



Guidelines for Establishing a Forum

I. Establishment

As the first step preparatory to establishment of a Forum of the Institute, the Chemical Engineering Technology Council (CTOC) shall, upon written request by a group of at least 10 members, appoint a Forum Formation Committee. This Forum Formation Committee shall consist of 10 or more members of the Institute. The Forum Formation Committee Chair shall be approved by CTOC.

The Forum Formation Committee shall, as soon as possible after its appointment:

- i. submit a Forum Scope and Objectives, and a two-year Operating Plan.
- ii. submit Forum Bylaws in conformity with the Institute's Model Bylaws for Forums.
- iii. submit written pledges for Forum membership from at least 50 individuals, the majority of whom shall be members of the Institute.

The Forum Scope, Objectives, and Operating Plan must demonstrate a sustained capability for programming.

Upon approval by CTOC of these submittals, Forum status will be granted on a probationary basis. The probationary status will be extended or removed by CTOC after receiving a Forum Status Report after two years.

II. Operations

The Forum shall submit an annual report of its activities to the Executive Board of the National Program Committee (EBPC) at the end of each calendar year.

Forum Bylaws and amendments thereto, dues and fee schedules, and annual operating programs and budgets shall be approved by CTOC.

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

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

The Forum Programming Committee is considered to be part of the National Programming Committee and its function shall be carried out in cooperation with the EBPC.

Forum cooperation with related outside organizations and participation in joint programs is encouraged, subject to specific approval by EBPC.

No Forum shall have authority to act for, or in the name of, the Institute, and no Forum shall have authority to incur any financial obligation in the name of the American Institute of Chemical Engineers.

CTOC may discontinue any Forum if, after the Forum has been fully affo