

# Western South Carolina Local Section Bylaws

## ARTICLE I Name

This organization shall be known as the Western South Carolina Local Section of AIChE, hereafter referred to as the SECTION or WSC AIChE.

## ARTICLE II Objectives

The objectives of this SECTION shall be those as stated in the Constitution and Bylaws of AIChE (hereafter referred to as the INSTITUTE). The Local Section of the AIChE does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## ARTICLE III Obligation to AIChE

**Section 1.** The activities of the SECTION and its members are subject to the provisions in the Constitution, Code of Ethics, and By-Laws of the INSTITUTE.

**Section 2.** The SECTION shall not have authority to act for or in the name of the INSTITUTE nor incur any financial obligation in the name of the INSTITUTE.

## ARTICLE IV Jurisdiction

The boundaries of the SECTION shall consist of all of the following counties: Abbeville, Anderson, Cherokee, Chester, Greenville, Greenwood, Lancaster, Laurens, Newberry, Oconee, Pickens, Spartanburg, and Union.

## ARTICLE V Membership

**Section 1.** The membership of the SECTION shall be limited to Fellows, Senior Members, Members, and Student Members of the INSTITUTE residing or engaged in business within the boundaries encompassed by the SECTION.

**Section 2.** All eligible members shall become members in good standing upon payment of prescribed annual and local SECTION dues.

## ARTICLE VI Dues

**Section 1.** The fiscal year of the SECTION shall commence on January first and terminate on December thirty-first.

**Section 2.** The SECTION dues shall be set by a majority vote of the total voting membership of the Executive Committee. Any changes in the dues shall become effective on January 1<sup>st</sup> of each year along with the INSTITUTE dues.

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**Section 3.** Student Members of the INSTITUTE shall not be required to pay dues to the SECTION.

## ARTICLE VII Officers

**Section 1.** The officers of the SECTION shall be Chair, Vice-Chair, Secretary, Treasurer, and the immediate Past Chair.

**Section 2.** All officers must be SECTION Members in good standing, and they must be Fellows, SENIOR Members, or Members in good standing of the INSTITUTE.

**Section 3.** The officers shall hold office for one year. This does not preclude them from seeking the same office in consecutive years.

**Section 4.** The Chair or if absent, the Vice-Chair or if absent, the Secretary or if absent, the Treasurer shall preside at all meetings of the SECTION.

**Section 5.** The Chair shall be responsible for providing strategic directions and leadership in enhancing the effectiveness of the SECTION toward meeting the goals of its members.

**Section 6.** The Vice-Chair shall serve as the chair of the Program Committee.

**Section 7.** The Secretary shall keep a record of the proceedings of the SECTION.

**Section 8.** The Treasurer shall be responsible for the collection and disbursement of all funds as authorized by the Executive Committee. The Treasurer shall prepare all financial reports required by the INSTITUTE, Internal Revenue Service, and all other local, state, and federal government agencies.

**Section 9.** The Past Chair of the SECTION shall automatically be filled by the most recent Chair and shall serve for a one-year term. The Past Chair chairs the nominating committee.

**Section 10.** Officers holding more than one office at a time is discouraged.

**Section 11.** Officers may be impeached by a 2/3 majority vote of the Executive Committee.

**Section 12.** Officers may be removed by a 2/3 majority vote of the members present at any monthly meeting.

## ARTICLE VIII Elections

**Section 1.** Candidates can be selected by a Nominating Committee or by self-nomination.

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The Nominating Committee shall identify qualified candidates for each office of the Executive Committee at least two weeks before the election.

An Officer shall ascertain that members who are selected or self-nominated are qualified.

**Section 2.** All voting members of the SECTION must be notified of the election, who the candidates are, and how to cast their ballot. Members must have a period of two weeks or more to review the candidates and cast their ballots.

**Section 3.** Officers of the SECTION shall be elected by paper ballot, e-mail ballot, or internet ballot under procedures prescribed by the Executive Committee. The election of Officers shall take place before the end of the fiscal year.

**Section 4.** Student Members may not hold office in the SECTION and may not vote in elections of Officers or amendments to the Bylaws.

**Section 5.** The Past Chair counts the ballots and validates that the votes are from members that are eligible to vote. The Chair shall validate the vote tally. If either the Chair or Past Chair cannot fulfill their duty, another Past Chair can be appointed to assume the responsibility. The Past Chair and Chair are not eligible to tally or validate the election if they are also on the ballot.

**Section 6.** Candidates with the greatest number of votes cast shall be declared as duly elected. In the event of a tie, there shall be a run-off election between the two candidates with the highest number of votes.

**Section 7.** Immediately following the election, the Secretary shall forward the names of the newly elected officers to the Membership Department of the INSTITUTE via the online officer update form. The SECTION Secretary will also announce the names of the newly elected to the SECTION Members.

**Section 8.** In case a vacancy occurs in any elective office, the Executive Committee shall appoint an eligible member of the SECTION in good standing to fill the unexpired term. The appointee shall assume all other responsibilities of the vacant office as specified in the bylaws. If a vacant office is unable to be filled by anyone, the remaining SECTION leaders must notify the Membership Department of the INSTITUTE.

## ARTICLE IX Executive Committee

**Section 1.** There shall be an Executive Committee consisting of the officers of the SECTION. The Executive Committee may include two other members appointed by the consensus of the officers. All members of the executive committee must pay INSTITUTE and SECTION dues during their term and be members in good standing.

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**Section 2.** The Past Chair is a member of the Executive Committee with voting privileges.

**Section 3.** The quorum for a regular Executive Committee meeting shall consist of a majority of its total voting membership.

**Section 4.** All proposals considered by the Executive Committee require majority vote by a quorum except as noted in the Bylaws (e.g., Amendments). This vote may be done electronically.

**Section 5.** The Chair shall provide notice of the regular Executive Committee meetings to the committee members consisting of the time, location, and agenda not later than three days in advance of the meeting.

**Section 6.** A special Executive Committee meeting may be called by the Chair or at the request of three or more members of the Executive Committee. A special Executive Committee meeting must be held within 14 days of the request for the meeting. The three-day advanced notice of the Executive Committee meeting is not required for a special Executive Committee meeting; however, if possible, the Secretary or Chair should provide advanced notice electronically of the meeting to all of the Executive Committee members.

**Section 7.** The minutes from an Executive Committee meeting, budget, or Treasurers Report should be made available to any SECTION member in good standing upon request.

## ARTICLE X Committees

**Section 1.** There shall be a Program Committee, of which the Vice-Chair of the SECTION shall serve as Chair.

**Section 2.** The SECTION Chair may appoint any other committees they consider necessary, with approval of the Executive Committee. Each committee shall be overseen by an elected officer or Executive Committee member of the SECTION.

**Section 4.** The services of any committee member may be terminated by the SECTION Chair with the approval of the Executive Committee, as noted in Article IX, Section 4.

**Section 5.** Unless otherwise designated by the Executive Committee, the Chair is an ex-officio member of all committees.

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## ARTICLE XI SECTION Meetings

**Section 1.** There shall be at least two (2) meetings/events of the SECTION each year. The Executive Committee shall determine the date and place of the meetings.

**Section 2.** A notice of each SECTION Meeting shall be sent to all non-student Members of the SECTION at least ten days in advance of such meetings.

**Section 3.** There is nothing in these Bylaws that precludes SECTION Members from meeting to discuss operations or activities related to the SECTION and make suggestions to the Executive Committee.

## ARTICLE XII Order of Business

At any meeting, any procedural question requiring a ruling not provided for in the Bylaws shall be decided in accordance with "The Standard Code of Parliamentary Procedure".

## ARTICLE XIII Indemnification/Liability

**Section 1.** The SECTION shall indemnify each member of the Executive Committee to the fullest extent permitted by State Code. Any repeal or amendment of this Article shall be prospective only and shall not adversely affect any duty of the SECTION to indemnify the members of the Executive Committee existing at the time of such repeal or amendment.

**Section 2.** To the fullest extent permitted by State or Federal Code, no member of the SECTION, officers, or members of the Executive Committee shall be personally liable for the acts of the SECTION, its Executive Committee, or officers.

## ARTICLE XIV Signature Authority

**Section 1.** Only the Chair and Vice-Chair have the authority to contractually obligate the SECTION within the limits prescribed by the Executive Committee.

**Section 2.** The Chair, Vice-Chair, or Treasurer shall sign all checks by the SECTION. The Chair, Vice-Chair, or Treasurer shall endorse checks, drafts, notes, and other negotiable instruments payable to the SECTION for collection or deposit. Stocks, bonds, or other securities owned by the SECTION may be sold or transferred upon signature of the Chair AND Secretary. The Chair or Treasurer shall sign all documents requiring to be filed with the Federal, State, or local authorities.

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## ARTICLE XV Amendments

**Section 1.** The Executive Committee may propose an amendment(s) to the Bylaws by a two-thirds majority vote of the Officers and Executive Committee.

**Section 2.** The members of the SECTION shall be notified of the proposed amendment(s) by the same means of communication for announcing meetings. Members will have 30 calendar days after notice to provide their input including objections to the Executive Committee. If changes are significant (i.e. change the intent), the process starts over permitting members to have another 30 calendar days to comment. The Career and Education Operating Council (CEOC) of the INSTITUTE shall be provided a copy of the proposed amendment when the members are notified.

**Section 3.** After the comment period, the Executive Committee may vote to adopt the amendment by a two-thirds majority vote of the Officers and Executive Committee.

**Section 4.** A copy of the adopted Bylaws with the amendment highlighted shall be provided to the CEOC and AIChE's Local Sections Committee (LSC) for approval.

## ARTICLE XVIII Section Dissolution

**Section 1.** Upon the dissolution of the SECTION, any assets or monetary instruments (such as: stock market accounts, bonds, etc.) remaining thereafter shall be conveyed to AIChE.

**Section 2.** In the event that AIChE is not then in existence or is not then exempt under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or under such successor provision of the Code as may be in effect at such time, the assets shall be conveyed to an organization dedicated to the perpetuation of objects similar to those of the AIChE and exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended or under such successor provision of the Code as may be in effect at such time.

## CERTIFICATE OF SECRETARY

This is to certify that the foregoing is a true and correct copy of the Bylaws of the Western South Carolina Local Section and that such Bylaws were duly adopted by the Executive Committee.

Dated:

April 14, 2023

[Signature]

Western South Carolina Local Section, Secretary