BYLAWS of the EDUCATION DIVISION of AIChE

(This version was approved on [_____] as outlined in Article XI)

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). Its official acronym is EdDiv.

Section 2. The scope of this Division shall be the broad field of chemical engineering education and include research, development, and applications.

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

a) Provide the focal point for AIChE members with interests in educational activities, methods, assessments, and scholarship, including practice, theory and outreach.
b) Develop a relevant technical program in education for meetings within the assigned programming areas..
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, as well as other entities external to the Institute (such as ASEE, industry, and government agencies) to foster the objectives 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.
i) Foster inclusion and diversity in the leadership, membership, and activities of the Division to promote and uphold AIChE's Equity, Diversity, and Inclusion (IDEAL) statement without marginalizing any particular group(s) of people.

Article II – Relationship to the Institute

Section 1. The Division is under the supervision and control of the Chemical Engineering Technology Operation Council (CTOC) of AIChE.

Section 2. The Division leadership and activities will abide by the AIChE Code of Ethics; Code of Conduct; and Equity, Diversity, and Inclusion Statement. If the actions of any person(s) within Division leadership is perceived to run counter to the best interests of the Division or to AIChE, it should be brought to the attention of CTOC for possible disciplinary action.

Section 3. Division programming activities shall be carried out in cooperation with the AIChE Program

Committee (Article IV, Section 9.1).

Section 4. 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 AIChE.

Article III – Membership

Section 1. Voting Members of the Division shall be Fellows, Senior Members, or Members of AIChE who have paid the annual Division dues (Article VII, Section 1). Delinquent members (as defined in Article VII, Section 1) shall not be eligible to vote nor to hold office.

Section 2. Student Members of AIChE are non-voting Members of the Division and are exempt from Division annual dues.

Section 3. Non-voting Members of the Division cannot hold Division office.

Section 4. Fellows, Senior Members, or Members of AIChE aged 65 and older are considered Emeritus Members of the Division and are exempt from Division annual dues. Emeritus Members may hold Division office and are eligible to vote.

Section 5. As members of AIChE, members of the Division are expected to abide by the AIChE Code of Ethics; Code of Conduct; and Equity, Diversity, and Inclusion Statement.

Article IV – Organization

Section 1. The officers of the Division shall be a Chair, a First Vice-Chair, a Second Vice-Chair, a Secretary/Treasurer, and the most recent living past chair, all of whom shall be Voting Members of the Division. Nominations for the officers shall come from the Nominating Committee (Article VI, Section 2). The term of office for the Chair, First Vice-Chair, and Second Vice-Chair shall be two years.

Section 2. Four Directors shall be nominated from the Voting Members of the Division. The term of office for each Director is four years, with two Directors to be elected each odd-numbered year in order to stagger their service.

Section 3. The activities of the Division shall be directed by a Division Board consisting of the current officers, the four Directors, and a liaison appointed by CTOC who serves as an ex-officio member without voting privileges. Additional members of the Division Board may be added only in accordance with Section 10.1 of this Article.

Section 4. 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 on behalf of the Board on items of business delegated to it by the Board, and, when the 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 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 biannual 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 Voting Members of the Division if the vacancy is a Director to fill the unexpired term. Executive officers are expected to uphold all ethical standards when filling vacancies to avoid actual and perceived conflicts of interest that could negatively influence the operation of the Division.

Section 6. An officer or Director who does not renew their membership by paying dues becomes ineligible to continue in their role on the Division Board and shall be replaced as specified in Section 5 of this Article.

Section 7. The First and Second Vice-Chairs shall be responsible for the programming and long-term planning activities (as specified in Section 9 of this Article) of the Division. The Directors will participate in planning activities and may serve as committee chairs or be given other roles as appointed by the Chair.

Section 8. The Secretary/Treasurer shall

a) Keep the records of the proceedings of the Division, Division Board, and Executive Committee,

b) Handle the general correspondence of the Division and shall, at the direction of the Chair, issue notices of all meetings,

c) Work with AIChE Member Services to prepare ballots for the election of officers,

d) Work with the Chair to submit an annual report to CTOC of its activities in advance of the Annual Meeting.

e) Handle and record the collection and disbursement of funds as authorized by the Division Board,

f) Prepare a proposed budget for the upcoming year,

g) At the end of each year, submit a financial report to the Division Board and the Secretary of the Institute.

Section 9.1 There shall be a Program Committee headed by the First Vice-Chair who will act as the Division Programming Chair. The membership shall include the Second Vice-Chair and those selected by the First Vice-Chair of the Division with the approval of the Executive Committee. The Program Committee of the Division shall plan the programming activities of the Division and coordinate these with the AIChE Program Committee and with the programming activities of other Divisions and related groups outside of AIChE. The Division Programming Chair will be a member of the AIChE Program Committee.

Section 9.2 There shall be a Planning Committee headed by the Second Vice-Chair. It shall be composed of three to six additional Division members, who will be approved by the Division Chair. The Planning Committee is responsible for long-term planning and provides recommendations to the Division Board concerning technical programming, membership, publication, and other long-term issues of importance to the Division, to enable the Division to meet its objectives.

Section 10.1. Subcommittees may be formed at the discretion of the Division Board. Examples include the

Awards Subcommittee, Survey Subcommittee, Communications Subcommittee, and Membership Subcommittee. Subcommittee chairs will be appointed by the Division Chair with the approval of the Executive Committee. The subcommittee chairs hold ex-officio membership on the Division Board without voting privileges, and they will ordinarily be asked to give reports at Board meetings. Subcommittees will be reviewed annually by the Executive Committee, and 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 10.2. 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 occurred. The term of service of such committees may therefore continue after the retirement of the Division Chair who made the original appointments.

Section 11. New programming areas within the Division shall be created by a petition of at least twenty voting members of the Division followed by the approval of the Division Board, subject to review by the Executive Board of the Program Committee (EBPC) and by CTOC.

Article V – Meetings

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

Section 1.1. The Secretary/Treasurer shall send members a notice of all meetings of the Division at least three weeks in advance of such meetings.

Section 1.2. A quorum for general membership meetings of the Division shall consist of 1% of the membership or at least twenty 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 1.3. The order of business for meetings of the Division shall be determined by the presiding officer (Article V, Section 2.2) and will include the approval of the minutes of previous meetings, reports of committees, and new business.

Section 2. The Division Board shall meet at least four times each calendar year. Meetings may be called by the Chair at such places and times as they deem advisable, including virtual meetings. Meetings may also be called at the request of four members of the Board. The Secretary/Treasurer shall notify all members of the Board, including officers, Directors, and ex-officio members, of all meetings at least two weeks in advance.

Section 2.1. Two-thirds of the members of the Division Board shall constitute a quorum. Except where otherwise stated in the bylaws, all actions of the Board shall be by simple majority vote. If a tie vote results, the decision shall take the course voted by the presiding officer.

Section 2.2. The Chair of the Division shall preside at all meetings of the Division Board and of the Executive Committee, as well as at the annual meeting of the Division. In the absence of the Chair, the First Vice-Chair, the Second Vice-Chair, or the Secretary/Treasurer, in that order, shall preside.

Section 2.3. Any elected member of the Division Board who fails to attend three consecutive Board

meetings shall be considered to have tendered their 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.

Section 2.4. If the Chair of the Division allows six months to lapse without calling a meeting, the Chair shall be considered to have tendered their resignation from the Board and the 1st Vice-Chair shall call a meeting. The resignation shall be effective only upon acceptance by the Board, which shall have taken into account any extenuating circumstances.

Section 3. The Program Committee, headed by the First Vice-Chair and described in Article IV, Section 8.1, shall meet at least once a year to carry out its tasks for the Division. The Planning Committee, headed by the Second Vice-Chair of the Division and described in Article IV, Section 9.2, shall meet at least once a year for developing recommendations for the long-term planning of the Division.

Article VI – Elections

Section 1. Elections of officers and Directors who are near the completion of their terms (as specified in Article IV, Section 1 and Section 2) shall be conducted by ballot following the procedures that have been approved by the Division Board and documented in the Division Operating Manual. Ballots shall be sent to all Division members who are eligible to vote (as specified in Article III), on or about September 1 of odd years, with the aid of AIChE Member Services. Ballots shall include notice of the date by which they must be received or cast in order to be counted, and that date shall be no earlier than two weeks after the ballots are made available. Ballots received or cast after this date shall not be counted. Ballots shall also include information on how votes may be cast, which may include in person, by mail, or by other electronic communication means as specified in the procedures. Receipt and tabulation of the votes shall be conducted by AIChE Member Services. The count shall be certified to the Executive Committee in writing by AIChE Member Services. Election shall be by a plurality of those voting.

Section 2. A Nominating Committee shall be formed in April of each odd year, with the most recent Division Past Chair serving as its Chair. The Nominating Committee Chair 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 Voting Members of the Division. The candidates must agree to be included on the slate. The slate shall include at least one candidate each for the offices of Chair and First Vice-Chair, and at least two candidates for Second Vice-Chair and any open Director positions. The current First Vice-Chair is normally the sole nominee for the office of Chair. The current Second Vice-Chair is normally the sole nominee for the office of the First Vice-Chair. If the current First Vice-Chair or current Second Vice-Chair is unable or unwilling to stand for election, then two or more candidates for the successive offices thus left vacant will be named. The Secretary/Treasurer position shall include at least one candidate if the incumbent is willing to serve again and two or more candidates otherwise. If the past year's First Vice-Chair, Second Vice-Chair, or Secretary/Treasurer were appointees to fill an unexpired term, then an additional candidate must be named for the successive office(s) for which each would otherwise be the sole nominee. The Chair of the Division shall not be eligible for reelection to Second Vice-Chair. Any other Voting Member of the division may be nominated as the Second Vice-Chair. The term of office for the Secretary/Treasurer shall be two years. The Secretary/Treasurer may be reelected.Nominations may also be made for any office or directorship by petition of the membership if at least twenty Voting Members of the Division in good standing (as defined

in Article VII, Section 1) sign a petition and submit it to the Secretary/Treasurer by August 1.

Section 3. Delinquent members as defined in Article VII, Section 1 shall not be eligible to vote nor to hold office.

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

Section 5. The newly elected officers shall take office after the Annual Meeting.

Article VII – Dues and Finances

Section 1. Annual dues shall be determined by the Division Board in accordance with policies of CTOC. They shall be payable in advance by January 1 to the Treasurer of the Division. Collection of dues may enlist the aid of AIChE Member Services. Those members who are not in good standing and continue to be delinquent on the following January 1 shall be dropped from the rolls of the Division.

Section 2. The dues shall be changed in amount only by affirmative vote of two-thirds of the total voting membership of the Division Board. This vote may be taken at a regular meeting or by ballot sent to all Division Board members. The current dues schedule will be documented in the Division Operating Manual.

Section 3. 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 4. The Division Board 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. 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 Board.

Article VIII – Awards Process

Section 1. The Chair of the Division shall appoint a chair of the Education Division Awards Committee, subject to approval by the Division Executive Committee. The Chair of the Awards Committee is responsible for leading the award nomination, selection, and delivery processes as described in the Division Operating Manual.

Section 2. The Awards Committee Chair shall serve for a period of two years and can be reappointed.

Section 3. The award selection committee composition shall be set by the Chair of the Division, as described in the Division Operating Manual.

Section 4. A list of approved Division awards, along with the descriptions and selection criteria, shall be maintained in the Division Operating Manual. Award selection criteria and nomination processes for current awards shall be described on the Division webpage.

Section 5. Division members can bring proposals for additional Division awards before the Executive Committee for consideration at the annual meeting. The Board shall set criteria for additional awards consistent with any guidance from CTOC. Any additional awards require approval from the Executive Committee.

Article IX – Duration, Dissolution, and Residue Funds

Section 1. The Division has been approved by CTOC without limit on duration. The Division's sustainability will be monitored and assessed by the Division Board. If the board determines that the division is no longer viable, it may petition CTOC to dissolve the division. Sponsors of the division shall be notified at the earliest possible date of the dissolution, preferably a year in advance.

Section 2. Upon termination of the Division, unrestricted residual funds shall be transferred to AIChE and restricted residual funds shall be transferred back to the Sponsors. Disposition of tangible property shall be in accordance with any applicable contractual arrangements of the parties where AIChE or the Division does not hold a property interest in property subject to disposition.

Article X – 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 CTOC.

Section 2. Procedures that are not covered in these bylaws, particularly those that may change on a frequent basis, such as the procedure used to send and receive ballots, award descriptions and processes, or standing subcommittee descriptions, may be recorded in the Division Operating Manual.

Section 3. In all respects not specifically covered by these bylaws or the Division Operating Manual, the general rule of the Institute governing the conduct of the Division shall apply with equal force as if included in these bylaws.

Section 4. In the deciding of procedural matters not otherwise covered in the bylaws, the most recent issue of The Modern Rules of Order by Donald A. Tortorice shall prevail.

Article XI – Amendments

Section 1. These Bylaws shall be reviewed by the Executive Committee of the Division Board not less often than every five years and any proposed revisions and/or amendments presented to the Division Board. Amendments can also be proposed by Division members at a Division meeting or by petition of ten percent of the Voting Members of the Division sent to the Division Board. All proposed amendments of these bylaws shall be reduced to writing. The Division Board will send the proposed amendments to CTOC for pre-approval. If CTOC has any recommended revisions, they will be returned to the Division Board for further action and re-submission to CTOC to complete the pre-approval process.

Section 2. A proposed amendment and ballot shall be sent to all Division members who are eligible to vote

(as specified in Article III) following the procedures that have been approved by the Division Board and documented in the Division Operating Manual. Ballots shall be returned to AIChE Member Services by a specified deadline at least three weeks after the ballots are made available. Ballots received after this deadline shall not be counted. Once the deadline is reached, AIChE Member Services will tabulate the ballots and certify the results to the Division Board. Approval of the amendment requires a two-thirds affirmative vote of those returning the ballots. The amendment shall then be submitted to CTOC for final approval and shall become an effective part of the bylaws upon its approval.

Section 3. The most recent version of the bylaws will be made publicly available to all members of AIChE on the Division webpage.

Section 4. A record will be kept of revisions and amendments made to the bylaws.

Revision #	**Revision General Description**	**Specific Changes Made**	**Date of Revision**	**Division Membership Approval Date**	**CTOC Approval Date**
1	Original Bylaws	N/A	N/A		03/2009
2	First revision		02/2012	2012	10/2012
3	Second revision	Minor edits to verbiage and election timeline	06/2018	2018	2018
4	CTOC template	Edits to match CTOC template; no major edits in practice; some details moved to operating manual	07/2024		