

**BYLAWS OF NEW ORLEANS SECTION
OF THE
AMERICAN INSTITUTE OF CHEMICAL ENGINEERS**

ARTICLE I

Name

- Section 1. The name of the national organization is the American Institute of Chemical Engineers (hereinafter called “the Institute”).
- Section 2. The name of this organization is the New Orleans Section of the American Institute of Chemical Engineers (hereinafter called “the Section”).

ARTICLE II

Purposes

The purposes of the Section, a nonprofit scientific, educational and charitable organization, are the furtherance of the aims and purposes of the Institute and the advancement of the science of chemical engineering and of related sciences through (i) the education of members and nonmembers in the science, (ii) career guidance and financial assistance to students of the science, (iii) encouragement of research in the science and (iv) the education of the general public about the science.

ARTICLE III

Jurisdiction

The boundaries of the Section shall encompass the following parishes in the State of Louisiana:

Orleans	St. Tammany
St. Charles	Washington
St. John	Tangipahoa
La Fourche	Plaquemine
St. Bernard	Jefferson

ARTICLE IV

Membership

- Section 1. The membership of the Section shall be limited to FELLOWS, MEMBERS, ASSOCIATE MEMBERS, AFFILIATES, and STUDENT MEMBERS of the Institute, residing or engaged in business within the boundaries encompassed by the Section. This group shall represent the voting body of the Section.
- Section 2. Nonmember chemical engineers may become Local Members of the Section for a period not to exceed two years. During this period it is expected that Local Members will apply for one of the grades of membership in the Institute. Nothing in this Bylaw shall be construed to prevent members from bringing nonmember guests to meetings of the Section.
- Section 3. Members in good standing of any of the Founder Societies (American Institute of Mining, Metallurgical and Petroleum Engineers; American Society of Civil Engineers; American Society of Mechanical Engineers; Institute of Electrical and Electronic Engineers) may be members of the Section for an indefinite period without applying for membership in the Institute.
- Section 4. Any member of the Institute who resides and is engaged in business outside the boundaries of the Section and who desires to affiliate with the Section shall be eligible for membership by informing the Member Activities Directorate of the Institute.

ARTICLE V

Dues

- Section 1. The fiscal year of the Section shall run from May 1st through April 30th. The Executive Committee may make modifications to this as required.
- Section 2. Student Members of the Institute shall not be required to pay dues to the Section.
- Section 3. The Executive Committee of the Section shall make all regulations regarding payment of dues.

- Section 4. If local dues are collected from non-Institute members, the Section, not the Institute, is responsible for tracking the individual's records.

ARTICLE VI

Officers

- Section 1. The officers of the Section shall be a Chair, Vice Chair, Secretary, Treasurer and such other officers, if any, as are deemed advisable. All officers must be FELLOWS, MEMBERS, or ASSOCIATE MEMBERS of the Institute. Student Members, Affiliates, and non-Institute Members may not hold office in the Section.
- Section 2. The Chair, Vice Chair, Secretary, or Treasurer shall preside (in order of succession) at all meetings of the Section. By the date set by the Board of Directors of the Institute, the Chair shall file with the Secretary of the Institute, a report on the activities of the Section during the year. All members of the Executive Committee are charged with assisting the Chair in this task.
- Section 3. The Secretary shall keep a record of the Proceedings of the Section. They shall, under direction of the Vice-Chair, obtain a headcount of the members who will be attending an upcoming meeting.
- Section 4. The Treasurer shall be charged with the collection and disbursement of funds as authorized by the Executive Committee. At the first Section meeting of each fiscal year they shall present a financial report.

ARTICLE VII

Elections

- Section 1. All officers of the Section shall be elected by secret ballot at the Annual Meeting or by mail ballot under regulations prescribed by the Executive Committee and shall take office at the first meeting of the following fiscal year. The retiring Chair of the Section shall automatically become a member of the Executive Committee for one year. Officers shall hold office for one year, as Treasurer, and then proceed to Secretary, Vice Chair, and Chair. Immediately after the annual election, the Secretary of the section shall forward

the names of the newly elected officers to the Member Activities Directorate of the Institute.

- Section 2. No member shall be eligible to hold more than one office at any one time.
- Section 3. Should a vacancy occur in any office, the Executive Committee (in accordance with Article VI, Section 1) shall appoint a member of the Section to fill the unexpired term.

ARTICLE VIII

Committees

- Section 1. There shall be an Executive Committee consisting of the Officers of the Section, the most recent past chair, committee chairs and a maximum of three other Directors. This committee shall meet at the call of the Chair of the Section, who shall serve as Chair of the Executive Committee. In order of succession, the Vice Chair, Secretary, Treasurer or any remaining director shall serve as chair of the committee in the absence of the Chair of the Section. The Executive Committee shall be charged with the business of the Section.
- Section 2. There shall be a Program Committee, of which the Vice Chair of the Section shall be Chair. It shall be the function of the program committee to arrange for the meeting programs.
- Section 3. Directors and such other committees and as may be required shall be appointed by the Chair with the approval of the Executive Committee. All directors and committee chairs appointments expire at the annual meeting.

ARTICLE IX

Meetings

- Section 1. There shall be at least four meetings of the Section each year, one of which shall be the Annual Meeting. The Executive Committee shall determine the date and place of the meetings.
- Section 2. The Newsletter Editor shall send a notice of the meetings to all members at least 10 days in advance of such meetings.
- Section 3. A quorum at annual or special meetings shall consist of 5% of the membership in good standing.
- Section 4. A quorum of the Executive Committee shall consist of four.

ARTICLE X

Amendments

- Section 1. All Bylaws of the Section shall be subject to alteration or repeal provided such action is not inconsistent with any provision of the Charter of the Section, the Constitution of the Institute, or with any provision of law. Alterations may be made by the affirmative vote of a 2/3 majority of the members entitled to vote and present. The notice of the proposed alteration or repeal will be given at an annual meeting or any special meeting, provided that mention is included in the notice of such meeting.
- Section 2. All amendments to these Bylaws shall be subject to approval by the Board of Directors of the Institute.
- Section 3. The Section shall have no authority to act for or in the name of the Institute, and the Section shall have no authority to incur any financial obligation in the name of Institute.