

**Bylaws of The North American Mixing Forum, Inc.**  
**An Affiliate of The American Institute of Chemical Engineers**

Approved by The Executive Council of The North American Mixing Forum on June 24, 2024

Ratified by Members of The North American Mixing Forum on June 27, 2024

Effective on June 27, 2024, repealing the Bylaws of June 25, 2014

**Article I. Preamble**

**Section 1.** The official name of the organization is “The North American Mixing Forum”, hereinafter referred to as the “Forum”. The abbreviation “NAMF” may be used in the course of the activities of the Forum.

**Section 2.** The Forum was founded at Rensselaer Polytechnic Institute in Troy, New York on January 24, 1990 as an intersocietal colloquium for members of The American Institute of Chemical Engineers (“AIChE”), The Canadian Society for Chemical Engineering (“CSChE”), El Instituto Mexicano de Ingenieros Quimicos (“IMIQ”), and other practitioners in the field of industrial mixing. The Forum became an affiliate of AIChE in 1992.

**Section 3.** The Forum was incorporated as a domestic exempt non-profit corporation in The State of Delaware under the legal name “North America Mixing Forum, Inc.” on May 7, 2001. The legal name was amended as “North American Mixing Forum, Inc.” on September 11, 2006. The Forum was recognized by the U.S. Internal Revenue Service as an exempt public charity under Sections 501(c)(3) and 509(a)(2) of the Internal Revenue Code in July 2002.

**Section 4.** The purpose of the Forum is to promote education, scholarship, research, development, and applications in the field of industrial mixing. The Forum shall:

- a. Serve the international community of engineers, chemists, and scientists with broad interests in mixing and related disciplines (e.g., fluid mechanics, heat and mass transfer, reaction engineering, process engineering, etc.) by providing a platform to exchange knowledge through conferences, courses, seminars, workshops, publications, and standards.
- b. Sponsor activities to facilitate industrial and academic interactions, including:
  1. Organizing meetings and developing associated technical programs that cover a variety of topics in the field of industrial mixing and include a diverse range of speakers;
  2. Providing engineering educators with resources to develop mixing-related curricula; and
  3. Holding competitions and issuing awards to recognize outstanding achievements by students, academicians, and practitioners.
- c. Coordinate activities with other professional organizations and entities that share a common interest in the field of industrial mixing;
- d. Foster inclusion and diversity in the leadership, membership, and activities of the Forum.

**Article II. Relationship with The American Institute of Chemical Engineers**

**Section 1.** As an affiliate of The American Institute of Chemical Engineers (“AIChE”), the Forum reports administratively to AIChE through the Chemical Engineering Technology Operating Council (“CTOC”). The Forum shall submit an annual report of its activities to CTOC. The Forum shall admit a Liaison appointed by CTOC as an ex officio member to the Forum to facilitate communication between the Forum and CTOC.

**Section 2.** Forum leadership, membership, 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 within Forum leadership or membership is perceived to act counter to the best interests of the Forum or of AIChE, the Forum Officers’ Committee may, in association with the CTOC Executive Committee, initiate appropriate disciplinary action.

**Section 3.** Forum programming activities at the AIChE Spring and Annual Meetings shall be carried out in coordination with the AIChE Programming Committee. For other activities the Forum Executive Council and its Committees shall seek to collaborate with other entities within AIChE where there is mutual interest. The Forum may, in agreement with CTOC, cooperate with allied external organizations and participate in joint programs.

**Section 4.** The Forum shall not have the authority to act for, or in the name of, AIChE, or to incur any financial, contractual, or legal obligation in the name of AIChE. The Forum is not liable for any financial, contractual, or legal obligation of AIChE unless agreed upon in advance in writing between the Forum Executive Committee and AIChE.

**Section 5.** The affiliate relationship of the Forum with AIChE has been agreed upon by both the Forum and AIChE without limit on duration. The sustainability of the Forum's affiliate relationship with AIChE shall be monitored and assessed by the Forum Executive Council. Initiation of the termination of the affiliate relationship of the Forum with AIChE shall require a four-fifths-majority approval by the fifteen voting members of the Executive Council. Termination of the affiliate relationship of the Forum with AIChE shall be preceded by notification of such action jointly by the Forum Executive Council and CTOC to all Forum members and all sponsors at least one year prior to the effective date of termination. Upon termination of the affiliate relationship of the Forum with AIChE, unrestricted funds and tangible property received through AIChE shall be transferred back to AIChE. Restricted funds received through AIChE shall be transferred back to AIChE to be returned to the respective donors.

### **Article III. Membership and Dues**

**Section 1.** Membership in the Forum is by self-selection and is open to both members and non-members of AIChE. Forum members who are non-members of AIChE are encouraged to become members of and active participants in AIChE. Members of AIChE may apply to join the Forum through procedures established by the Member Services Department of AIChE. Members and non-members of AIChE may also join the Forum by applying in writing directly to the Secretary of the Forum or through procedures established by the Forum Membership Committee and approved by the Forum Executive Council.

**Section 2.** Membership in the Forum shall be classified into three categories:

- a. Full Members:
  1. Fellows, Senior Members, and Members of AIChE; or
  2. Equivalent-rank Fellows and full members of CSCHE, of IMIQ, or of another allied engineering or scientific society; or
  3. Licensed professional chartered engineers.
- b. Associate Members:
  1. Holders of a baccalaureate degree in chemical engineering or another technical discipline that is relevant to the study and practice of industrial mixing, but who are not Full Members as defined in Subsection III.2(a); or
  2. Postdoctoral researchers and graduate students specializing in chemical engineering or another technical discipline that is relevant to the study of industrial mixing.
- c. Affiliate Members:
  1. Undergraduate students who are pursuing a baccalaureate degree in chemical engineering or another technical discipline that is relevant to the study of industrial mixing; or
  2. Other professionals who have a general interest in industrial mixing but who do not hold a baccalaureate degree in chemical engineering or another technical discipline that is relevant to the study and practice of industrial mixing.

**Section 3.** The schedule of membership dues for Full and Associate Members shall be set by a two-thirds majority of the fifteen voting members of the Executive Council. Affiliate Members are exempt from membership dues. The Executive Council may reduce or waive membership dues for Full and Associate Members who are retired, unemployed, on family or disability leave, called to active military duty, experiencing hardship, or who have other extenuating circumstances.

**Section 4.** The cycle for renewal of membership in the Forum and remittance of dues shall by default align with the cycle defined in the AIChE Bylaws. For members who apply for or renew their membership directly with the Forum, the Executive Council may provide multiyear and lifetime membership options with corresponding dues.

**Section 5.** Full Members of the Forum who have been elected to Fellow or Emeritus/Emerita rank of AIChE, CSCHE,

IMIQ, of another professional society, or of an academic institution shall be recognized as Fellows of the Forum.

#### **Article IV. Organization**

**Section 1.** The activities of the Forum shall be governed by an Executive Council, consisting of

- a. Maximum of fifteen elected voting members, which include
  1. Four Officers and
  2. Maximum of eleven non-officers; and
- b. Non-elected, non-voting ex officio members, which include
  1. Chairs of the Standing Committees and Ad Hoc Committees who are not among the fifteen elected voting members of the Executive Council,
  2. Past Presidents of the Forum who are no longer elected voting members of the Executive Council, and
  3. The CTOC Liaison.

**Section 2.** All fifteen elected voting members of the Executive Council shall be Full or Associate Members of the Forum. The term of office for an elected voting member is six years. Normally five of the fifteen voting members are elected each biennial election cycle in order to stagger their service. An elected Executive Council member may serve a maximum of two consecutive terms for twelve consecutive years. There is no lifetime limit on service as an elected voting member of the Executive Council. No more than two elected Executive Council members shall be affiliated with the same industrial or academic organization at the time of their election.

**Section 3.** The four Officers of the Forum are the President, the Vice President, the Secretary, and the Treasurer.

- a. The President and the Vice President shall be elected voting members of the Executive Council and Full Members of the Forum who are Fellows, Senior Members, or Members of AIChE. The term of office for the President, the Vice President, the Secretary, and the Treasurer shall each be two years. The President and Past Presidents shall not be re-elected for a second time to the sequential offices of Vice President and President.
- b. The Secretary and the Treasurer shall be elected voting members of the Executive Council and Full Members of the Forum who are Fellows, Senior Members, or Members of AIChE or the equivalent-rank Fellows or full members of CSCHE or of IMIQ. The Secretary and Treasurer may each serve a maximum of three consecutive terms for six consecutive years in each office.

**Section 4.** There shall be an Officers' Committee of the Forum consisting of the President, the Vice President, the Secretary, the Treasurer, and the most recent Past President. The Officers' Committee shall act on behalf of the Executive Council on items of business delegated to it by the Executive Council. When the Executive Council is in recess, the Officers' Committee shall manage the affairs of the Forum and take such actions as are consistent with the Executive Council's delegations. The Officers' Committee shall represent the Forum at the AIChE Council of Division & Forum Officers ("CDFO"), and shall, with the approval of the Executive Council, endorse project grant proposals submitted by Forum members to CTOC or to the AIChE Foundation in support of Forum activities. The Officers' Committee may also represent the Executive Council in handling sensitive, confidential matters.

**Section 5.** The President is the chief officer of the Forum and is chair of the Executive Council and of the Officers' Committee. The Vice President shall perform the duties of the President in the latter's absence or inability to serve.

**Section 6.** The Secretary shall:

- a. Keep the records of the proceedings of the Forum, the Executive Council, and the Officers' Committee;
- b. Maintain the official membership rolls of the Forum with assistance from the Membership Committee;
- c. Handle the general correspondence of the Forum and shall, at the direction of the President, issue notices of all meetings; and
- d. Work with the President to prepare and to submit an annual report on the activities of the Forum to CTOC.

**Section 7.** The Treasurer shall:

- a. Handle and record the collection and disbursement of funds as authorized by the Executive Council;
- b. Propose a budget for the upcoming year with input from Standing and Ad Hoc Committees;
- c. At the end of each year, submit a financial report to the Executive Council and provide records of the financial transactions of the Forum to the Auditing Committee;
- d. File the required federal and state tax returns for the Forum and maintain financial records to ensure that the Forum complies with applicable laws to maintain status as an exempt non-profit organization; and
- e. Maintain an inventory of equipment and other tangible property owned by or in the possession of the Forum.

**Section 8.** The President and the Treasurer shall normally be the two Officers who hold legal signing authority on behalf of the Forum.

- a. If the President or the Treasurer is not a citizen or a legal permanent resident of the U.S., and his or her holding of legal signing authority on financial accounts of the Forum may trigger international financial interest and financial transaction reporting requirements to the U.S. government or a foreign government, or cause restrictions to be imposed on those accounts by financial institutions, then the Vice President and then the Secretary, in that order, provided that the Vice President or the Secretary is a citizen or a legal permanent resident of the U.S., shall assume legal signing authority on behalf of the Forum with a simple-majority approval of the Executive Council.
- b. If there are less than two citizens or legal permanent residents of the U.S. among the four Officers, then the fifteen voting members of the Executive Council with a two-thirds majority shall appoint one or two, as needed, of the eleven elected non-officer voting members of the Executive Council who are also citizens or legal permanent residents of the U.S., and who are a member of AIChE, CSChE, or IMIQ to assume legal signing authority on behalf of the Forum.

**Section 9.** In the event of a vacancy on the Executive Council, the Executive Council shall appoint a member to fill the vacancy as follows:

- a. If a vacancy occurs in the office of the President that is longer than six months, the Vice President shall become the President until the next election.
- b. If a vacancy occurs in the position of the Vice President, the Executive Council shall appoint an elected non-officer voting member on the Executive Council who is also a Fellow, Senior Member, or Member of AIChE to fill the vacancy until the next election.
- c. If a vacancy occurs in the position of the Secretary or the Treasurer, the Executive Council shall appoint an elected non-officer voting member on the Executive Council who is also a Fellow, Senior Member, or Member of AIChE or the equivalent-rank Fellow or full member of CSChE or of IMIQ to fill the vacancy until the next election.
- d. If a vacancy occurs in any of the fifteen elected Executive Council Member seats, the Executive Council may appoint a Full or Associate Member of the Forum to fill the unexpired term of that seat.
- e. If any vacancy occurs within six months of an upcoming election, the Executive Council may elect not to make a formal appointment to fill that vacancy.
- f. The Executive Council is 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 Forum.

**Section 10.** The following Standing Committees are established to achieve the Forum's goals as defined by the Executive Council:

- a. Annual and Spring Meetings Program Committee — To arrange technical programming for the Forum at the AIChE Annual and Spring Meetings, and to represent the Forum in meetings of the AIChE Programming Committee and the Executive Board of the Programming Committee ("EBPC"). The Chair of the Forum Annual Meeting Programming Committee is an ex officio member of the AIChE Programming Committee.
- b. Biennial Conference Committee — To organize the Biennial Conference and to select the incoming Chair for the next Biennial Conference.

- c. NAMF Award Committee — To promote research and scholarship in mixing by recognizing members of the Forum who have made outstanding contributions to the field by administering the “NAMF Award for Excellence and Sustained Contributions to Mixing Research and Practice”, given at the AIChE Annual Meeting; to prepare and submit nominations of qualified award recipients for election as Fellows of AIChE. The Chair of the NAMF Award Committee is responsible for leading the award nomination, selection, and delivery processes.
- d. Early-Career Awards Committee — To recognize and promote the development of early-career professionals specializing in the field of industrial mixing in academia industry.
- e. Education and Student Awards Committee — To promote education in mixing at the university and postgraduate levels and to select student award winners.
- f. Finance Committee — To manage the financial resources and investments of the Forum, chaired by the Treasurer.
- g. Auditing Committee — To annually review the financial procedures and expenditures.
- h. Membership Committee — To manage, promote, and recruit membership for the Forum, and to work with the Secretary and the Members Services Department of AIChE to maintain the current membership rolls.
- i. Nominations and Elections Committee — To nominate a slate of candidates for election to the Executive Council and to administer Executive Council elections, chaired by the Vice President.
- j. Communications Committee — To promote communications within the Forum and to liaise with external organizations; for examples, to publish the Forum’s newsletter and manage the Forum’s website and social media activity.
- k. Advisory Committee — To serve as counsel to the Executive Council, the Officers’ Committee, and the President, consisting of the Past Presidents as Ex Officio Members, plus other members appointed by the President, chaired by the most recent Past President.

**Section 11.** Standing Committees shall be established and terminated by amendment of these Bylaws. Ad hoc committees may be established and terminated by a simple majority of the Executive Council.

**Section 12.** Standing and Ad Hoc Committee Chairs shall be appointed by the Forum President with the approval of the Executive Council. Each of the eleven non-officer members of the Executive Council shall serve on one or more Standing or Ad Hoc Committee as committee chair or member. Standing and Ad Hoc Committee Chairs may be appointed from the Executive Council or from Forum membership for a two-year term. Except for the Chairs of the Biennial Conference Committee, the Nominations and Elections Committee, and the Advisory Committee, committee Chairs may renew their appointments once for two consecutive terms of four years. If not one of the fifteen elected members of the Executive Council, the Chair of a Standing or Ad Hoc Committee shall be a non-voting ex officio member of the Executive Council. The Standing and Ad Hoc Committee Chairs shall deliver annual reports to the Executive Council at the Annual Meeting. Committee members are selected by the Chairs of the respective committees from members of the Forum.

## **Article V. Meetings and Decision Making**

**Section 1.** There shall be a General Business Meeting of the Forum, open to both members and non-members of the Forum, convened at each AIChE Annual Meeting and at each Biennial Conference of the Forum.

- a. The purpose of the General Business Meeting is to provide a venue for the Executive Council to engage Forum members at large, to promote Forum activities, and to recruit volunteers and new members.
- b. The President and the Chair of the Annual Meeting Programming Committee or of the Biennial Conference Committee shall coordinate the scheduling of the General Business Meeting. The Secretary shall send notice of a General Business Meeting to all Forum members at least three weeks in advance.
- c. The agenda for the General Business Meetings of the Forum shall be set by the presiding officer.

**Section 2.** The Executive Council shall convene at least four times each calendar year. Executive Council Meetings shall be called by the President and may also be called at the request of members of the Executive Council made to the President. On advice of the President, the Secretary shall notify all Executive Council members, including all ex

officio members, of all meetings at least two weeks in advance.

- a. One of the four Executive Council meetings annually shall be convened at the AIChE Annual Meeting, and during a year where a Biennial Conference is held a second Executive Council meeting shall be convened at the Biennial Conference.
- b. The President of the Forum shall preside at all meetings of the Executive Council and of the Officers' Committee, and at the General Business Meetings of the Forum. The President, the Vice President, the Secretary, and the Treasurer shall normally be present at all meetings. In the absence of the President, the Vice President, the Secretary, or the Treasurer, in that order, shall preside.
- c. The presence of a simple majority of the fifteen elected voting members of the Executive Council shall constitute quorum.
- d. Except where otherwise stated in these Bylaws, all decisions and resolutions of the Executive Council shall be by a simple-majority vote of quorum. If a tied vote results, the decision shall take the course voted by the presiding officer.

**Section 3.** Any member of the Forum Executive Council who fails to attend three consecutive regular Executive Council meetings or who fails to fulfill the assigned Executive Council or committee duty shall be considered to have tendered resignation from the Executive Council. Such a resignation shall be effective only upon ratification by two-thirds of the fifteen voting members of the Executive Council, which shall have taken into consideration any extenuating circumstance.

## **Article VI. Elections**

**Section 1.** The election of the Forum Officers and Executive Council Members shall occur biennially in even-numbered years. During each election, each of the four Officers shall be elected for a two-year term, and normally five of the fifteen voting members of the Executive Council shall be elected for a six-year term.

**Section 2.** For the purposes of elections and referenda, Forum members shall enjoy voting privileges as follows:

- a. All Full Members and Associate Members in good standing who have remitted the required membership dues are Voting Members of the Forum and shall enjoy voting privileges in elections.
- b. Affiliate Members are non-voting members of the Forum.
- c. The voting privileges of a Full Member or an Associate Member of the Forum shall not be diminished as a result of entitlement to membership dues reduction or waiver.
- d. Full Members and Associate Members who are delinquent in remitting membership dues shall have their voting privileges suspended until the required dues are remitted.

**Section 3.** Eligibility requirements for candidates in an election are as follows:

- a. Candidates for the open seats on the Executive Council shall be Full or Associate Members of the Forum.
- b. Candidates for the President and the Vice President shall be Full Members of the Forum who are also Fellows, Senior Members, or Members of AIChE. Candidates for the Secretary and the Treasurer shall be Full Members of the Forum who are also Fellows, Senior Members, or Members of AIChE or the equivalent-rank Fellows or full members of CSChE or of IMIQ. Candidates for the four Officer positions shall have been elected as one of the fifteen voting members of the Executive Council by the start of their respective terms as Officers.

**Section 4.** The Executive Council shall set the balloting period for an election to be at least two weeks long. The results of an election shall be announced at the first General Business Meeting following the closing of the balloting period.

- a. Where the Biennial Conference is held in the same year as the Forum election, the balloting period of the election shall close no later than the day of the Forum General Business Meeting at the Biennial Conference.
- b. Where no Biennial Conference is held during the election year, the Executive Council shall set the closing date of the balloting period to be no later than the date of the Forum General Business Meeting at the AIChE Annual Meeting.

**Section 5.** A Nominations and Elections Committee shall be formed at least sixteen weeks prior to the closing of the balloting period of the election, normally with the current elected Vice President as its Chair.

- a. If the Vice President is unavailable to serve as the Chair of the Committee, or if the Vice President was appointed to fill an unexpired term and is willing to succeed as President, in which case the Vice President must stand for election as a candidate for President, then the most recent Past President shall serve as the Chair of the Nominations and Elections Committee.
- b. The Chair of the Nominations and Elections Committee shall select two or more Executive Council Members or Full or Associate Members who are not running for election or re-election to serve on the Committee.

**Section 6.** The Nominations and Elections Committee shall develop a slate of candidates for the election and, with approval by the Executive Council, publish the slate of candidates and the timeline of the election to the voting membership of the Forum no later than twelve weeks prior to the closing of the balloting period of the election. All candidates must agree to be included on the slate. Diversity and inclusion should be considered in selecting the slate of candidates. The slate of candidates shall be as follows:

- a. For President: The current elected Vice President shall normally be the sole nominee. If the current Vice President is unable or unwilling to succeed as President, then two or more new candidates shall be nominated for President. If the current Vice President is an appointee and is willing to succeed and to serve as President, then the position of President shall be up for election and at least one additional candidate for President shall be nominated. Neither the current President nor any Past President shall be nominated as a candidate for President.
- b. For Vice President: Two or more candidates shall be nominated. If a candidate for Vice President is currently serving as an elected member of the Executive Council, that candidate shall not have served more than eight consecutive years on the Executive Council, so that if elected, that candidate's end of term as President does not extend beyond the two-consecutive-term, twelve-year limit for elected members of the Executive Council. If a candidate for Vice President is not an elected member of the Executive Council, that candidate also becomes a candidate for the Executive Council.
- c. For Secretary: Two or more candidates shall be nominated. If a candidate for Secretary is not an elected member of the Executive Council, that candidate shall also become a candidate for the Executive Council.
- d. For Treasurer: Two or more candidates shall be nominated. If a candidate for Treasurer is not an elected member of the Executive Council, that candidate shall also become a candidate for the Executive Council.
- e. For Executive Council: The total number of candidates for Executive Council, including those candidates for Vice President, for Secretary, and for Treasurer who are also candidates for Executive Council, shall be at least two more than the number of seats to be filled on the Executive Council.
- f. No candidate shall run for more than one Officer position at the same time in an election.
- g. A candidate for an Officer position who is not an elected member of the Executive Council and who therefore seeks to be elected to the Executive Council is a dual-candidate.
- h. If the Nominations and Elections Committee is unable to identify at least two candidates for each of the Officer positions, then the slate of candidates shall be accepted by the Executive Council if the Executive Council finds that the search has been exhaustive.

**Section 7.** For a period of at least four weeks after the Nominations and Elections Committee publishes the slate of candidates and the election timeline, the Committee shall accept nominations of petition candidates for the open Officer positions and Executive Council seats from eligible voting Full and Associate Members of the Forum. Each petition candidate shall be endorsed by at least five other eligible voting Full or Associate Members. All petition candidates must agree to being nominated. The deadline for nominating petition candidates shall occur at least four weeks prior to the opening of the balloting period.

**Section 8.** The procedure for electronic, remote, and absentee balloting shall be prescribed by the Nominations and Elections Committee and approved by a simple majority of the fifteen voting members of the Executive Council.

**Section 9.** Due to the requirement that each Officers must be a voting member of the Executive Council at the start of their respective term as an Officer, the election ballot shall be formulated as follows:

- a. The first part of the ballot shall list all the candidates for the open Officer positions. Any dual-candidate shall be identified as such.
- b. The second part of the ballot shall list all the candidates for the open seats on the Executive Council. Dual-candidates who need to be elected to the Executive Council as a prerequisite for being elected as an Officer shall also be listed as candidates in this second section.
- c. Voters shall be instructed first to elect the Officers, casting one vote for each open Officer position from the slate of candidates in the first part of the ballot. Then if a voter selects any dual-candidate for an Officer position in the first part, that voter must also vote for the same dual-candidate for Executive Council in the second part. Finally the voter shall cast the remaining votes for members of the Executive Council such that the total number of votes cast in the second part is equal to the number of seats to be filled on the Executive Council in the current election.

**Section 10.** The ballots for the election shall be counted as follows:

- a. The votes cast in the first part of the ballot for each Officer position shall be counted first, and each Officer shall be elected by a simple plurality of the valid ballots received.
- b. If any elected Officer is a dual-candidate for the Executive Council in the second part of the ballot, that candidate shall be declared as an elected member of the Executive Council.
- c. If a dual-candidate is not elected as an Officer, that candidate shall remain a viable candidate for a seat on the Executive Council in the second part of the ballot.
- d. The remaining members on the Executive Council shall be elected from the remaining list of candidates for the Executive Council, including any dual-candidate who has not been elected as an officer.

**Section 11.** The results of the election shall be announced by the President or presiding officer at the General Business Meeting immediately following the election. The newly elected Members of the Executive Council and the Officers shall then take office at the end of the General Business Meeting.

## **Article VII. Finances**

**Section 1.** The Executive Council shall coordinate with the Auditing Committee to provide for an annual audit of the Forum's financial accounts.

**Section 2.** The Executive Council 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 Executive Council meeting in the following year. The officers of the Forum 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 Executive Council.

## **Article VIII. Forum Awards**

**Section 1.** The list of approved Forum awards, along with the descriptions and selection criteria, shall be maintained. Award selection criteria and nomination processes for current awards shall be compiled in the Forum Operating Manual and published such that the information is publicly available.

**Section 2.** In addition to the three permanent Forum awards, namely the NAMF Award, the Early-Career Awards, and the Student Awards, which are administered by their respective Standing Committees, Forum members can bring proposals for additional awards before the Executive Council for consideration. If the proposal is accepted, the Executive Council shall designate one of the three existing Standing Committees for awards, or create a new ad hoc committee as appropriate, to set criteria and procedures for administering the new awards.

**Section 3.** Equity and Diversity should be considered in the overall balance of awards granted.

## **Article IX. Dissolution and Disposition of Residual Funds and Property**

**Section 1.** Dissolution of the Forum shall require a four-fifths-majority approval of the fifteen voting members of the Executive Council and must be preceded by termination of the affiliate relationship with AIChE.



**Section 2.** Upon dissolution of the Forum, the remaining unrestricted residual funds and tangible and intangible properties shall be transferred or assigned to a non-profit organization with similar objectives as the Forum as determined by a two-thirds-majority of the fifteen voting members of the Executive Council. Any remaining restricted residual funds shall be returned to the respective donor(s).

**Article X. General Provisions**

**Section 1.** The decision of the Executive Council shall be final on any question concerning the interpretation of these Bylaws.

**Section 2.** Procedures that are not covered in these Bylaws, particularly those that may change on a frequent basis, including Standing and Ad Hoc Committee procedures, shall be compiled in the Forum Operating Manual.

**Section 3.** In the deciding of procedural matters not otherwise covered in these Bylaws, the most recent edition of *The Modern Rules of Order* by Donald A. Tortorice shall prevail.

**Article XI. Amendments**

**Section 1.** These Bylaws shall be reviewed by the Forum Officers’ Committee not less often than every five years. Any five Full or Associate Members of the Forum may also petition the Executive Council to amend these Bylaws.

**Section 2.** Proposed amendments shall include an effective date of enactment which shall allow for a transition period where necessary. All proposed amendments to these Bylaws shall require a two-thirds-majority approval by the fifteen voting members of the Executive Council prior to transmission to CTOC for pre-ratification. CTOC may recommend changes and return the proposed amendments to the Forum Executive Council for consideration and further revision, followed by re-transmission to CTOC to complete the pre-ratification process.

**Section 3.** The Executive Council shall set a balloting period for the ratification of amendments to the Bylaws that is at least two weeks long. The Secretary shall publish the proposed amendments and send ballots to all eligible Full and Associate Members of the Forum at least four weeks prior to the closing of the balloting period.

**Section 4.** Where the proposed amendments include a plurality of changes to the Bylaws, the fifteen voting members of the Executive Council shall, by a two-thirds majority, formulate the ballot such that members shall either ratify the entire proposal as a whole or ratify each item severally.

**Section 5.** Ratification of the amendments shall require a two-thirds-majority affirmative vote of the valid ballots received from voting Full and Associate Members. Ballots received after the closing of the balloting period shall not be counted. After the deadline has passed, the Secretary shall tabulate the ballots and certify the results to the Executive Council. The amendments shall then be transmitted to CTOC for final ratification. The approved amendments shall become effective on the date specified within the amendments.

**Section 6.** The current version of the Bylaws shall be made available to all members of AIChE and members of the Forum by the Secretary.

**Section 7.** A record will be kept by the Secretary of revisions and amendments made to these Bylaws.

**Appendix. Revision History**

Date of Revision	General Description	Specific Changes	CTOC Pre-Ratification	Membership Approval
1996/06/24	n/a	n/a	n/a	1997/06/26
2014/06/25	n/a	n/a	n/a	2014/06/25
2024/06/14	Major revision	Passim	2024/06/10	2024/06/27