

LOCAL SECTIONS COMMITTEE QUARTERLY NEWSLETTER



Email: localsections@aiche.org

Letter from the Chair

By Brian Daly, Local Sections Committee Chair

The summer season is now upon us! I'm sure many of you are now taking a much deserved rest from section activities over the summer but rest assured your [Local Sections Committee](#) is still hard at work to serve you!

As I mentioned in my last letter, there was a joint task force, LS2OC, to help better coordinate efforts of other operating councils (OCs) with local section activities. One suggestion that will be implemented is to have OC representatives listen in on the next round of regional calls this fall. Based on feedback the representatives get from these calls, the operating councils will be able to use it to better shape their programs. It will also give sections a chance to engage certain committees who might have resources available for local sections. In addition, the LSC will have the OCs update the sections on their activities during the LSC general call once per quarter to keep sections in the loop on the goings on within the Institute.

In other news, I'd like to welcome another volunteer to the LSC family, Laura Gimpleson. She'll be heading a LSC subcommittee to review bylaws prior to being reviewed and approved by CEOC. She has an extensive background in working with bylaws for SWE so we really appreciate her stepping up and helping the local sections. She's even written an article in this quarter's newsletter, I would definitely recommend checking it out.

The committee also rolled out in April the [New and Reviving Section Grant](#). This grant is intended to help out sections that are just starting out or have been revitalized but don't have any funds to support their initial activities. The grant will be awarded on a rolling basis, so new or reviving sections that have gotten the greenlight from the

committee and CEOC can apply any time during the year. A big thank you goes to the [AIChE Foundation](#) for funding this grant.

Speaking of grants, this past quarter saw a number of sections awarded both the Project Connect Grant and Program Planning Grants. For the [Program Planning Grant](#), Kansas City and Ontario Canada won the award for the last cycle. Kansas City won for their well-organized "Energy R&D: Capture, Permit, Control" speaker series and Ontario won for their new section kick-off meeting. I would like to note that in the future applications like Ontario will be directed to the New and Reviving Section Grant.

For the [Project Connect Grant](#) East Tennessee, Maryland, and Rocky Mountain sections won the past quarter's award. East Tennessee won for their workshop "Linking Young Professionals" using the "Everest Challenge" to strengthen teamwork among section YPs, Maryland for their Student Forum with University of Maryland Student Chapter, and Rocky Mountain for their Student Appreciation Night at Colorado School of Mines allowing local high school students and young graduates to network with section members. Congratulations to those winning sections and please remember to fill out your post event summary reports so we can feature them in future newsletters or [Chenected](#).

Of course, the committee is planning to review and improve upon the Annual Report, Shining Star Award, and LSC website resources over the next quarter so be on the lookout for updates during the upcoming summer LSC monthly teleconferences as well as in the next newsletter.

Enjoy your summer and we'll see you again next quarter!

LOCAL SECTIONS COMMITTEE QUARTERLY NEWSLETTER



Email: localsections@aiCHE.org

LOCAL SECTION BYLAWS: MORE THAN BYTES OR WORDS

By: Laura Gimpelson, PE, Virtual Local Section

As you decide on next year's local section dues, file the section's 2014 Form 990-N or 990-EZ and select the nominating committee members; don't forget to look at your section's bylaws. Yes your section's bylaws, that document that was submitted to HQ to obtain your charter to become a local section of AIChE and obtain the non-profit tax exempt certificate.

This document is the foundation of your section. Bylaws are the contract between the local section and its members that defines how the section will be organized and managed. If you are audited by the IRS as several other technical societies' local sections have been, the inspecting agent expects the bylaws to reflect how the section operates and must match actual practices. During a few audits, the IRS agent has required modification of various Articles in the local section's bylaws concerning fiscal responsibilities and membership requirements. Failure to meet the agent's expectations could cause the local section to lose its non-profit tax exempt certificate.

The original signed document should be in your section's files and a copy included in the section secretary's handbook or jump drive.

For local sections that can locate a copy of their current bylaws to review, appoint one or two members to verify the document still describes current section operations especially in Article VI: Dues; Article VII: Officers and Directors; Article VIII: Elections and Article X: Standing Committees. Listed below is some but not all the areas that need to be checked for accuracy.

1. Does Article VI specify an actual amount for local dues and is that amount correct?
2. Does Article VII identify current officer titles and duties?
3. Does the bylaws allow for electronic balloting, bylaws amending or use of a service such as Survey Monkey?
4. Does Article X identify current active standing committees and their responsibilities?

5. Is the reference manual cited in the model bylaws' "Article XII" used by the section or listed in the current bylaws?
6. Do the current bylaws match how the section pays its bills and manage its funds?

If the answer to any of these questions is a no or the reviewer notices other discrepancies, then the reviewer needs to prepare a report for the Executive Committee to discuss, accept and begin the amendment process. This process is defined in the bylaws and must be followed to legally amend the bylaws. If the section's bylaws have not been amended in the last 10 years, distribution of the amendments may not allow the use of e-mail and other electronic distribution services. Before the Executive Committee votes on the amendments and after the amendments are approved, a copy must be sent to the Career and Education Operating Council (CEOC) of the Institute for approval.

For local sections that cannot locate a copy of their existing bylaws, compare the [2015 model bylaws](#) to section operations. Note any differences between the model and actual operations. Then have the reviewer prepare a report for the section's Executive Committee to discuss and accept. Once the report is accepted by the Executive Council, the amendment process as defined in the model bylaws is followed to legally amend the bylaws. Before the Executive Committee votes on the amendments and after the amendments are approved, a copy must be sent to the Career and Education Operating Council (CEOC) of the Institute for approval.

Section Bylaws are a living document. They cannot be approved during the formation of the section and forgotten. The document must be amended as the section changes and reflect how the local section operates. Failure to amend the bylaws may not seem important until the IRS or another governmental agency conducts an audit. Then failure to maintain the section's bylaws can be a deathblow to the section.

Compare your section's bylaws to the [AIChE model bylaws](#) here.

LOCAL SECTIONS COMMITTEE QUARTERLY NEWSLETTER

June 2015



LOCAL SECTION TRIVIA NIGHT

By: Sarah Bock, St. Louis Local Section

AIChE Trivia results - FIVE YEAR LOOK BACK

In 2011, the St. Louis Local section organized its very first trivia night. The primary purpose was to have a fun event and encourage student participation. A grant application was written and awarded in the amount of \$600. The following year no grant application was made. A new grant application was submitted and awarded in 2013. This event has been held annually since the inaugural event and has gained popularity among local professionals - as well as students - and has been self-funded for a few years now. I believe that the grants obtained from National helped our section develop some local "traction" for this event. This event has been very well received and is growing in popularity! The St. Louis Section sends a BIG THANKS to National for allowing this to happen. We'd like to encourage other sections to apply for grants (and sometimes more than once for a "repeat" event) in the hopes of developing a sustainable event. The table below summarizes the results for the history of this event.

	2011 (1)	2012 (2)	2013 (3)	2014	2015	
Expenses				\$	\$	Comments
Refreshments	\$625	\$265	\$259	\$632	\$406	
Eng Club Rental	\$175	\$175	\$175	\$175	\$175	
Prize Money	\$480	\$190	\$403	\$400	\$640	\$200 - 1st; \$120 - 2nd; 3rd - \$80; STUDENTS - \$160 - 1st; \$80 - 2nd
MC Gift	*	*	*	*	\$50	* First few years gave out a logo item; \$50 gift card to Charlie Gitto's
Total Expenses	\$1,280	\$630	\$837	\$1,207	\$1,271	
Student participants	~35	~35	~23	~40	~35	
Professional participants	~15	~20	~20	~60	~79	
Receipts						
Trivia Participant Money	\$1,030	\$965	\$710	\$1,600	\$1,930	
50/50 Raffle	**	\$14	\$40	\$39	\$108	** First year added Raffle and Mulligan sales to Participant Money
Mulligan Sales	**	\$50	\$70	\$55	\$115	
Grant Money from National	\$600	\$0	\$600	\$0	\$0	
Total Receipts	\$1,630	\$1,029	\$1,420	\$1,694	\$2,153	
NET PROFIT	\$350	\$399	\$583	\$487	\$882	
(1) Used caterer to provide snacks at ~\$6/each; brought in soda						
(2) Winning team gave their \$200 back						
(3) The Trivia Night had to be postponed due to bad weather						

(1) Expenses were high the first year as we didn't want to have to "manage" snacks/food as we wanted to focus more of our efforts on advertisement and getting students to attend. We also gave out \$10 gas cards to students that came and only charged \$10 so it was basically a "free" event for them! In future years, we eliminated the gas cards and could add the task of providing snacks ourselves.

LOCAL SECTIONS COMMITTEE QUARTERLY NEWSLETTER

June 2015



Email: localsections@aiiche.org

HIGHLIGHTED LOCAL SECTION – SOUTH TEXAS LOCAL SECTION

By: Carol Schmidt, South Texas Local Section

The South Texas Local Section of AIChE (STS) is one of the largest AIChE local sections in the world, based in Houston, TX. They host a variety of events and talks every month to support their members' technical and networking needs.

Recently STS attended an intersociety retreat regarding K-12 outreach in the Greater Houston area. Speakers included leaders from the Science and Engineering Fair of Houston and the Houston Museum of Natural Science. STS volunteers are already helping with future planning beyond this year's science fair.

Another great K-12 program STS participated in was the Houston Independent School District's career day. STS had a booth where volunteers provided chemical engineering demonstrations to the students and had representatives from local companies Chemstations and Bayport Technology and Training on hand to help.

STS members participating in HISD's career day



If you are interested in contributing to future newsletters, being a highlighted local section or have general updates for the good of all local sections, please email localsections@aiiche.org.

The STS Young Professionals (YP) group plans regular events for those under the age of 35 or those who are young at heart. Recently they were invited by AMACS to tour their Houston facility. In addition to facility and plant tours, the YP group hosts regular happy hours to provide networking opportunities for its members.

On the more technical side, STS hosts monthly dinner meetings with a technical presentation. Recent presentations included a talk on hydraulic fracturing by George E. King, one on membrane separations and their importance for future separations applications by Dr. Ranil Wickramasinghe, and an energy forum talk titled "Has Unconventional become Conventional" by Dr. Christine Economides. This fall STS will be hosting the [7th Southwest Process Technology Conference](#).

For more information or questions on the South Texas Local Section's activities please visit the [STS website](#).

STS YP members on AMACS facility tour



LOCAL SECTIONS COMMITTEE QUARTERLY NEWSLETTER

June 2015



Email: localsections@aiiche.org

HIGHLIGHTED RESOURCE FOR LOCAL SECTIONS

Officer Update Form

Keep AIChE up to date on who is currently an active officer in your local section. If AIChE does not have the current contact information for section officers they will be missing out on valuable information that can help improve communication between sections, AIChE's home office and the rest of the chemical engineering community.

You can see who AIChE has listed as officers of your local section by clicking on your section name in the [Find a Local Section website](#). If this listing is out of date, [complete the officer update form](#).

If your section has recently elected new officers, please [complete the officer update form](#) to let the AIChE home office know who the correct person(s) are to contact.

UPCOMING LSC CONFERENCE CALLS

- June 8, 2015 at 12:30 p.m. Eastern
- July 9, 2015 at 1:30 p.m. Eastern
- August 4, 2015 at 3:30 p.m. Eastern
- September 9, 2015 at 2:30 p.m. Eastern
- October 5, 2015 at 1:00 p.m. Eastern
- November 9 at the [AIChE Annual Meeting](#)

Other Resources for Section Leaders

Speaker's Corner

The [Speakers Corner](#) provides local sections with a list of experts and outstanding communicators who are interested in presenting on their work and the state of chemical engineering. This is a great tool for planning programming at your section's meeting!

Funding for Sections Available

Apply today for a [Program Planning Grant](#) or a [Project Connect Grant](#)! Awards available to assist local sections with membership outreach efforts. Next deadline is for the Project Connect Grant is June 30, 2015. Next deadline for the Program Planning Grant is September 30, 2015.

Shining Star Award

Recognize outstanding volunteerism within your local section by nominating someone for the [Shining Star Award](#). Deadline for nominations is November 30, 2015.

New Website Platform Available

Whether you're using AIChE's old platform or are using a third party platform, learn more about [AIChE's community websites](#), [see examples](#) of sections already using them, and [request your new, free website today](#).

More resources available at the [Resources for Local Section Leaders](#) website.



Calendars

AIChE Meetings Calendar

For information and registration details, visit www.aiche.org/conferences or call Customer Service at 1-800-242-4363 or 1-203-702-7660 (outside the U.S.).

JUNE 21–24, 2015	5th International Conference on Accelerated Carbonation for Environmental and Materials Engineering (ACEME) Columbia University • New York, NY
JUNE 28–JULY 1, 2015	12th International Conference on Gas-Liquid and Gas-Liquid-Solid Reactor Engineering (GLS12) Crowne Plaza Times Square • New York, NY
AUG. 30–SEPT. 3, 2015	60th Annual Safety in Ammonia Plants and Related Facilities Symposium The Westin Copley Place • Boston, MA
SEPT. 16–18, 2015	4th Conference on Constraint-Based Reconstruction and Analysis (COBRA 2015) (Organized by IMES) Heidelberg, Germany
SEPT. 28–29, 2015	Technology Challenges and Opportunities in Commercializing Industrial Biotechnology (Organized by SBE) Bahia Hotel • San Diego, CA
SEPT. 28–30, 2015	European Workshop on Process Safety Nice, France
OCT. 1–2, 2015	7th Southwest Process Technology Conference Moody Gardens Hotel and Convention Center • Galveston, TX
OCT. 27–29, 2015	Offshore Technology Conference — Brazil Riocentro Convention Center • Rio de Janeiro, Brazil
NOV. 3–5, 2015	2015 Global Summit on Process Safety & Leadership Forum on Process Safety Kuala Lumpur, Malaysia
NOV. 6–10, 2015	AIChE Annual Student Conference Salt Palace Convention Center • Salt Lake City, UT
NOV. 8–13, 2015	AIChE Annual Meeting Salt Palace Convention Center • Salt Lake City, UT
NOV. 17–19, 2015	2015 Carbon Management Technology Conference (CMTC 2015) Sugar Land Marriott Town Square • Sugar Land, TX
DEC. 1–2, 2015	Metabolic Engineering Summit (Organized by IMES) Beijing, China
MAR. 22–25, 2016	Offshore Technology Conference — Asia Kuala Lumpur, Malaysia
APR. 10–14, 2016	AIChE Spring Meeting and 12th Global Congress on Process Safety Hilton Americas and George R. Brown Convention Center • Houston, TX

AIChE Academy Calendar

Public Courses

For more information, and to register, visit www.aiche.org/academy.

JUNE 8–10, 2015 NEW YORK, NY	Essentials of Chemical Engineering for Non-Chemical Engineers Course # CH710 • Instructor: Jack Hipple
JUNE 8–11, 2015 MANAMA, BAHRAIN	Foundations of Process Safety Course # CH910 • Instructors: Byron Sun, Frank Renshaw
JUNE 8–10, 2015 CHICAGO, IL	HAZOP Studies and Other PHA Techniques for Process Safety and Risk Management Course # CH157 • Instructor: Robert Johnson
JUNE 8–12, 2015 CHICAGO, IL	Combo Course: HAZOP Studies AND Concepts for Process Hazard Analysis (CH157 & CH754) Course # CH759 • Instructor: Robert Johnson
JUNE 11–12, 2015 CHICAGO, IL	Advanced Concepts for Process Hazard Analysis Course # CH754 • Instructor: Robert Johnson
JUNE 15, 2015 HOUSTON, TX	Spreadsheet Problem Solving for Chemical Engineers Course # CH765 • Instructor: David Clough
JUNE 15–16, 2015 HOUSTON, TX	Combo Course: Spreadsheet Problem Solving AND VBA Programming (CH765 & CH766) Course # CH767 • Instructor: David Clough
JUNE 16, 2015 HOUSTON, TX	Excel VBA Programming for Chemical Engineers Course # CH766 • Instructor: David Clough
SEPT. 16–18, 2015 PHILADELPHIA, PA	Combo Course: Flow of Solids AND Pneumatic Conveying (CH032 & CH033) Course # CH757 • Eric Maynard
SEPT. 28–30, 2015 SEATTLE, WA	Essentials of Chemical Engineering for Non-Chemical Engineers Course # CH710 • Instructor: Jack Hipple

Webinars

Register and view live and archived webinars at www.aiche.org/webinars.

JUNE 10, 2015 2:00–3:00 PM ET	Introduction to Particle Characterization Presenter: Karl Jacob
JUNE 25, 2015 2:00–3:00 PM ET	Mixer Simulations, Modeling Nonideal Reactors and Mixers (Sponsored by Comsol) Presenters: Ed Fontes, Jennifer Segui
JULY 8, 2015 2:00–3:00 PM ET	Safety Instrumented Systems Presenter: Angela Summers
JULY 22, 2015 2:00–3:00 PM ET	Semiconductors Presenter: Kate Ziemer
JULY 29, 2015 2:00–3:00 PM ET	Benefits of Accurate Smart Drawings (Sponsored by Provenance Consulting) Presenter: Michael Tzaperas