

Updated November, 2019

## **Committee Name**

### **Article I – Name and Purpose of Committee**

Section 1 – AIChE LGBTQ+ & Allies Committee

Section 2 – Purpose: To promote the participation, inclusion, and progress of all gender and sexual minorities within the field of chemical engineering and related disciplines

Section 3 – Sponsoring group: SIOC

### **Article II – Membership**

Section 1 – Composition: The committee is composed of a chair, vice chair, past chair, staff liaison, supervisory committee, and six to twelve members

Section 2 – Requirements: committee members must be a member of AIChE

Section 3 – Terms: All positions serve three-year terms. Member terms are renewable indefinitely. At the end of the chair's term the vice chair takes the chair's position, and the chair takes the past chair's position. The past chair may then resign from the committee or become a member

Section 4 – Appointment of members: Members are selected by existing committee members or appointed by SIOC to fill initial vacancies. The vice chair is selected by popular vote by committee members. The same process is used to fill midterm vacancies. Once approved by the committee the vice chair and chair positions, upon a mid-term vacancy, are then sent to SIOC for approval.

Section 5 – Duties of Officers: The chair will provide leadership, plan for and preside over meetings and the order of business. The vice chair will act as secretary and record the minutes. The past chair will chair meetings in the chair's absence and advise. Members will facilitate and execute the goals of the committee. The advisory committee will be tasked with advising on the decisions made by the committee

Section 6 – Succession Plan: Chair vacancies will be filled by the vice chair. Vice chair and member vacancies will be filled by popular vote of members. The staff liaison will advise on elections and maintain a list of potential future members for the committee, and procedure documents

**Article III – Meetings:** Member meetings will occur as needed. All meetings will be virtual or telecom, except for the in-person meeting held yearly at the AIChE Annual Meeting. The chair runs the meeting, and provides an agenda beforehand. The vice chair takes minutes at meetings. The supervisory committee will be asked for input of committee actions decided upon at meetings by email once a quarter.

## **Article IV – Policy Making**

Section 1 – All members of the committee shall have full voting rights. A simple majority of the committee members shall constitute a quorum for the conduct of business at any meeting. Members shall be permitted to participate and vote by telephone or other electronic means. Proxies are permitted, but they must be for specific actions. All matters properly brought in question shall be decided by a majority of the votes, except where the Institute’s constitution and bylaws provide otherwise.

## **Article V – Communications**

Section 1 - The chair communicates with the board and staff liaisons regarding all matters that concern the board of directors. The board or staff liaison shall communicate with the board and executive director annually or as needed

Section 2 – Reports to the board – The committee will provide yearly reports to the board or as needed.

## **Article VI – Amendments to the Bylaws**

Section 1 – Procedure for amendments – All proposed amendments to the bylaws shall be submitted in writing, approved by a two-third majority vote of the committee, and subsequently approved by the AIChE’s Constitution and Bylaws Committee, and then approved by the Board of Directors of AIChE. The committee’s chair shall be responsible for the maintenance of the bylaws.