

1998

**Proposed Amendments
to the
BYLAWS
of the
Eastern North Carolina Section
American Institute of Chemical Engineers**

The Executive Committee of the Eastern North Carolina Section of the American Institute of Chemical Engineers has reviewed the ByLaws of the Section and proposes several changes to the ByLaws principally for the purpose of modifying the administration and operation of the Section to promote more effective and efficient operation of the Section and to encourage wider participation by the membership in planning and implementing Section activities.. Secondly, the Executive Committee proposes updating the ByLaws to reflect current practice relative to the dues amount.

Therefore, in accord with Article XI, Amendments, the Executive Committee is hereby notifying the membership of the Section of the intended changes in the ByLaws to be voted on at the January 13, 1999, meeting of the Section. The proposed changes to the ByLaws to be voted on at this meeting are summarized as follows:

- 1 - Change the dues shown in Article V, Dues, from \$3.50 per year to \$6.00 per year to reflect the Section dues that is currently being paid.
- 2 - Replace the current Article VI, Officers, of the ByLaws with a new Article VI, Operation, shown below. This new Article VI proposes not only a new administrative and operational structure for the Section, but also proposes duties of the members involved in the new structure.
- 3 - In Article VII, Committees, delete the current Sections 1, 2 and 4 and designate Section 3 as Section 1. This change is proposed because of the new administrative and operational structure proposed in Article VI, Officers.

Current Article VI, Officers

Section 1. The officers of the Section shall be a Chairman, a Vice Chairman, a Secretary and Treasurer, who together with a number of other members of the Section, such that a fair regional representation exists, shall constitute the Executive Committee. The retiring chairman of the Section shall automatically become a member of the Executive Committee for one year. All officers must be FELLOWS, MEMBERS, ASSOCIATE MEMBERS, or AFFILIATES of the American Institute of Chemical Engineers.

Section 2. The Chairman, or in his absence, the Vice Chairman, or in his absence, the Secretary, or in his absence, the Treasurer, shall preside at all meetings of the Section.

Section 3. The Secretary shall keep a record of the proceedings of the Section. He shall, under direction of the Chairman, issue notices of meetings to the members. Immediately after the Annual Meeting, he shall make a report to the Secretary of the American Institute of Chemical Engineers outlining the activities of the Section during the year.

Section 4. The treasurer shall be charged with the collection and disbursement of funds authorized by the Executive Committee. At the first Section meeting of each fiscal year, he shall present a financial report. The fiscal year shall start July 1.

Proposed Article VI

Article VI

Operation

Section 1. The functional activities of the Section are coordinated by the Steering Committee, and the administrative activities are addressed by the elected officers.

Section 2. The Steering Committee is composed of those Section members who express an interest in volunteer service. The Steering Committee should aim to be composed of eight to twelve members interested in the functioning of the Section. The elected officers are considered to be members of the Steering Committee. Anyone interested in serving on the Steering Committee should contact the Steering Committee Chair and be encouraged to participate in the functional activities of the local section.

a. The Steering Committee is responsible for organizing meetings and events, coordinating mailings and other correspondence, and making financial decisions in the best interest of the Section. At its discretion, the Steering Committee can create subcommittees to perform certain tasks.

b. The Steering Committee should meet on an as-needed basis, with at least one meeting per year. The Steering Committee Chair is responsible for coordinating these meetings.

c. The Steering Committee may choose to nominate a slate of candidates for elected officer positions.

Section 3. The elected officers will be composed of a Chair, a Treasurer, and a Secretary. These elected officers are responsible for the administrative duties of the Section and serve as the contact points for the members and the American Institute of Chemical Engineers. The Executive Committee referred to in other articles of these ByLaws shall be considered to be the elected officers.

a. The Section Chair is the primary contact for the American Institute of Chemical Engineers and local members. The Section Chair is responsible for appointing Steering Committee members to chair Section meetings. The Section Chair is also responsible for ensuring that the elected officers and the Steering Committee fulfill their obligations (e.g., Section 1 of Article

VIII calls for at least five Section meetings each year) under the Section charter, Section constitution, and ByLaws. If these obligations are not met, the Section Chair may appoint individuals to fulfill these tasks.

The Section Chair also serves as the Steering Committee Chair if no other candidate is selected by the Steering Committee. The Section Chair shall also have signatory authority for Local Section finances.

b. The Section Treasurer is responsible for maintaining the financial records of the Section. Other responsibilities include the annual Treasurer's Report to the American Institute of Chemical Engineers, the collection and deposit of funds, and the payment of any costs incurred by the Section. The Treasurer should be prepared to report on the Sections' financial status at any Steering Committee meeting.

The fiscal year shall start July 1.

c. The Section Secretary is responsible for the minutes at all Section meetings and Steering Committee meetings. The Secretary is also responsible for completing the annual report to the American Institute of Chemical Engineers.

Section 4. If a financial expenditure approved by the Steering Committee is considered by the elected officers to be outside the Section's interest or charter, the elected officers may call for approval of the expenditure by the general membership.

Current Article VII, Committees

Section 1. There shall be an Executive Committee consisting of the Officers of the Section and the past Chairman. This Committee shall meet at the call of the Chairman of the Section, who shall serve as Chairman of the Executive Committee. The Executive Committee shall be charged with the regular business of the Section. A summary of its meetings shall be included in the next meeting notice to be sent out.

Section 2. There shall be a Program Committee of which the Vice Chairman of the Section shall serve as Chairman.

Section 3. Such other committees as may be required shall be appointed by the Chairman with the approval of the Executive Committee.

Section 4. A publicity Chairman will be appointed by the Executive Committee and is charged with the responsibility of reporting each meeting to CEP and other suitable news media.