

**BYLAWS
of the
AIChE ENVIRONMENTAL DIVISION**

Article I. NAME AND OBJECTIVES

Section 1. The name of the organization shall be The Environmental Division, hereafter referred to as the Division, of the American Institute of Chemical Engineers (AIChE), hereafter referred to as the Institute.

Section 2. This Division has the mission of addressing the research and application of chemical engineering principles toward preserving, restoring, and sustaining the environment and conserving energy and natural resources for future generations.

Section 3. The objectives of the Division shall be:

- a. To further the research and application of chemical engineering in the environmental field.
- b. To recommend to the Chemical Engineering Technology Operating Council and the Government Relations Committee of the Institute positions or policies relating to energy, resources, and the environment.
- c. To provide, in cooperation with the AIChE Program Committee, suitable programs on environmental topics of fundamental or current interest, including preserving, restoring, and sustaining the environment and conserving energy and resources for future generations.
- d. To provide a communication medium for chemical engineers and other individuals to exchange non-confidential information concerning all facets of environmental activity.
- e. To promote publication of papers in environmental activities that are of interest to chemical engineers.
- f. To coordinate the Institute's activities with other societies active in the environmental field.
- g. To act as a source of information for chemical engineers who are not actively engaged in the environmental field, and to bring to their attention the importance of preserving, restoring, and sustaining the environment, the need for its consideration in the design and operation of chemical processes, and the opportunities in research and design of equipment and processes to prevent and solve environmental problems.

- h. To encourage chemical engineering educators to place suitable emphasis on protecting and sustaining the environment and to encourage excellence in courses in environmental science and engineering.

Article II. OBLIGATIONS TO THE INSTITUTE

Section 1. The Division is under the supervision of the Chemical Engineering Technology Operating Council of the Institute.

Section 2. All Division committees shall work in cooperation with corresponding National committees of the Institute. Division programming activities shall be carried out in cooperation with the AIChE Program Committee.

Section 3. The Division shall not have the authority to act for or in the name of the Institute, or 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 VIII, Section 1.)

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 immediate Past Chair, Officers, Directors, and appointed *ex officio* members (Appendix I). The Officers of the Division are described in Article IV, Section 2. There shall be up to six Division members elected as Directors (Article IV, Section 7). The appointed *ex officio* members include the Division Programming Chair (Article IV, Section 10), the Chairs of the Technical Sections (Article IV, Section 8), and the Chemical Engineering Technology Operating Council's (CTOC) Liaison to the Division. All *ex officio* members are to have full voting privileges. *Ex officio* members can also hold one elected office as members of the Executive Committee but in any case have only one vote. Other than the allowance for appointed *ex officio* positions, an individual may hold only one Executive Committee position at any one time.

Section 2. The Officers of the Division shall be a Chair, a First Vice Chair, a Second Vice Chair, a Secretary and a Treasurer, all of whom shall hold membership in the Division and shall be members of the Institute. The term of office shall be one year for the Chair, First Vice Chair, and Second Vice Chair. The term of office for the Secretary and Treasurer shall be two years each. Nominations for offices shall come from the Nominating Committee (Article VII, Section 3).

Section 3. The Chair, or in case of absence, the First Vice Chair, the Second Vice Chair, the Secretary, or the Treasurer, successively, shall preside at all meetings of the Division.

Section 4. In the event of a vacancy in the office of Chair, the First Vice Chair shall serve as the Chair. Likewise, in the event of a vacancy in the office of the First Vice Chair, the Second Vice Chair shall assume the First Vice Chair's vacated position. At the next annual election, each individual shall be nominated for the planned succession office by the Nominating Committee and then, if elected, serve one year in that office in addition to the time served to fill the vacancy. If a vacancy occurs in any other office (Second Vice Chair, Secretary, or Treasurer), the Division Chair shall nominate, and the Executive Committee shall approve, the appointment of one of the elected Directors to fill the vacancy until the next election. In the case of a filled vacancy for these offices (Second Vice Chair, Secretary, or Treasurer) which normally have more than one individual nominated, the Nominating Committee shall present more than one nominee for the next election (i.e., the individual appointed to fill the vacancy shall not be the sole nominee). If a vacancy occurs in one of the Director's positions, the Division Chair shall nominate, and the Executive Committee shall approve, the appointment of any Division member (who fulfills the requirements) to serve the unexpired Director's term.

Section 5. The Secretary shall keep the records of the proceedings of the Division. The Secretary shall handle general correspondence of the Division. The term of office of the Secretary shall be two years, ending in an odd numbered year.

Section 6. The Treasurer shall handle and record the collection and disbursement of funds as authorized by the Executive Committee of the Division. The Treasurer shall prepare a proposed budget for the upcoming year. At the end of each year, the Treasurer shall submit a financial report to the Executive Committee of the Division and to the AIChE Staff Liaison to the Division. The term of office of the Treasurer shall be two years, ending in an even numbered year.

Section 7. Members of the Executive Committee shall include the elected Directors who shall serve a term of three years, with two Directors being elected annually. They shall not be reelected for a second consecutive term; with the exception that Directors appointed to serve a vacancy position may be nominated for election for a full three-year term.

Section 8. There shall be Technical Sections of the Environmental Division, designated as follows: (1) Air, (2) Climate Change, (3) Fundamentals, (4) Hazardous Waste, (5) Legislation and Regulation, (6) Process Development, (7) Sustainability, and (8) Water. Each of these Sections shall be responsible for carrying out the plans and programs of the Environmental Division in their respective fields, subject to the direction of the Executive Committee of the Division. Each Section shall have a Chair, and at least one Assistant Chair, up to a maximum of two Assistant Chairs, appointed by the Executive Committee for a one-year period coinciding with the calendar year. The programming activities of the Technical Sections will be headed by a Programming Chair, assisted by two Programming Vice Chairs (Article IV, Section 10). At the Annual National Meeting, the Programming Chair shall submit to the Division Chair, for approval by the Division Officers and Directors, a slate of appointees to serve as the

Programming Chair, Programming Vice Chairs, Section Chairs, and Assistant Section Chairs for the next calendar year. In the event that the slate of nominees is not approved *en masse* for appointment to the Programming Board (Article IV, Section 10), the Division Chair may propose a revised slate of appointees for Programming Chair, Programming Vice Chairs, Section Chairs, and/or Assistant Section Chairs, amended as needed to secure the approval of the Executive Committee.

Section 9. Technical Sections may be added or removed by a two-thirds vote of the Executive Committee. Addition of a new Technical Section will add one new member (who shall be that Section's Technical Chair) to the Executive Committee. Removal of a Technical Section will reduce the number of members on the Executive Committee (as the removed Technical Section no longer has a Chair). A two-thirds vote of the Executive Committee can change the name of a Technical Section. Immediately upon name change, addition, or removal of a Technical Section the Bylaws shall be amended only to reflect the change in Technical Sections (i.e., only the numbered list in Article IV, Section 8), without further voting being necessary for said amendment of the Bylaws.

Section 10. There shall be a Programming Board (Appendix I), headed by a Chair appointed by the Executive Committee for a one-year term. It is expected that this Programming Chair shall serve a minimum of two consecutive terms, with reappointment for additional one-year terms at the discretion of the Executive Committee. The Programming Chair will be assisted by two Programming Vice Chairs, appointed by the Executive Committee, with terms that coincide with that of the Programming Board Chair. It is expected that one of the Programming Vice Chairs shall succeed, at the recommendation of the Executive Committee, the Programming Chair. The Programming Board shall consist of the Programming Chair; two Programming Vice Chairs; the immediate Past Programming Chair; the Division Chair, First Vice Chair, and Second Vice Chair; the Newsletter Editor (Article IV, Section 12); and the Chairs and Assistant Chairs of the Technical Sections. This Board will draw up long-range and immediate plans and policies for the programming activities of the Division and coordinate with the AIChE Program Committee. The Chair of the Programming Board shall be the official representative of the Division for interactions with the AIChE Program Committee.

Section 11. In the event of a Programming Chair vacancy, the Division Chair shall nominate, and the Executive Committee shall approve, the appointment of one of the Programming Vice Chairs to serve as Programming Chair. Likewise, in the event of a Programming Vice Chair vacancy, the Programming Chair shall nominate, and the Executive Committee shall approve, the appointment of one of the Chairs of the Technical Sections to serve as Programming Vice Chair. If a vacancy occurs among any Chair of a Technical Section, the Programming Chair shall nominate, and the Executive Committee shall approve, the appointment of one of the Assistant Section Chairs for that Technical Section to serve as the Chair for that Technical Section. If a vacancy occurs among any Assistant Chair of a Technical Section, the Programming Chair shall nominate, and the Executive Committee shall approve, the appointment of any Division member (who fulfills the requirements) to serve as the Assistant Chair for that Technical Section.

Section 12. The Division shall publish a Newsletter at least two times per year to inform the membership of Division activities. The Executive Committee may appoint an Editor. A common

Editor for the Newsletter is the immediate Past Chair. The Editor will be responsible to the Executive Committee for the editorial policy of the Newsletter. While the Past Chair is often the Editor, the Executive Committee may appoint one at any time, and may also decide, at its discretion, to establish an honorarium for the Editor.

Section 13. The overall administration of the Environmental Division Awards will be the responsibility of the Executive Committee, which will track the progress of all award committees. The description of awards and process for administering awards is described in Article X. Following are descriptions of the individual award committees:

- a. The Environmental Division Award (i.e., the Lawrence K. Cecil Environmental Award) Committee shall consist of six members including at least two winners of the Lawrence K. Cecil Environmental Award, two members of the Executive Committee of the Environmental Division, and two at-large Division members. The Second Vice Chair shall be the Chair of the Environmental Division Award Committee. The other five members shall be appointed by the Chair of the Division. Members of the Committee may serve a maximum of three consecutive years.
- b. The Environmental Division Service Award Committee shall consist of four members including the Division Chair, immediate Past Chair of the Division, First Vice Chair, and one member of the Executive Committee appointed by the Chair of the Division. The Service Award Committee shall be chaired by the immediate Past Chair.
- c. The Environmental Division Student Awards Committee will be responsible for both the Undergraduate and Graduate Student Awards. The Committee shall consist of at least four members, including the First Vice Chair, Second Vice Chair, and two additional members appointed by the Division's Chair. The Student Awards Committee Chair shall be the First Vice Chair.

Section 14. Ad hoc committees as may be required shall be appointed by the Division Chair with the approval of the Executive Committee. The Chair of each committee shall be appointed by the Division Chair. Service of any committee or committee member may be terminated at any time by the Executive Committee.

Section 15. Terms of office are based on calendar years, i.e., January 1 – December 31.

Article V. EXECUTIVE COMMITTEE MEETINGS

Section 1. The Executive Committee shall meet at a physical location when possible. Meetings shall generally be held in conjunction with the Spring and Annual National Meetings of the Institute. Division meetings (at a physical location or in real-time via teleconferencing or Internet conferencing) may be called by the Chair at such time and place as the Chair sees fit. Meetings may also be called at the request of four members of the Executive Committee. Except where otherwise stated in the Bylaws, all actions at an Executive Committee meeting shall be decided by a majority vote of all attending Executive Committee members. The meeting will be chaired

by the highest-ranking officer (Article IV, Section 3), whose vote shall decide the issue in the case of a tie vote.

Section 2. At least 40% of the Executive Committee members shall constitute a quorum. When a quorum is not available at an Executive Committee meeting, a majority of the present Executive Committee members may request votes via electronic means.

Section 3. Any member of the Executive Committee who misses more than half of the Executive Committee meetings prior to the Annual National Meeting in a calendar year shall be considered to have automatically tendered his/her resignation, effective immediately, to the Executive Committee, which may accept or reject the resignation by secret ballot at the Annual Meeting, after consideration of possible extenuating circumstances. Similarly, any member of the Programming Board who misses more than half of the Programming Board meetings prior to the Annual National Meeting in a calendar year shall be considered to have automatically tendered his/her resignation, effective immediately, to the Executive Committee, which may accept or reject the resignation by secret ballot at the Annual Meeting, after consideration of possible extenuating circumstances. To be considered present for any Executive Committee or Programming Board meeting, a member must have been in attendance for at least fifty percent (50%) of the meeting and to have presented such reports for which the individual is responsible.

Article VI. MEETINGS OF THE DIVISION

Section 1. Each year there shall be at least one *Meeting of the Division*, where all Division members are invited. At a Meeting of the Division, votes can be taken that might otherwise require a quorum of voters from the Division membership.

Section 2. A quorum for a Meeting of the Division shall consist of 4.0 percent (4.0%) of the Division membership or a quorum of the Executive Committee (Article V, Section 2). Except where otherwise stated in the Bylaws, all actions at a Meeting of the Division shall be decided by a majority vote of all attending Division members. The meeting will be chaired by the highest-ranking officer (Article IV, Section 3), whose vote shall decide the issue in the case of a tie vote.

Section 3. The time and place of the meeting shall be determined by the Division Chair, in consultation with the Executive Committee and the appropriate members of the Institute headquarters staff. An announcement shall be sent to members of the Division as notice of each Meeting of the Division.

Section 4. The presiding officer shall be the Division Chair or the next ranking officer (Article IV, Section 3), who shall decide the order of business, which among other topics is to include the distribution and discussion of the minutes of the previous Division meeting, a financial report, and reports of committees.

Article VII. ELECTIONS

Section 1. The Chair, First Vice Chair, Second Vice Chair, and two Directors shall be elected annually by ballot sent to members of the Division at least twelve (12) weeks before the Annual Meeting of the Institute. The Secretary and Treasurer shall be elected in alternating years for a two-year term in the same ballot. Notices regarding candidates and voting procedures will be published on the Division's website and reported in the Division's Newsletter. Voting may be accomplished electronically as arranged by AIChE headquarters. For the Chair, First Vice Chair, Second Vice Chair, and Secretary or Treasurer positions, the candidate receiving the most votes is elected. For the Director positions the two candidates receiving the most votes are elected. Tabulations of the votes shall be the responsibility of AIChE headquarters and shall commence no earlier than four (4) weeks after the mailing of the ballots. Ballots received after this four-week period shall not be counted. The count shall be certified to the Executive Committee at least three (3) weeks before the Annual Meeting. A tie for any office will be broken by majority vote of the Executive Committee.

Section 2. Delinquent "members" shall not be eligible to vote or to hold office in the Division.

Section 3. A Nominating Committee shall be formed no later than April 1 or the date of the Spring National AIChE Meeting each year, whichever comes first, with the immediate Past Chair as the Chair of the Nominating Committee. The Division Chair shall select two additional Division Members to serve on the committee.

Section 4. The Nominating Committee shall formulate a slate of candidates for presentation to the Division members. 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 is eligible to be nominated as the Second Vice Chair for no more than one term. The Secretary and the Treasurer may be reelected to more than one term. Every year there are normally multiple candidates for the two Director positions. Nominations may also be made for any office by petition of the membership if at least twenty Division members in good standing sign a petition and submit it to the Secretary at least sixteen (16) weeks before the Annual Meeting of the Institute. The Chair of the Nominating Committee will consult with the AIChE headquarters staff to ascertain that all candidates hold membership in the Division and are members of the Institute at least sixteen (16) weeks before the Annual Meeting. The AIChE headquarters staff will alert the nominating committee of the membership status of all nominees at least fifteen (15) weeks before the Annual Meeting. The Nominating Committee Chair will present the slate of candidates to the Division Chair, and discuss with him or her the slate of candidates prior to submission to AIChE headquarters. The Division Chair may request that the Nominating Committee continue to work on the slate of candidates. The Nominating Committee Chair will submit the slate of candidates and biographies to AIChE headquarters at least fourteen (14) weeks before the Annual Meeting.

Article VIII. DUES AND FINANCES

Section 1. Annual dues shall be determined by the Executive Committee. Dues shall be collected as part of national dues billing and transmitted by the AIChE headquarters staff to the

Treasurer of the Division. Those members who are delinquent by not paying dues shall be dropped from the rolls of the Division.

Section 2. The dues shall be changed only by the affirmative vote of two thirds of the total members of the Executive Committee.

Section 3. The Executive Committee shall make all other regulations regarding payment of dues and shall provide for an annual audit of the Division's financial accounts or confirm that the Institute has performed an audit.

Section 4. The Executive Committee shall review in their last meeting of the year the budget submitted for the upcoming year by the Treasurer. This budget shall be subject to revision at the first meeting after the new officers take office.

Article IX. GENERAL PROVISIONS

Section 1. The decision of the Executive Committee shall be final on any question concerning the interpretation of the Bylaws, subject to the jurisdiction of the Chemical Engineering Technology Operating Council of the Institute.

Section 2. In all respects not specifically covered by the Bylaws, the general rules of the Institute governing the conduct of Divisions shall apply with equal force as if included in these Bylaws.

Section 3. The latest published edition of the Modern Rules of Order shall apply to meetings and activities of the Division except where procedures are given in the Bylaws or by direction of the Institute.

Section 4. The Secretary of the Division shall serve as Parliamentarian and shall rule on points of order and give information as requested by the presiding officer.

Section 5. Amendments to the Environmental Division Bylaws can be proposed by the Executive Committee. Amendments shall be submitted to members of the Environmental Division for an approval vote. The amendments shall be approved by a majority of those voting, where the total votes must include a quorum (four percent, 4.0%) of the Division membership. Amendments to the Bylaws may also be approved at a Meeting of the Division (Article VI).

Article X. AWARDS

Section 1. The Environmental Division Award shall be given to recognize and encourage individual outstanding chemical engineering contributions towards preserving, restoring, and/or sustaining the environment. The award shall be named the Lawrence K. Cecil Environmental Award and shall consist of a plaque and a monetary prize. The following rules shall govern the granting of this award:

- a. It shall be awarded at the discretion of the Executive Committee of the Division upon the recommendation of the Environmental Division Award Committee (Article IV, Section 13a), but not more than once each calendar year.
- b. In addition, it shall be awarded to a member of the Institute considered on the basis of one or more of the following criteria:
 1. The recipient has a considerable record of service in the activities of the Environmental Division of the AIChE.
 2. The recipient has a considerable record of contributions to the environment through the application of chemical engineering for a period of at least fifteen (15) years of sustained professional activities shown by demonstrated leadership in such areas as research, teaching, engineering, or regulatory activities in either the public or private sector.
 3. The recipient has demonstrated the application of chemical engineering principles and technology in research into environmental problems and/or in development of innovative engineering solutions that preserve, restore, and/or sustain the environment.
 4. The recipient has made a significant contribution in design, construction, operation, management, or consulting related to environmental protection of facilities or enterprises.
- c. Nominations can be forwarded to the Environmental Division Award Committee Chair by any AIChE member. Such nominations should include documentation of the criteria listed in Article X, Section 1b above, and should be submitted no later than six months before the Annual AIChE Meeting to be considered for the award at the following Annual Meeting. The Environmental Division Award Committee shall recommend an award recipient to the Executive Committee.
- d. The Environmental Division Award recipient shall be invited to give an Award Lecture at the Annual AIChE Meeting.
- e. The Award shall be presented at the Annual AIChE Meeting following the Division Award Lecture.

Section 2. The Environmental Division Service Award shall be given in recognition of a considerable record of service to the Environmental Division and in the environmental area with documented evidence of sustained service over an extended period of time. Nominations for the Service Award may be made by any member of the Executive Committee of the Division or by a past recipient of the Environmental Division Award to the Service Award Committee Chair (Article IV, Section 13b). The Service Award Committee can recommend an award recipient to the Executive Committee. The Service Award, with a plaque, shall be presented at the Annual Meeting.

Section 3. The Environmental Division Graduate Student Award(s) shall be given in recognition of outstanding graduate student contributions to preserving, restoring, and/or sustaining the environment through chemical engineering.

- a. The Environmental Division Graduate Student Award(s) shall be awarded at the discretion of the Executive Committee upon the recommendation of the Student Awards Committee (Article IV, Section 13c), but not more than once per calendar year.
- b. The award is based on an annual graduate student paper competition. Submissions must meet the following criteria:
 1. The graduate student must be a member of AIChE at the time of the submittal and must have been a graduate student a year prior to submission.
 2. The work presented must be carried out while a graduate student at a university with an accredited chemical engineering program.
 3. The graduate student must be the primary author (faculty advisors may be co-authors).
 4. The paper must describe original research (experimental, numerical, or theoretical) or design (papers consisting of literature reviews are not permitted).
 5. The paper must be suitable for publication in a refereed journal.
 6. The paper must represent a contribution to preserving, restoring, and/or sustaining the environment through application of chemical engineering.
- c. Submissions should be sent to the Student Awards Committee Chair at least sixteen (16) weeks prior to the Annual Meeting of the Institute.
- d. The award(s) will be presented at the Annual AIChE Meeting and will include a monetary prize and an award plaque or certificate.

Section 4. The Environmental Division Undergraduate Student Award(s) shall be given in recognition of the best manuscript or report on the results of research or an investigation related to an environmentally oriented topic by an undergraduate student at an accredited chemical engineering department. The award shall consist of a certificate and a monetary prize. The following rules shall govern the granting of this award.

- a. The Environmental Division Undergraduate Student Award(s) shall be awarded at the discretion of the Executive Committee upon the recommendation of the Student Awards Committee (Article IV, Section 13c), but not more frequently than once each calendar year.

- b. Submissions for the Undergraduate Student Award(s) must meet the following criteria:
 - 1. The work must be an original paper.
 - 2. The paper must report on research or investigation related to an environmental program (i.e., laboratory experiments, theoretical development, numerical analysis or modeling, etc.).
 - 3. The author must be the primary author of the paper (faculty advisor may be a co-author) and must have been a full-time undergraduate student (which includes co-op students) a year prior to submission in a school with an accredited chemical engineering program.
 - 4. The recipient must be a member of the student chapter of AIChE at his or her school.
 - 5. The work must be performed during the student's undergraduate enrollment and the paper must be submitted prior to or within six months of graduation.
- c. The manuscript with cover letter should be submitted to the Student Awards Committee Chair at least sixteen (16) weeks prior to the Annual Meeting of the Institute.
- d. The award(s) will be presented at the Annual AIChE Meeting and will include a monetary prize and an award plaque or certificate.

BYLAWS HISTORY

As a matter of record, the Environmental Division Executive Committee, chaired by Christian M. Lastoskie, approved the Bylaws on August 20, 2012. The Bylaws were approved by a vote of the Environmental Division Membership on August 29, 2012. The adopted Bylaws were then approved by the Chemical Technology Operating Council on September 21, 2012.

Future amendments or actions taken with respect to the Environmental Division Bylaws shall be recorded here.

Appendix I: Environmental Division Organizational Structure

EXECUTIVE COMMITTEE

Officers

Division Chair

First Vice Chair

Second Vice Chair

Past Chair

Secretary

Treasurer

Directors

Director 1A Director 1B

Director 2A Director 2B

Director 3A Director 3B

Ex officio appointees

Programming Chair

CTOC Liaison

Section Chair – Air

Section Chair – Legislation and Regulation

Section Chair – Climate Change

Section Chair – Process Development

Section Chair – Fundamentals

Section Chair – Sustainability

Section Chair – Hazardous Waste

Section Chair – Water

Assistant Section Chair(s) – Air

Programming Vice Chair A

Assistant Section Chair(s) – Climate Change

Programming Vice Chair B

Assistant Section Chair(s) – Fundamentals

Past Programming Chair

Assistant Section Chair(s) – Hazardous Waste

Newsletter Editor

Assistant Section Chair(s) – Legislation and Regulation

Assistant Section Chair(s) – Process Development

Assistant Section Chair(s) – Sustainability

Assistant Section Chair(s) – Water

Programming Board