



Membership requirements:

Are clearly described ()

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

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

Organization

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

Describes composition of the Board and/or Executive Committee ()

Describes duties of officers ()

Describes who is in charge of technical programming ()

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

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

Includes a brief description of key standing committees ()

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

Meetings

Include any essential meetings of the Division or Forum ()

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 elements

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 ()

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 ()

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

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recipients.

Division Operating Manual (or Officers' Manual) ()

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