

DIVISION MODEL BYLAWS INTRODUCTION
(2025 revision FINAL)

This document provides a template and examples for the creation and updating of the bylaws for Divisions of AIChE. Every Division must have a set of working bylaws approved by the Division 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 Divisions. 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 Division 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 document such as an Operating Manual or Officers' Manual.

DO NOT INCLUDE THIS PAGE IN FINAL BYLAWS

BYLAWS of the [] DIVISION of AIChE

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

Article I Name and Objectives

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

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

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

- a) Provide opportunities for engineers and scientists with interests in [] 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) Coordinate AIChE activities in the field of [] with those of other AIChE Divisions, Forums, and Societies working in similar areas.
- d) Recognize achievements of members through awards.

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

Section 1. Voting Members of the Division shall be Fellows, Senior Members, or Members of AIChE who have paid the annual Division dues ([Article VII, Section 1]). The Division and Area officers shall be Voting Members of the Division. Delinquent members (as defined in [Article VII, Section 1]) shall not be eligible to vote nor to hold office. *See End Notes III.1-1 and III.5-1*

Section 2. Student Members of AIChE are [non-voting] Members of the Division and are exempt from Division annual dues. *See End Notes III.1-1 and III.5-1*

Section 3. Non-voting Members of the Division cannot hold Division office [and do not receive the Division journal publication].

Section 4. Fellows, Senior Members, or Members of AIChE aged 65 and older are considered Emeritus Members of the Division and are exempt from Division annual dues. Emeritus Members may hold Division office and are eligible to vote. *See End Note III.5-1*

Section 5. As members of AIChE, members of the Division are expected to abide by the AIChE Code of Ethics; Code of Conduct; and Equity, Diversity, and Inclusion Statement. *See End Note III.6-1*

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Section 4. There shall be an Executive Committee of the Division Board, which shall consist of the Chair, First Vice-Chair, Second Vice-

Section 1.3. The order of business for meetings of the Division shall be determined by the presiding officer ([Article V, Section 2.2]) and will include the approval of the minutes of previous meetings, reports of committees, and new business.

Section 2. The Division Board shall meet at least [twice] each calendar year. Meetings may be called by the Chair at such places and times as they deem advisable [including virtual meetings]. Meetings may also be called at the request of [four]

inclusion must be considered in selecting the slate of candidates.^[LJC6] The candidates must agree to be included on the slate. The slate shall include at least 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 two or more candidates otherwise. If the past year's First Vice-Chair, Second Vice-Chair,

subject to approval by the Division Executive Committee. The Chair of the Awards Committee is responsible for leading the award nomination, selection, and delivery processes as described in the Division [Operating / Officers']

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 Division Board not less often than every [five] years and any proposed revisions and/or amendments presented to the Division Board. Amendments can also be proposed by Division members at a Division meeting or by petition of [ten] percent of the Voting Members of the Division sent to the Division Board. All proposed amendments of these bylaws shall be reduced to writing. The Division Board will send the proposed amendments to CTOC for pre-approval. If CTOC has any recommended revisions, they will be returned to the Division 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 Division members who are eligible to vote (as specified in [Article III]) following the procedures that have been approved by the Division Board [and documented in the Division Operating / Officers' Manual]. Ballots shall be returned to [AIChE Member Services] by a specified deadline at least [___] weeks after the ballots are made available. Ballots received after this deadline shall not be counted. Once the deadline is reached, [AIChE Member Services]

