and assist the First Vice-Chair and Chair of the Division in conducting Division business.

Section 8. The Secretary / Treasurer shall:

a.

Section 11. Such committees as may be required shall be appointed by the Chair with the approval of the Division Board. The services of any such committees or committee members may be terminated at any time by the Chair with the approval of the Division Board.

Section 12. 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. Such committees may continue to exist after the conclusion of the term of the Division Chair who created them.

Section 13. New programming areas within the Division shall be created by a petition of the members of the Division followed by the approval of the Division Board.

Existing programming areas within the Division may be terminated by a petition of the members of the Division to the Division Board. With a two-thirds vote of the Division Board, the petition will be forwarded by electronic ballot to the members of the division. A two-thirds vote is required to eliminate the programming area.

It is noted that if an existing programming area in the Division is represented by a liaison group, the Division wishes to terminate that programming area, and if that liaison group wishes to continue with the programming area, an alternate programming group must be found to sponsor the programming area. This condition must be met prior to a vote by the Division Board.

Article IV – Meetings

Section 1. There shall be at least one meeting of the Division called each year, one of which shall be held during the Annual Meeting of the Institute.

Section 2. The Secretary / Treasurer shall send members a notice of all meetings of the Division at least two weeks in advance of such meetings.

Section 3. A quorum for meetings of the Division shall consist of 1% of the membership or 20 members, whichever is larger. Except where otherwise stated in the bylaws, all actions at a meeting of the Division will be decided by a majority of those voting.

Section 4. The order of business for meetings of the Division shall be determined by the presiding officer (See Article IV, Section 8) and will include the reading of the minutes of previous meetings, reports of committees, and new business.

where otherwise stated in the bylaws, all action of the Board shall be by majority vote. If a tie vote results, the decision shall take the course voted by the presiding officer.

Section 8. The Chair of the Division shall preside at all meetings of the Division Board and of the Executive Committee. In the absence of the Chair, the First Vice-Chair, the Second Vice-Chair, or the Secretary / Treasurer, in that order, shall preside.

Section 9. Any member of the Division Board who fails to attend three consecutive Board meetings shall be considered to have tendered his or her resignation from the Board; however, such a resignation shall be effective only upon acceptance by the Board, which shall have taken into account any extenuating circumstances.

Article V – Elections

elected as Directors.

If the past year's First Vice-Chair or Second Vice-

Division Board.

Article VII – Division Awards

Section 1. The Division will offer the following awards on an annual basis:

- Education Division Award for Excellence in Engineering Education Research
- Education Division Award for Service to Chemical Engineering Education
- Education Division Award for Innovation in Chemical Engineering Education

The awards will be processed using the AIChE Awards procedures. Details about the above awards shall be archived by the Education Division Awards Committee Chair (Article III, Section 10).

Article VIII – General Provisions

Section 1. The decision of the Division Board shall be final on any questions concerning the interpretation of the bylaws, subject to the jurisdiction of the Board of Directors of the Institute.

Section 2. In all respects not specifically covered by these bylaws, the general rule of the Institute governing the conduct of the Division shall apply with equal force as if included in 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 Division, any assets remaining thereafter should be returned to the Institute.

Section 5. Division board will act in concert with the Institute's Code of Ethics and Code of Conduct at all times.

Article IX – Amendments

Section 1. All proposed amendments of these bylaws shall be made in writing. Amendments shall be proposed to the membership by the Board, by the majority vote of the members at Divisional meeting, or by petition of ten percent of the members of the Division to the Board.

Section 2. A proposed amendment and ballot shall be sent to all Division members by electronic means. Ballots shall be accepted at least two weeks after receipt or by a date specified on the ballot; ballots received after this period shall not be counted. The Secretary / Treasurer shall certify the results within one month of the balloting's conclusion date to the Division Board, which shall accept as approval of the amendment 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 bylaws upon its approval.

