

## CAST By-Laws

### ARTICLE I NAME AND OBJECTIVES

Section 1. The name of this organization shall be the Computing and Systems Technology Division of the American Institute of Chemical Engineers.

Section 2. This Division is formed in the broad field of the chemical engineering application of systems and computing principles to problems including, but not limited to, analysis, management, design, operation and control of processes and systems.

Section 3. The objectives of the Division shall be:

- (a) To further the application of mathematical and computing principles in all aspects of chemical engineering, especially the analysis, design, operation and control of process and management systems.
- (b) To recommend to the Council of the AIChE positions or policies related to such applications.
- (c) To provide suitable programs to inform Institute members about topics of current interest in these fields.
- (d) To provide a communication medium for chemical engineers and other individuals to exchange non-confidential information concerning all facets of

Section 3. The Division shall not have the authority to act for, or in the name of, the Institute except with the explicit prior authorization of Board of Directors of the Institute. The Division does not have the authority to incur any financial obligations in the name of the Institute.

### ARTICLE III MEMBERSHIP

Section 1. Membership in the Division shall consist of those who:

- (a) are members of the Institute, in any grade of membership, and
- (b) have paid the annual dues levied by the Division (see Article VII Section 1.)

There shall, however, be a grace period of one year during which a person may be a member of the Division while their application for membership in the Institute is being processed. Continuation as a member of the Division shall be contingent on subsequent acceptance by the Institute.

### ARTICLE IV ORGANIZATION

Section 1. The activities of the Division shall be directed by an Executive Committee. This committee, headed by the Division Chair, shall consist of the four officers (Article IV, Section 2), the immediate past chair of the Division, six Division members selected as Directors by the members of the Division, and the following ex-officio members: The Chair of the Division Programming Board (Article IV, Section 9), the Chair of the Division Publications Board, the AIChE Staff Liaison, and AIChE Chemical Technology -officio members are to have full voting privileges.

Section 2. The officers of the Division shall be a Chair, a First Vice Chair, a Second Vice Chair, and a Secretary-Treasurer, all of whom shall hold membership in the Division and shall be Fellows, Members or Associate Members of the Institute. The term of office in each case shall be one year, with the exception of the Secretary-Treasurer, whose term shall be two years. Nominations for the offices shall come from the Nominating Committee (Article VI, Section 3). The Chair of the Division shall not be eligible for re-election to a Divisional office for a period of five years. The First Vice Chair is normally the sole nominee for the office of Chair. The Second Vice Chair is normally the sole nominee for the office of First Vice Chair. Any member may be nominated as the Second Vice Chair. The Secretary-Treasurer may be re-elected.

Section 3. Members of the Executive Committee (other than officers) shall consist of two groups: (a) elected and (b) ex-officio. The elected Directors shall serve a term of three years with two Directors being elected annually. They shall not be eligible for re-elected for a second term for a period of five years. The ex-officio members (Article VI,

Section 1) shall have no statutory limit on their term of service on the Executive Committee.

Section 4. The Chair or, in the case of absence, the First Vice Chair, the Second Vice Chair, or the Secretary-Treasurer successively shall preside at all meetings of the Division and its Executive Committee.

absence or inability to serve. In the event of a vacancy in the office of Chair, the First Vice Chair shall serve as the Chair with the Second Vice Chair assuming the First Vice

- (a) Systems and Process Design;
- (b) Systems and Process Control;
- (c) Systems and Process Operations;
- (d) Applied Mathematics and Numerical Analysis;
- (e) Information Management and Intelligent Systems.

Section 8. New Areas may be added to the Division by a two-thirds vote of the Executive Committee subject to approval of AIChE Chemical Technology Operating Council. A minimum of 25 Division members may submit a written petition to the Executive Committee to propose the formation of a new Area.

Section 9. There shall be a Programming Board headed by a Chair appointed by the Executive Committee for a two-year term; this Chair may be re-appointed at two-year intervals at the discretion of the Executive Committee. The Board shall consist of the appointed Chair, an appointed Vice Chair who shall serve as Deputy Head in the absence of the Chair, and such other members as may be appointed by the Board Chair to carry out the duties of the Board. This Board will draw up long range plans and policies for the programming activities of the Division in coordination with the National Program Committee of the Institute. The Chair of this Board shall be the official representative of the Division to the National Program Committee.

Section 10. There shall be a Publications Board headed by a Chair appointed by the Executive Committee for a two-year term; this Chair may be re-appointed at two-year intervals at the discretion of the Executive Committee. The Board shall consist of the -Treasurer, and such other members as may be appointed by the Board Chair. The Board will edit and publish a Division Newsletter. The Newsletter will be made available to all Division members at least three weeks prior to each National and Annual meeting. Publications policies for the Newsletter must be approved by the Executive Committee but all details of format and content will be determined by the Board.

Section 11. Such other committees as may be required shall be appointed by the Chair with the approval of the Executive Committee. Normally the Chair of each committee shall serve for two years, but the service of any committee of committee member may be terminated at any time by the Chair of the Division with the approval of the Executive Committee. Committees formed to carry out a specific task will be automatically disbanded upon acceptance of their final report to the Division Executive Committee. Nominating Committees are described in Article VI.

## ARTICLE V MEETINGS

Section 1. There shall be at least one meeting of the Division each year held in conjunction with a National or Annual Meeting of the Institute. The time and place of the meeting shall be determined by the Executive Committee in consultation with the

Assistant Secretary of the Institute for Meetings and the General Arrangement Chair for that meeting.

Section 2. The Secretary-Treasurer shall notify Division members of all Divisional Meetings at least three weeks in advance of each meeting.

Section 3. A quorum for meetings of the Division shall consist of one percent (1%) of the membership or a quorum of the Executive Committee. Except where otherwise stated in the Bylaws, all actions at a meeting of the Division shall be decided by a majority vote.

Section 4. The presiding officer shall be the Division Chair or the next ranking officer (Article IV, Section 4) who shall decide the order of business, which is to include the reading of the minutes of the previous meeting, a financial report and reports of committees.

Section 5. The Executive Committee shall meet at least once but preferably more often

National or Annual meetings, but may be called by the Chair at such time and place as the Chair sees fit. Meetings may be held by physical attendance, teleconference, videoconference, or other electronic communication means. Votes may be cast either in person, by mail, or by other electronic communication means. Meetings shall also be called on the written request of four members of the Executive Committee. The Secretary-Treasurer shall notify the Executive Committee at least three weeks in advance of a meeting.

Section 6. A majority of the elected members of the Executive Committee, including officers and directors, shall constitute a quorum for a meeting of the Executive Committee. The meeting will be chaired by the highest ranking officer (Article IV, Section 4), whose vote shall decide the issue in case of a tie.

Section 7. Any member of the Executive Committee who misses three consecutive Executive Committee meetings shall be considered to have automatically tendered their

communication means. Election shall be by a majority of those voting. Ballots shall include notice of the date by which they must be received or cast in order to be counted, and that date shall be no earlier than four weeks after the ballots are made available. Ballots received or cast after this date shall not be counted. The count shall be certified to the Executive Committee.

Section 2. Delinquent members shall not be eligible to vote or to hold office (Article VII, Section 1).

Section 3. A Nominating Committee shall be formed in April of each year with the immediate Division Past Chair as its Chair, who may select two additional Division Members who are not currently serving in an elected capacity to serve as the committee. This committee shall formulate a slate of candidates for presentation to the members; this slate shall include one candidate each, for the offices of Chair and First Vice Chair, who

and two or more candidates for Second Vice Chair, two Directors and for Secretary-Treasurer if on

Chair cannot stand for such uncontested election, then two or more candidates for the successive offices thus left vacant will be named. Nominations may also be made for any office (on the ballot) by petition of the membership if at least twenty Division members in good standing sign a petition and submit it to the Secretary-Treasurer by September 1.

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 first of each year.

## ARTICLE VII DUES AND FINANCES

Section 1. Annual dues shall be determined by the Executive Committee. They shall be payable in advance by January 1 to the Institute. Those members who continue to be delinquent on the following July 1 shall be dropped from the rolls of the Division.

Section 2. The dues shall be changed in amount only by the affirmative vote of two-thirds of the total members of the Exto 12 792 aerp Tfymeob(e)4(a)-5(c)4(h, for)6( the o)-7(ff)6(i)-11(c)4(e)



Section 3. The Computing in Chemical Engineering Award will be governed by the following conditions:

- (a) This Award will be given to an individual to recognize outstanding contributions to chemical engineering computing and systems technology.
- (b) The Award consists of \$3,000 and a plaque.
- (c) The Award will be made annually if a suitable recipient is found. The recipient need not be a member of AIChE. A recipient may receive this Award only once.
- (d) The recipient will be selected by the Awards Committee. The Awards Committee will be chaired by the CAST Division Second Vice Chair. The Committee will normally consist of the five CAST officers (Past Chair, Chair, First and Second Vice Chairs, and Secretary/Treasurer); the six CAST Directors; and the three most recent recipients of the Computing in Chemical Engineering Award. The Awards Committee should reflect a reasonable balance among the interests of the different Programming Areas of the Division.
- (e) Nominations for the Award may be made by any member of AIChE, including the Awards Committee, or by another interested party. Nominations should be made on a current AIChE Award Nomination Form and submitted to the CAST Division Second Vice Chair. The deadline for submission of nominations will be April 1 or as otherwise established by the CAST Division Second Vice Chair and published on the AIChE and CAST Division web sites. A nomination will remain active for 3 years.

Section 4. The Computing Practice Award will be governed by the following conditions:

- (a) This Award will be given to an individual for an outstanding contribution to the practice or application of chemical engineering computing and systems technology.
- (b) The Award consists of \$3,000 and a plaque.
- (c) Nomination and selection procedures of Sections 3c, 3d and 3e above will also apply to the Computing Practice Award





- (a) This Award will be given to a student or students for the best oral presentation in the CAST sessions at the AIChE Annual Meeting.
- (b) The Award will consist of a plaque
- (c) The Award will be made annually if suitable recipients are found.
- (d) The recipient will be selected by majority vote of the Award Committee, as appointed by the Executive Committee, within one week of the meeting. In the case of a tie, multiple Awards will be made with the Award divided equally according to the number of Awards.

Section 10. The CAST Division Distinguished Service Award will be governed by the following conditions:

- (a) This Award will be given to an individual for outstanding service to the Computing and Systems Technology (CAST) Division.
- (b) The Award consists of a plaque.
- (c) Nomination and selection procedures of Sections 3c, 3d and 3e above will also apply to the CAST Division Distinguished Service Award.

#### ARTICLE X AMENDMENTS

Section 1. All proposed amendments of these Bylaws shall be reduced to writing. Amendments shall be proposed by (a) the Executive Committee, (b) majority vote of the members at a Divisional meeting, or (c) petition of ten percent (10%) of the members of the Division to the Executive Committee.

Section 2. A proposed amendment and ballot shall be sent to all Division members by first-class mail or electronic communication means. The ballot shall include notice of the date by which it must be cast and that date shall be no earlier than four weeks after issuance of the ballots. Ballots crlieTm0 g(e)h(30.00000912 0 612 792 reW\*nBT/F1 12 Tf1 0 0 1 113.3 336.

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