

D&F Bylaws Revisions Recommendations

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Goals and Objectives

- Identify opportunities to help D&Fs to improve self-governance
- Inspire reflection by D&F leadership on their value proposition
- Document the role CTOC plays in the oversight of D&Fs

- Bylaws for all 14 divisions and 8 forums were reviewed and evaluated on content, validity, and language
- Questions and concerns were noted
- Attention to engagement with undergraduates, graduate students, and young professionals
- CTOC developed recommendations for D&F

Things to Consider I

- Scope and Mission– still current and not overlapping with more recently created divisions, forums, or ITGs?
- Objectives– current, assessable, applicable to value proposition?
- Subordination current to CTOC and not older governmental structure?
- Membership grades current? Does it address undergraduate members? Voting rights as intended? Dues collectable as intended?

Things to Consider II

- Leadership succession clear? Role of CTOC liaison (typically ex-officio on ExComm)? Students eligible to be officers? Offices targeted at YPs?
- Clear lines of responsibility for programming?
- Current and reasonable quorum rules that can scale appropriately?
- Explicit allowance for electronic voting? Dated references? Addressing plurality outcomes? Certification of results?

Things to Consider III

- Awards processes and leadership of those processes? Criteria for sponsorship?
- Amendment process and CTOC involvement?
- Version tracking and historical record?

Proposed Recommendations

FOR CDFO

- We recommend all Divisions and Forums re-evaluate their bylaws and consider updates during the next two years. We also recommend leadership consider:
 - Are the mission, scope, and objectives still applicable?
 - How do the mission, scope, and particularly objectives tie to your value proposition for your members?
 - Should distinct classes of membership, including UG, GS, and YP members, be explicitly addressed regarding the right to hold office or vote?
 - Should the executive committee deliberately incorporate a member from targeted membership groups, such as graduate students, young professionals, undergraduates, etc.?
 - Make any needed updates for the current administrative structure of AIChE (membership grades, CTOC rather than Council of AIChE).
 - Creating a schedule for formal Bylaws review within the Bylaws of not less than 5 years and making certain every newly elected officer review the current Bylaws.
 - Creating an officer's manual or other collection of operating procedures with retention of a history of changes.

The Role of CTOC in Bylaws Revision

- CTOC is required to approve bylaws and has adopted the following process to manage revisions:
 - D&F leadership should prepare its draft of revised bylaws in a revision-marked Word file
 - Prior to submission to membership for a vote according to your current bylaws revision process, this revision-marked document should be provided to CTOC
 - CTOC will review the proposed changes and report back any concerns that would impede approval by CTOC
 - You should allow up to 2 months for CTOC feedback to accommodate CTOC's monthly meeting schedule
 - After addressing this feedback (and discussion with CTOC officers if needed) membership approval can be obtained
 - Submit the membership-approved bylaws to CTOC for formal approval

Next Steps

- You will receive a report from CTOC highlighting the items discussed here along with the recommendations CTOC has made
- CTOC officers and liaisons are happy to work with you to achieve your goals for your Division or Forum!