

Membership requirements:

Are clearly described (

Note: According to the AIChE Bylaws (which you must not conflict with)

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

Division members shall be Fellows, Senior Members, Members, or Student Members of the Institute (AIChE).

All Division officers shall be Fellows, Senior Members, or Members.

including Undergraduate Students, Graduate Students, Postdoctoral Researchers, Young Professionals taking into account years since graduation, Emeritus status. However, these are NOT AIChE membership categories.

Addresses roles and rights of different membership levels as appropriate (such as voting privileges and eligibility to hold office) ()

Explicitly address the role and rights of Student (undergraduate) Members, who do not pay dues, including voting rights. It should be noted that bylaws that use membership dues to establish membership can inadvertently exclude undergraduate members from participation.

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

Includes statement concerning membership adherence to AIChE Code of Ethics; Code of Conduct; and Equity, Diversity, and Inclusion Statement ()

Forums should state that membership is through self-selection and/or based upon payment of dues (

Organization

Officers are listed along with eligibility, term of office, and succession plan (if applicable) ()

Consider whether there is a requirement for officers to come from academia or industry

Note: Student (undergraduate) Members are not eligible to serve as a Division Officer. They may hold other positions within the Division as designated in the Bylaws.

Consider whether certain positions should be designated for young professionals or non-US residents

Consider whether the CTOC liaison should have a designated board position [as an ex officio member] (), with or without voting rights

Consider provisions for temporary or transient positions

Forums: explicitly state whether there are any distinctions between AIChE members and non-members for officer eligibility

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Describes composition of the Board and/or Executive Committee (

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Describes duties of officers (

Note: Newly elected officers should read and understand the current bylaws

Describes who is in charge of technical programming (

Recognize any programming activities at the division or forum level which should be carried out in cooperation with the AIChE Program Committee

NOTE: According to the AIChE Bylaws: The Division Program Chair shall become a member of the Program Committee

Provide procedures for replacement of vacated positions during a term ()

Procedures needed for removal of an officer for non-participation or other significant causes ()

NOTE: This information is currently in the Division and Forum Bylaws Templates under Meetings (Article V, Section 2.3)

Includes a brief description of key standing committees ()

A more detailed description of standing committee responsibilities and expectations, as well as transient committees, can be included in the Division

Includes a description of Areas and their relationship to the Division (

Meetings

Include any essential meetings of the Division or Forum (

Consider which committee meeting activities should be included in the bylaws

Describe meeting requirements, such as: minimum number per year, timing of the meetings, meeting notification requirement, quorum requirement (make sure it is still valid and reasonable), votes needed for passing (be mindful of majority vs. supermajority vs. plurality), required elemum1(y)-3(),)10(re)-2(q)3(u)3(ired)15(e)-3(le)11(m)-4(u)3(m)(a (y)-3(), t5g/)3(

Describes the election rules and process including: elected positions that should be on

Includes the overall process to be used for changes and amendments to the bylaws including the specified margin of a specified level of membership needed to approve the changes ()

The specifics on how to solicit the membership vote can be documented in the

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technology changes

Includes a schedule for formal review of the Bylaws of at least every five years (

Should indicate that final approval will be granted by CTOC (

Version Tracking (

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An archival copy of the Bylaws will be maintained by CTOC as well as by the Division/Forum and will be publicly available on the Division/Forum website or similar online platform ().

Changes and amendments to the bylaws should be documented (at the end of the bylaws)

This can be in the form of a table with the editing date, a brief description of what was modified, and the date of approval by the membership and by CTOC

Formal Bylaw Review dates should also be recorded even if they do not result in changes

Bylaws in the process of being modified should b

or with a watermark) until they have been approved by both membership and CTOC. Bylaws labeled DRAFT should not be published.

Awards (

o Inclusions of an Article that is focused on the Awards Process is optional and may depend

recommended that specific procedures which may change relatively frequently, along with award descriptions and criteria, be documented in a Division Operating Manual (or

If a named award is being considered, the AIChE Foundation Naming Gift process should be followed. Division/Forum officers should contact AIChE staff to understand the Naming Gift policy and to obtain the Naming Gift Form. The proposed named award is subject to review and discussion by the AIChE Naming Committee.

Consideration should be made concerning the diversity of both the award selection committee and the award recipients.

The following is not part of the Bylaws review, but is included here as a best practice.

Division Operating Manual (or Officers' Manual) (

- o This document is separate from the Bylaws but is part of the Division or Forum procedures.
- Consider what should be included in the Bylaws (requiring CTOC approval) and what should be included in the Operating Manual (not subject to approval and can be changed informally by Division leadership). A rule of thumb is that broad governing rules that are changed infrequently should be in the bylaws and detailed processes and procedures that may change often can potentially go into an Operating Manual.
- The following categories could be included in this document
 - More detailed description of responsibilities and procedures for the officers Detailed membership voting procedures More detailed description of standing committee responsibilities and expectations Description of potential transient committees Award descriptions and procedures Invited speaker procedures This document should include a record of changes (see Version Tracking section)