



**Bylaws  
of the  
Education Division  
of the  
American Institute of Chemical Engineers**

**Article I – Name and Objectives**

Section 1. The name of this organization shall be the Education Division of the American Institute of Chemical Engineers (AIChE or the Institute).

Section 2. The scope of this Division shall be the education of chemical engineers as it pertains to educational research, scholarly teaching and applications to include the broader endeavors which encompass education, such as those that are part of the Division's programming commitment.

Section 3. The objectives of the Division shall be to:

- a. Provide the focal point for AIChE members with interests in educational methods and their assessment, the scholarship of education including both practice and theory as well as outreach activities regarding chemical engineering education.
- b. Develop a relevant technical program in education for meetings within the assigned programming areas through discussion with the Committees of the Institute.
- c. Encourage chemical engineering educators to strengthen their own learning in the field of engineering education and on the development of appropriate curricular material focused for the ever-diversifying field of chemical engineering.
- d. Coordinate and actively work with other entities within the Institute, in particular the Career and Education Operating Council (CEOC) and its Committees, as well as other entities external to the Institute (such as ASEE, industry, and government agencies) to foster the goals of the Division and the Institute as they relate to education.
- e. Recognize educational achievements of AIChE members through awards and honors.
- f. Provide a high-profile home for programming and activities related to educational research and teaching within the chemical engineering community performed by Institute members.
- g. Encourage, through programming and other activities, the training of chemical engineering graduate students in chemical engineering educational methods.
- h. Provide feedback and information to the Board, Councils and Committees of the Institute on education-related issues, on request.

Section 4. The Division is under the supervision and control of the Board of Directors of the Institute. Divisional programming activities shall be carried out in cooperation with the Program Committee of the Institute. The Division does not have the authority to act for or in the name of the American Institute of Chemical Engineers or to incur any financial obligations in the name of the Institute.

## **Article II – Membership**

Section 1. Members of the Division shall be AIChE members who have paid the annual Division dues (Article VI, Section 1). Each area chair and area vice chair shall be members of the Division. Nonmembers of the Institute may join the Division for not more than two membership cycles with the approval of the Executive Committee of the Division. By the end of the agreed period they must have been accepted for some grade of membership in the Institute in order to continue as members of the Division. Undergraduate students may become members of the division, but shall not hold petition or voting privileges, nor may they run for elected office.

## **Article III – Organization**

Section 1. The officers of the Division shall be a Chair, a First Vice-Chair, a Second Vice-Chair, and a Secretary / Treasurer, all of whom shall hold membership in the Division and shall be Fellows, Members, or Associate Members of the Institute. The term of office in each case shall be two years. Nominations for the offices shall come from the Nominating Committee (Article V, Section 3). The Chair of the Division shall not be eligible for re-election to a Divisional office for a five year period after leaving office.

There is a natural succession by which the First Vice-Chair is normally the sole nominee for the office of Chair. Furthermore, the Second Vice-Chair is normally the sole nominee for the office of the First Vice-Chair. If the nominee does not accept the nomination, the Nominating Committee will solicit candidates for these positions.

Any member may be nominated as the Second Vice-Chair or Secretary / Treasurer. The Secretary / Treasurer may be re-elected. The first elected Chair shall make all necessary appointments as needed for the startup of the Division.

Section 2. The activities of the Division shall be directed by a Division Board of Directors (Division Board) consisting of the current officers, the most recent living Past Chair of the Division, three persons elected as Directors from the membership of the Division, and a liaison appointed by the Board of Directors of the Institute and serving as an ex-officio with voting privileges. More members may be added by an affirmative vote of two-thirds of the total members of the Division Board.

Section 3. There shall be an Executive Committee of the Division Board, which shall consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary / Treasurer, and the most recent living Past Chair. It shall act for the Division Board on items of business delegated to it by the Division Board; and when the Division Board is not in session, the Executive Committee shall manage the affairs of the Division and take such actions as are consistent with the Board's delegations.

Section 4. Directors on the Division Board shall be elected for a term of three years each, with one to be elected each year. A person who has served as a Director is eligible for election as an officer or as a Director.

Section 5. The Chair is the chief officer of the Division and is Chair of the Division Board and Executive Committee. The First Vice-Chair shall perform the duties of the Chair in the latter's absence or inability to serve. In the event of a vacancy in the office of Chair, the First Vice-Chair shall serve as the chief officer of the Division until the next annual election. If a vacancy occurs in any of the other positions on the Division Board, the Board shall appoint a replacement from the Board if the vacancy is an officer or from the membership if the vacancy is a Director, to fill the unexpired term.

Section 6. The First Vice-Chair shall serve as the Program Chair and will be responsible for the programs that are to be presented during the years s/he holds the office.

Section 7. The Second Vice-Chair shall serve on the Program Committee and assist the First Vice-Chair and Chair of the Division in conducting Division business.

Section 8. The Secretary / Treasurer shall:

- a. Keep the records of the proceedings of the Division.
- b. Handle the general correspondence of the Division and shall at the direction of the Chair issue notices of all meetings.
- c. Prepare ballots for the election of officers.
- d. Handle and record the collection and disbursement of funds as authorized by the Division Board.
- e. Prepare a proposed budget for the upcoming year.
- f. At the end of each year submit a financial report to the Division Board and the Secretary of the Institute.

Section 9. There shall be a Program Committee, headed by the First Vice-Chair who serves as Program Chair. The membership of this committee shall include the First Vice-Chair and Second Vice-Chair, area chairs, area vice chairs, and those selected by the First Vice-Chair of the Division with the approval of the Executive Committee.

There shall be an area chair and an area vice chair for each programming area of the Division, appointed by the Program Chair. In the case of liaison programming areas, the appointment will be made in consultation with the sponsoring entity. There is to be no limit to the number of years an area chair and / or an area vice chair can serve.

The Program Committee of the Division shall plan the programming activities of the Division and coordinate these with the program of the Institute and of other Divisions, and also of other related groups outside the Institute. One or more members will be designated to represent the Division on the National Program Committee of the Institute.

Section 10. There shall be an Awards Committee that will recognize educational achievements of AIChE members (See Article I, Section 3) on an annual basis. This committee shall consist of the Awards Committee Chair, the Division Second Vice-Chair, the Past Division Chair, and a

previous awardee to be identified by the Awards Committee Chair. The Awards Committee Chair shall be appointed by the Division Chair with the approval of the Division Board. If any of the current years' award nominees are from the same institution as any member of the Awards Committee or if a member has submitted or supported any nomination, that member should withdraw from the committee for that year. In this case, the Awards Committee Chair shall appoint a replacement member for that year.

Section 11. Such committees as may be required shall be appointed by the Chair with the approval of the Division Board. The services of any such committees or committee members may be terminated at any time by the Chair with the approval of the Division Board.

Section 12. Committees that are appointed to prepare for specific meetings or other events will continue to perform their functions, if satisfactorily handled, until the meetings or events designated have actually occurred. The term of service of such committees may therefore continue after the retirement of the Division Chair who made the original appointments.

Section 13. New programming areas within the Division shall be created by a petition of the members of the Division followed by the approval of the Division Board.

Existing programming areas within the Division may be terminated by a petition of the members of the Division to the Division Board. With a two-thirds vote of the Division Board, the petition will be forwarded by electronic ballot to the members of the division. A two-thirds vote is required to eliminate the programming area.

It is noted that if an existing programming area in the Division is represented by a liaison group, the Division wishes to terminate that programming area, and if that liaison group wishes to continue with the programming area, an alternate programming group must be found to sponsor the programming area. This condition must be met prior to a vote by the Division Board.

#### **Article IV – Meetings**

Section 1. There shall be at least one meeting of the Division called each year, one of which shall be held during the Annual Meeting of the Institute.

Section 2. The Secretary / Treasurer shall send members a notice of all meetings of the Division at least two weeks in advance of such meetings.

Section 3. A quorum for meetings of the Division shall consist of 1% of the membership or 20 members, whichever is larger. Except where otherwise stated in the bylaws, all actions at a meeting of the Division will be decided by a majority of those voting.

Section 4. The order of business for meetings of the Division shall be determined by the presiding officer (See Article IV, Section 8) and will include the reading of the minutes of previous meetings, reports of committees, and new business.

Section 5. The Division Board shall meet at least once each calendar year. Meetings may be called by the Chair at such places and times as s/he deems advisable (including conference call meetings). Meetings may also be called at the request of four members of the Board. The Secretary

/ Treasurer shall notify the Board of all meetings at least two weeks in advance.

Section 6. The Program Committee, headed by the First Vice-Chair, shall also meet at least once a year to carry out its tasks for the Division.

Section 7. A majority of the members of the Division Board shall constitute a quorum. Except where otherwise stated in the bylaws, all action of the Board shall be by majority vote. If a tie vote results, the decision shall take the course voted by the presiding officer.

Section 8. The Chair of the Division shall preside at all meetings of the Division Board and of the Executive Committee. In the absence of the Chair, the First Vice-Chair, the Second Vice-Chair, or the Secretary / Treasurer, in that order, shall preside.

Section 9. Any member of the Division Board who fails to attend three consecutive Board meetings shall be considered to have tendered his or her resignation from the Board; however, such a resignation shall be effective only upon acceptance by the Board, which shall have taken into account any extenuating circumstances.

## **Article V – Elections**

Section 1. One Director shall be elected annually by ballot made available to the members of the Division. The Chair, First Vice-Chair, Second Vice-Chair, and Secretary / Treasurer shall be elected bi-annually on this same ballot, when appropriate.

Nominations are to close on the first business day following July 1. Ballots are to be distributed by the first business day following August 1 and must be returned no later than the first business day following September 1. Ballots must be counted and the results sent to the membership no later than the first business day following October 1.

It is noted that ballots may be distributed and votes may be cast using electronic communication means. Election shall be by a majority of those voting. Ballots shall include notice of the date by which they must be received or cast to be counted. Ballots received or cast after this date shall not be counted. The count shall be certified to the Executive Committee.

Section 2. Delinquent members shall not be eligible to vote nor to hold office (Article VI, Section 1). Undergraduate student members shall not be eligible to vote nor to hold office.

Section 3. A Nominating Committee shall be formed in April of each year, with the most recent Division Past Chair as its Chair, who shall select two additional Division members who are not currently serving in an elected capacity to serve on the committee.

This committee shall formulate a slate of candidates for presentation to the members.

When the offices of Chair and First Vice-Chair are to be voted upon, this slate shall include one candidate each, for the offices of Chair and First Vice-Chair who shall normally be the past year's First Vice-Chair and Second Vice-Chair, respectively.

When the offices of Secretary / Treasurer and Second Vice-Chair are to be voted upon, this slate shall include two candidates each. If the Secretary/Treasurer is running for re-election, that candidate may run unopposed, at the discretion of the nominating committee.

When the office of Director is to be voted upon, this slate shall include two candidates.

If the past year's First Vice-Chair or Second Vice-Chair were appointees to fill an unexpired term, then an additional candidate may be named for the successive office(s) for which each would otherwise be the sole nominee. If the past year's First Vice-Chair or Second Vice-Chair cannot stand for election, then two or more candidates for the successive offices thus left vacant will be named.

Nominations may also be made for any office or directorship by petition of the membership if at least twenty Division members in good standing sign a petition and submit it to the Secretary / Treasurer by the first business day following July 1.

Write-in candidates shall be permitted for any office on a ballot and space shall be provided on a ballot for such purposes.

Section 4. No member shall be eligible for election to more than one office at one time.

Section 5. The Chair-Elect, First Vice-Chair Elect, Second Vice-Chair Elect, Secretary / Treasurer Elect, and Director Elect shall take office at the completion of the AIChE Annual Meeting.

## **Article VI – Dues and Finances**

Section 1. Annual dues shall be determined by the Division Board in accordance with policies of the Institute's Board of Directors. They shall be payable in advance by January 1 to the Treasurer of the Division. Those members who continue to be delinquent on the following January 1 shall be dropped from the rolls of the Division.

Section 2. In order to promote membership growth both in AIChE and the Division, a Committee Chair or Director or Officer may propose an individual for complimentary membership. The criteria for any waivers shall be approved by the Division Executive Committee. This complimentary membership involves a waiver of dues for not more than 2 membership cycles. This waiver can take the form of waiver of AIChE dues and collection of Division dues, waiver of both AIChE and Division Dues, or waiver of Division dues to current AIChE members.

Section 3. The dues shall be changed in amount only by an affirmative vote of two-thirds of the total members of the Division Board. This vote may be taken at a regular meeting, electronically, or by regular mail.

Section 4. The Division Board shall make all other regulations regarding payment of dues and shall provide for an annual audit of the Division's financial accounts.

Section 5. The Division Board shall review in their last meeting of the year the budget submitted for the upcoming year by the Secretary / Treasurer. This budget shall be subject to revision at the first meeting after the new officers take office. The officers of the Division may make expenditures within the provisions of the approved budget. On depletion of an individual account in the approved budget, additional amounts shall be spent only after specific approval by the Division Board.

## **Article VII – Division Awards**

Section 1. The Division will offer the following awards on an annual basis:

- Education Division Award for Excellence in Engineering Education Research
- Education Division Award for Service to Chemical Engineering Education
- Education Division Award for Innovation in Chemical Engineering Education

The awards will be processed using the AIChE Awards procedures. Details about the above awards shall be archived by the Education Division Awards Committee Chair (Article III, Section 10).

## **Article VIII – General Provisions**

Section 1. The decision of the Division Board shall be final on any questions concerning the interpretation of the bylaws, subject to the jurisdiction of the Board of Directors of the Institute.

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

Section 3. In the deciding of procedural matters not otherwise covered in the bylaws the most recent issue of Roberts Rules of Order shall prevail.

Section 4. In the event of dissolution of the Division, any assets remaining thereafter should be returned to the Institute.

## **Article IX – Amendments**

Section 1. All proposed amendments of these bylaws shall be made in writing. Amendments shall be proposed to the membership by the Board, by the majority vote of the members at Divisional meeting, or by petition of ten percent of the members of the Division to the Board.

Section 2. A proposed amendment and ballot shall be sent to all Division members by electronic means. Ballots shall be returned to the Secretary, who shall begin tabulation no earlier than four weeks after their mailing; ballots received after this period shall not be counted. The Secretary / Treasurer shall certify the results within one month of the start of tabulation to the Division Board, which shall accept as approval of the amendment a two-thirds affirmative vote of those returning these ballots. The amendment shall then be submitted to the Chemical Engineering Technology Operating Council (CTOC) of the Institute and shall become an effective part of the bylaws upon its approval.

Draft 1.0 J. Keith 09/15/08  
Draft 1.1 J. Keith 09/24/08  
Draft 1.2 D. Silverstein 10/17/08  
Draft 1.3 J. Keith 10/21/08  
Draft 1.4 J. Keith 10/30/08  
Draft 1.5 D. Silverstein 11/12/08  
Approved, CTOC 3/09  
Draft 1.6 F. Justice 2/1/2012  
Approved CTOC 10/12  
Draft 1.7 D. Visco 12/12  
Draft 1.8 B. Davis 1/13