

FORUM MODEL BYLAWS INTRODUCTION

(2025 revision FINAL)

This document provides a template and examples for the creation and updating of the bylaws for Forums of AIChE. Every Forum must have a set of working bylaws approved by the Forum membership and by CTOC. The general outline of the model bylaws below should be followed. Some content is required by the AIChE Bylaws or CTOC policy, but other content can be modified to reflect the objectives and practices of individual Forums. For example, information [between brackets] should be added or modified as needed (and the brackets removed). *End Notes* are provided to indicate required content and/or provide further explanation. The *End Note* links should be removed before finalizing the bylaws.

The bylaws should provide a stable framework for Forum organization and activities. It should be read by new officers and reviewed on a regular basis. It should be amended when appropriate to reflect changes in objectives or practices and reviewed every five years. Details of activities that may change more frequently (e.g., the amount of membership dues, technology used to send and receive ballots, current award descriptions and procedures, current subcommittee descriptions, etc.) can be recorded in a separate

DO NOT INCLUDE THIS PAGE IN FINAL BYLAWS

BYLAWS of the [] FORUM of AIChE

(This version was approved on [] as outlined in [Article XI])

Article I. Name and Objectives

Section 1. The name of the organization shall be the [] Forum of the American Institute of Chemical Engineers (AIChE). Its official acronym is [].

Section 2. The scope of this Forum shall be the broad field of [] and include research, development, and applications.

Section 3. The Objectives of the Forum shall be to: *The following are examples only; See End Note I.3-1*

- a) Serve as an international forum for engineers and scientists with interests in the interdisciplinary topics of [] to exchange information through meetings, seminars, courses, publications, and [].
- b) Develop a technical program for meetings. Seek diverse speakers and a balanced coverage of a variety of topics of interest in the field, such as [].
- c) Foster and promote industrial and academic interactions.
- d) Coordinate AIChE activities in the field of [] with those of other AIChE Divisions, Forums, and Societies working in similar areas.
- e) Encourage chemical engineering educators to place suitable emphasis on the interdisciplinary field of [] and on the development of appropriate curricular material.
- f) Foster inclusion and diversity in the leadership, membership, and activities of the Division to Equity, Diversity, and Inclusion (IDEAL) statement without marginalizing any particular group(s) of people. *See End Note I.3-2*

Article II. Relationship to the Institute *This Article should be included essentially verbatim.*

Section 1. The Forum is a part of AIChE, and its activities are open to co-sponsoring not-for-profit societies; members are encouraged to become members of AIChE and cosponsoring not-for-profit societies. The Forum is under the supervision and control of the Chemical Engineering Technology Operation Council (CTOC) of AIChE.

Section 2. The Forum leadership and activities will abide by the AIChE Code of Ethics; Code of Conduct; and Equity, Diversity, and Inclusion Statement. If the actions of any person(s) within Forum leadership is perceived to run counter to the best interests of the Forum or to AIChE, it should be brought to the attention of CTOC for possible disciplinary action.

Section 3. All Forum committees shall work in coordination with corresponding National committees. Forum programming activities shall be carried out in coordination with the AIChE Program Committee ([Article IV, Section 8.1]).

Section 4. The Forum does not have the authority to act for or in the name of the American Institute of Chemical Engineers or to incur any financial obligations in the name of AIChE.

Article III. Membership *Some of the following are required by the AIChE Bylaws and some can be defined by the Forum. See the End Notes for clarification.*

Section 1. Membership in the [_____] Forum is by self-selection. Nonmembers of AIChE are encouraged to join the Forum. Anyone who pays the annual Forum dues ([Article VII, Section 1]) will be considered a member. *See End Note III.1-1*

Section 2. Voting Members of the Forum shall include Fellows, Senior Members, or Members of AIChE who have paid the annual Forum dues ([Article VII, Section 1]). Voting members shall also include professional members (defined as having obtained their first professional degree) of the Forum who have paid the annual Forum dues ([Article VII, Section 1]). Delinquent members (as defined in [Article VII, Section 1]) are not eligible to vote. *See End Notes III.1-1 and III.5-1*

Section 3. Student Members of AIChE are non-voting Members of the Forum and are exempt from Forum annual dues. *See End Notes III.1-1 and III.5-1*

Section 4. The Forum Executive Committee must be Fellows, Senior Members, or Members of AIChE ([Article IV, Section 1 and Section 4]). Other Forum officers must be voting members of the Forum. Non-voting members of the Forum cannot hold office ([Article III, Section 3]). Delinquent members cannot hold office ([Article VII, Section 1]). *See End Notes III.1-1 and III.5-1*

Section 5. Forum members aged 65 and older are considered Emeritus Members of the Forum and are exempt from Forum annual dues. Emeritus Members are eligible to vote. *See End Note III.5*

current officers, the most recent living Past Chair of the Forum, the [] Directors, and a liaison appointed by CTOC who serves as an ex-officio with [out] voting privileges. Additional members of the Division Board may be added only in accordance with [Section 9.1] of this Article.

Section 4. There shall be an Executive Committee of the Forum Board, which shall consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, and the most recent living Past Chair. It shall act on behalf of the Board on items of business delegated to it by the Board, and, when the Board is not in session, the Executive Committee shall manage the affairs of the Forum and take such actions as are

Section 5. The Chair is the chief officer of the Forum and is Chair of the Forum Board and Executive Committee. The First Vice-

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 Forum until the next annual election. If a vacancy occurs in any of the other positions on the Forum Board, the Board shall appoint a replacement to fill the unexpired term. If the vacancy is an officer of the Executive Committee, the appointee must be a Fellow, Senior Member, or Member of AIChE and should, if possible, be a member of the Board. If the vacancy is a Director, the appointee must be a Voting Member of the Forum. Executive officers are expected to uphold all ethical standards when filling vacancies to

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and coordinate these with the AIChE Program Committee and with the programming activities of other Divisions/Forums and related groups outside of AIChE. The Forum Programming Chair will be a member of the AIChE Program Committee. *See End Note IV.8-1*

Section 8.2. There shall be a Planning Committee headed by the Second Vice-Chair. The membership shall include the First Vice-Chair and the Directors of the Forum. Past chairs may be invited as ex-officio

writing by [AIChE Member services]. Elections shall be by a plurality of those voting. *See End Note VI.1-1.*

Section 2. A Nominating Committee shall be formed in [April] of each year, with the most recent Forum Past Chair as its Chair. The Nominating Committee Chair shall select [two] additional Forum Members [who are not currently serving in an elected capacity] to serve on the committee. This committee shall formulate a slate of candidates for presentation to the Voting Members. Diversity and inclusion must be considered in selecting the slate of candidates. The candidates must agree to be included on the slate. The slate shall include one candidate each for the offices of Chair and First Vice Chair, and at least two candidates for Second Vice Chair and any open Director positions. The current First Vice-Chair is normally the sole nominee for the office of Chair. The current Second Vice-Chair is normally the sole nominee for the office of the First Vice-Chair. If the current First Vice-Chair or current Second Vice-chair is unable or unwilling to stand for election, then two or more candidates for the successive offices thus left vacant will be named. If the Secretary and/or Treasurer positions are up for election, the slate shall include at least one candidate for each position in which the incumbent is willing to serve again and -Chair, Second Vice-Chair, Secretary, or Treasurer were appointees to fill an unexpired term, then an additional candidate must be named for the successive office(s) for which each would otherwise be the sole nominee. Nominations may also be made for any office or directorship by petition of the members if at least [twenty] Voting Members of the Forum in good standing (as defined in [Article VII, Section 1]) sign a petition and submit to the Secretary by [September 1].

Section 3. Delinquent members [as defined in Article VII, Section 1] shall not be eligible to vote nor to hold office.

Section 4. No member shall be eligible for election to more than one office at one time.

Section 5. The newly elected officers shall take office on January 1.

Article VII. Dues and Finances

Section 1. Annual dues shall be determined by the Forum Board in accordance with policies of CTOC. They shall be payable in advance by January 1 to the Treasurer of the Forum. Collection of dues may enlist the aid of AIChE Member Services. Those members who are not in good standing and continue to be delinquent on the following January 1 shall be dropped from the rolls of the Forum.

Section 2. The dues shall be changed in amount only by affirmative vote of two-thirds of the total voting members of the Forum Board. This vote may be taken at a regular meeting or by ballot sent to all Forum Board members.

officers take office. The officers of the Forum may make expenditures within the provisions of the approved budget. On depletion of an individual account in the approved budget, additional amounts shall be spent only after specific approval by the Board.

Article VIII. Awards Process *See End Note VIII-1*

Section 1. The Chair of the Forum shall appoint a chair of the [Forum Name] Awards Committee, subject to approval by the Forum Executive Committee. The Chair of the Awards Committee is responsible for

or standing subcommittee descriptions, may be recorded in the Forum

Manual.

Section 3. In all respects not specifically covered by these bylaws or the Forum Manual, the general rules of the Institute governing the conduct of Forums shall apply with equal force as if included in these bylaws.

Section 4. In the deciding of procedural matters not otherwise covered in the bylaws, the most recent issue of The Modern Rules of Order by Donald A. Tortorice shall prevail.

Article XI. Amendments

Section 1. These Bylaws shall be reviewed by the Executive Committee of the Forum Board not less often than every [five] years and any proposed revisions and/or amendments presented to the Forum Board. Amendments can also be proposed by Forum members at a Forum meeting or by petition of [ten] percent of the Voting Members of the Forum sent to the Forum Board. All proposed amendments of these bylaws shall be reduced to writing. The Forum Board will send the proposed amendments to CTOC for pre-approval. If CTOC has any recommended revisions, they will be returned to the Forum Board for further action and re-submission to CTOC to complete the pre-approval process.

Section 2. A proposed amendment and ballot shall be sent to all Forum members who are eligible to vote (as specified in [Article III]) following the procedures that have been approved by the Forum Board [and do

End Notes: This section is intended to augment the examples and instructions found in the Forum Model Bylaws; do not include the End Notes section in your final Bylaws. Notes in italics within the Forum Model Bylaws are intended as instructions or references to the End Notes; these notes embedded within the Forum Model Bylaws are not intended to be part of the final Bylaws.

I.3-1: The objectives describe the current goals and activities of the Forum and should reflect the value proposition of the Forum.

I.3-
are highly encouraged.

III.1-1: According to the AIChE Bylaws:

AIChE membership categories are Fellows, Senior Members, Members, and Student Members (enrolled as a student in a curriculum leading to their first professional degree).

Forum membership is open to all with a technical interest in the Forum discipline.

The Forum Chair and Vice Chair must be Fellows, Senior Members, or Members of the Institute (AIChE). Other Forum officers must be members of the Forum.

Undergraduate students, Graduate students, Post doctorate Researcher, Years since graduation, Emeritus status. However, these are NOT AIChE membership categories.

NOTE: CTOC requires that all officers who comprise the Executive Committee be Fellows, Senior Members, or Members of the Institute (AIChE).

III.5-1: Additional Forum membership sub-categories may be defined in the Forum Bylaws, such as Emeritus Members of the Forum or Graduate Student Members of the Forum. Any differences in dues requirements, voting status, and eligibility to hold office for the various Forum membership categories should be defined in the Forum Bylaws.

III.6-
are highly encouraged.

IV.1-1: Some Forums specify that the succession of the First and Second Vice-Chairs to Chair and First Vice-Chair, respectively, is automatic.

IV.7-1: According to the AIChE Bylaws:

The Forum shall submit an annual report of its activities to CTOC at the end of each calendar year.

IV.8-1: The Forum Program Chair and committee make-up may be specified in the Bylaws as appropriate to the Forum. According to the AIChE Bylaws:

The Forum Programming Committee is considered to be part of the Programming Committee and its function shall be carried out in cooperation with the Executive Board of the Program Committee (EBPC).

IV.9-1: Diversity in the Divisions committee leaders can help feed the diversity in Division officer and Board nominations.

IV.10-1: Appointment of area leaders is conducted differently in the different Forums. For example, some Forums have the Programming Chair appoint the area chairs (or area programming chairs/coordinators).

IV.10-2: Diversity in the Forum area leaders can help feed the diversity in Forum officer and Board nominations.

V,1-1. This section can be edited as appropriate to reflect the annual meeting structure of the Forum. For example, some Forums do not hold annual meetings of the entire Forum, but may hold annual Programming Area meetings that are open to the Forum membership.

VI.1-1. It is recommended that the details of the current election procedures, which might change more