

**BYLAWS**  
**OF THE DALLAS SECTION OF THE AMERICAN INSTITUTE OF CHEMICAL ENGINEERS**

**ARTICLE I**

**Jurisdiction**

The boundaries of the Section shall encompass the following counties in the State of Texas: Archer, Baylor, Bosque, Brown, Callahan, Clay, Collin, Comanche, Cooke, Dallas, Delta, Denton, Eastland, Ellis, Erath, Fannin, Foard, Grayson, Hamilton, Haskell, Hardeman, Henderson, Hill, Hood, Hopkins, Hurst, Jack, Johnson, Jones, Kaufman, Knox, Lamar, Montague, Navarro, Palo Pinto, Parker, Rains, Rockwall, Shackelford, Somervell, Stephens, Tarrant, Taylor, Throckmorton, Van Zandt, Wichita, Wilbarger, Wise, and Young. A map showing the counties in the Section's jurisdiction (shaded) is made part of these bylaws.

**Use of Language and Grammar**

Words importing a particular gender shall include all genders. The necessary grammatical changes required to make the provisions of these Bylaws apply shall in all instances be assumed as though in each case fully expressed.

**ARTICLE II**

**Membership**

Section 1. The membership of the Section shall be limited to Fellows, Senior Members, Members, and Student Members of the American Institute of Chemical Engineers; and Local members, as defined in Sections 2; residing or engaged in business within the boundaries encompassed by the Section and who choose to enroll in the Section, paying the corresponding dues; and Affiliate Local Members. This group —except Local Members and Affiliate Local Members— shall represent the voting body of the Dallas Local Section.

Section 2. Chemical engineers who are not members of the American Institute of Chemical Engineers may become Local members of the Dallas Section for a period not to exceed two years. During this two year period it is expected that Local Members will apply for one of the grades of membership in the American Institute of Chemical Engineers. Nothing in this Bylaw shall be construed to prevent members from bringing non-member guests to meetings of the Dallas Section.

Section 3. Any member of the American Institute of Chemical Engineers who resides and is engaged in business outside the boundaries of the Section and who desires to affiliate with the Section shall be eligible for membership by informing the Member Activities Directorate at the AIChE home office.

Section 4. Upon resolution of the Executive Committee, citizens that have consistently shown exceptional interest in the wellbeing of the Section, or may have consistently supported the Section, and may not otherwise qualify to be members of the Section, may be elected Affiliate Local Members. The duration of this membership shall be indefinite as long as the person pays any assessed dues, maintains his participation in the Section activities and his interest in the Section's wellbeing.

### **ARTICLE III**

#### **Dues**

Section 1. The fiscal year of the Section shall commence on July first and end on June thirty. (For tax filings and for the Annual Treasurer's Report to AIChE's home office, the financial fiscal year is from January to December)

Section 2. Student Members of the American Institute of Chemical Engineers shall not be required to pay dues to the Section.

Section 3. The Executive Committee of the Section shall make all regulations regarding payment of dues.

Section 4. If the Section collects local dues from nonmembers of AIChE's home office, the Section, not the home office, is responsible for tracking the individual's records.

### **ARTICLE IV**

#### **Officers**

Section 1. The officers of the Section shall be a Chair, a Vice Chair, a Secretary, a Treasurer, and three Directors. The immediate Past Chair shall remain a member of the Executive Committee after the end of his Term and shall remain in the position until replaced by the next immediate Past Chair. All officers must be Fellows, Senior Members, or Members of the American Institute of Chemical Engineers.

Section 2. The Chair or in his absence the Vice Chair or in his absence the Secretary or in his absence the Treasurer shall preside at all meetings of the Section.

Section 3. The Vice Chair, in his capacity as Program Chair, shall issue meeting notices.

Section 4. The Secretary shall keep a record of the Proceedings of the Section. By the date set by the Member Activities Directorate at the AIChE home office, he shall file a report on the activities of the Section during the year with the home office. He shall also be responsible for all other documents to be prepared for the Section as instructed by the Executive Committee. At the discretion of the Chair, he shall serve as Membership Chair.

Section 5. The Treasurer shall be charged with the collection and disbursement of funds as authorized by the Executive Committee. He shall be responsible for preparing all tax forms, securing and maintaining non-profit status for the Section, when feasible, with regard to the tax authorities and the Postal Services, and execute other financial duties as directed and authorized by the Executive Committee.

Section 6. A maximum of three members of the Executive Committee may delegate proxy votes to any other members of the Executive Committee for meetings in which they would be unable to attend for reasons beyond their control.

Section 7. Student Members, Local Members and Affiliate members may not hold office in the Section.

## **ARTICLE V**

### **Elections**

Section 1. All officers of the Section shall be elected by ballot at the Annual Meeting, to be held in May or June, or by mail or electronic ballot under regulations prescribed by the Executive Committee and shall take office at the first meeting of the following fiscal year. The retiring Chair of the Section shall automatically continue as a member of the Executive Committee after the end of his term and shall remain in the position until replaced by the next immediate Past Chair. Officers shall hold office for one year or until their successors are elected and take office. Immediately after the annual election the Secretary of the section shall forward the names of the newly elected officers to the Member Activities Directorate of the American Institute of Chemical Engineers.

Section 2. No member shall be eligible to hold more than one office at any one time.

Section 3. Should a vacancy occur in any office, the Executive Committee shall appoint a member of the Section to fill the unexpired term.

## **ARTICLE VI**

### **Committees**

Section 1. There shall be an Executive Committee consisting of the Officers of the Section. This committee shall meet at the call of the Chair of the Section, who shall serve as Chair of the Executive Committee. In his absence the Vice Chair, in his absence the Secretary, or in his absence the Treasurer shall call and preside at such meetings. The Executive Committee shall be charged with the business of the Section. A quorum of more than one-half of the members of the Executive Committee shall be required to transact the business of the Executive Committee.

Section 2. There shall be a Program Committee, to be chaired by the Vice Chair of the

Section.

Section 3. The Chair, with the approval of the Executive Committee, shall appoint such other committees as may be required.

## **ARTICLE VII**

### **Meetings**

Section 1. There shall be at least five meetings of the Section each year, one of which shall be the Annual Meeting, to be held in May or June. The Executive Committee shall determine the date and place of the meetings.

Section 2. The Vice Chair, as Program Committee Chair, shall send notice of meetings to all members at least a week prior to such meetings.

Section 3. The order of business of the Section shall be transacted at meetings as follows: Reports of Officers and Committees, Unfinished Business, New Business, Election of Officers (when mandated) and Adjournment.

Section 4. A quorum of 10 members or 5% of the membership of the Section, whichever is higher, is required to transact any business, other than amendments to these By-laws, brought before the general membership for approval. The membership of the Section is defined in Article II of these Bylaws.

Section 5. The Secretary will keep a record of meeting attendance, by any convenient method.

## **ARTICLE VIII**

### **Amendments**

Section 1. All Bylaws of the Section shall be subject to alteration or repeal. Alterations that are not inconsistent with the Constitution of the American Institute of Chemical Engineers or any provision of the law may be made by the affirmative vote of two-thirds of the members voting. A quorum of 15 members or 5% of the membership of the Section, whichever is higher is required for approval of revisions to these Bylaws. The notice of the proposed alteration or repeal or of the proposed new provision(s) will be given at an annual meeting; any special meeting; or, by mail or electronic mail, provided that mention is included in the notice of such meeting. The following procedure shall be specifically followed:

- A. Proposed Amendments will be read at a duly announced meeting and filed with the Section Secretary.

- B. The Secretary will send copies of the proposed Amendments to all Section Members, specifying the place, time and date of the Section meeting in which the amendments will be considered for a vote.

Section 2. All amendments to these Bylaws shall be subject to approval by the Board of Directors of the American Institute of Chemical Engineers.

## **CHARTER**

### **OF THE DALLAS SECTION OF THE AMERICAN INSTITUTE OF CHEMICAL ENGINEERS**

#### **ARTICLE I**

##### **NAME**

The name of this organization is the Dallas Section of the American Institute of Chemical Engineers (hereinafter called "the Section").

#### **ARTICLE II**

##### **PURPOSES**

The purposes of the Section, a nonprofit scientific, educational and charitable organization, are the furtherance of the aims and purposes of the American Institute of Chemical Engineers and the advancement of the science of chemical engineering and of related sciences. AIChE will promote excellence in chemical engineering education and global practice; advance the development and exchange of relevant knowledge; uphold and advance professional ethics; enhance the lifelong career development and financial security of chemical engineers through products, services, networking and advocacy; stimulate collaborative efforts among industry, universities, government, and professional societies; encourage other engineering and scientific professionals to participate in AIChE activities; advocate public policy that embraces sound technical and economic information and that represents the interests of chemical engineers; facilitate public understanding of technical issues; and achieve excellence in operations of the Institute.

The Specific Objectives of the Section shall be: (1) the advancement of the Chemical Engineering profession and maintenance of high professional standards among its members; (2) the formation of closer professional and personal relations among the members; (3) the furtherance of the aims and purposes of the American Institute of Chemical Engineers and (4) the promotion of cordial and helpful relations with the faculties and students of nearby institutions providing courses in Chemical Engineering.

**ARTICLE III**

**POWERS**

The Section shall have the power to do any lawful acts reasonably necessary or desirable to carry out the Section's purposes and to protect the lawful rights and interests of its membership in connection therewith.

**ARTICLE IV**

**GENERAL**

Section 1. All matters properly brought in question shall be decided by a majority of the votes cast, except where the Charter or Bylaws provide for a greater ratio of favorable votes.

Section 2. In the case of any question concerning the interpretation of any portion of the Charter or Bylaws, the decision of the Executive Committee of the Section shall be final unless it is superseded by a decision of the Board of Directors of the American Institute of Chemical Engineers.

Section 3. The Section shall not be held responsible for unauthorized opinions of its members, no matter how or where expressed.

Section 4. The Section does not consent to the use of its name for any purpose other than the objects stated in the Charter.

Section 5. The Section shall have no authority to act for or in the name of the Institute, and the Section shall have no authority to incur any financial obligation in the name of AIChE.

**ARTICLE V**

**AMENDMENTS**

Section 1. All provisions of this Charter shall be subject to alteration or repeal. Alterations that are not inconsistent with the Constitution of the American Institute of Chemical Engineers or any provision of the law may be made by the affirmative vote of two-thirds of the members voting. A quorum of 15 members or 5% of the membership of the Section, whichever is higher, is required for approval of revisions to this Charter. The notice of proposed alteration or appeal or of proposed new provision will be given at an annual meeting or at any special meeting, provided that mention is included in the notice of such meeting. The following procedure shall be specifically followed:

- A. Proposed Amendments will be read at a duly announced meeting and filed with the Section Secretary.

- B. The Secretary will send copies of the proposed Amendments to all Section Members, specifying the place, time and date of the Section meeting in which the amendments will be considered.

Section 2. All amendments to the provisions of this Charter shall be subject to approval by the Career and Education Operating Council of the American Institute of Chemical Engineers.

## **ARTICLE VI**

### **DISSOLUTION**

Section 1. Upon the dissolution of the Section, any assets remaining thereafter shall be conveyed to the American Institute of Chemical Engineers.

Section 2. In the event that the American Institute of Chemical Engineers 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 American Institute of Chemical Engineers 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.



CERTIFICATION

These Bylaws were approved by the Section in a Section General Meeting held on May 22, 2012, at the Two Guys From Italy Restaurant in Dallas, Texas. In witness thereof we affix our signatures on June 26, 2012 (or as indicated).

Chair: J. R. Rob...

Vice-Chair: Bob Miller *OBM 1/28/2014*

Treasurer: Fernando J. Aguirre *September 25, 2012*

Secretary: Fredrick Gison *August 18, 2012*

Director: \_\_\_\_\_

Director: Kerry Miller

Past Chair: Nancy Garnett *NGL 1/28/14*

CERTIFICATION

Revisions to these Bylaws made by the AICHe Home Office, were approved by the Section Board of Directors by e-mail vote, and ratified on January 28, 2014, at the Two Guys From Italy Restaurant in Dallas, Texas. In witness thereof we affix our signatures on January 28, 2014 (or as indicated).

Chair: J. R. Rob...

Vice Chair: Bob Miller *1/28/2014*

Secretary: Fredrick Gison *1/28/14*

Treasurer: Fernando J. Aguirre *2/28/2014*

Director: [Signature] *1/28/14*

Director: [Signature] *1-28-14*

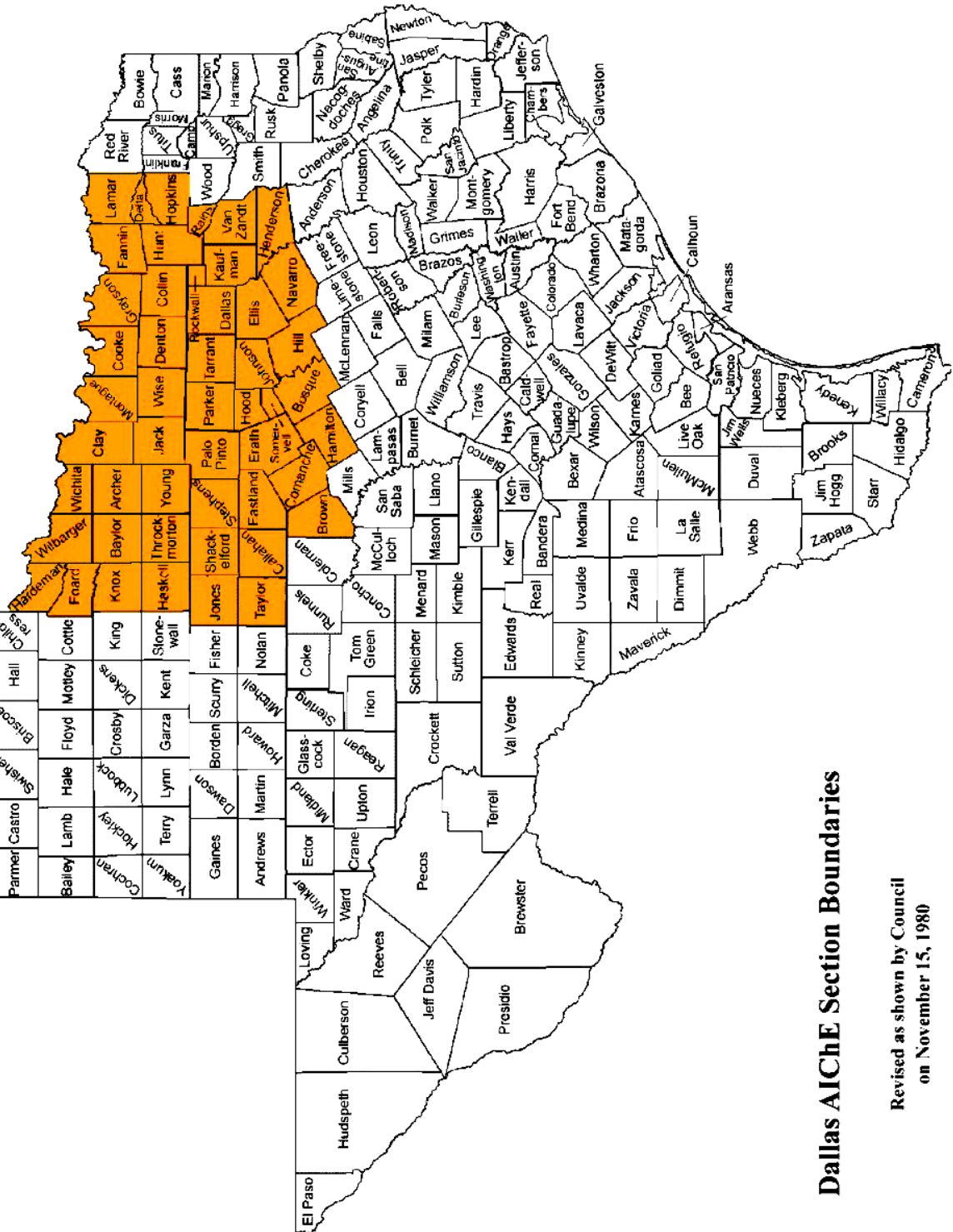
Director: \_\_\_\_\_

Past Chair: Nancy Garnett *1/28/14*



# COUNTY MAP OF TEXAS

Dallam	Sherman	Kansford	Quitman	Lipscomb
Hartley	Moore	Hutchinson	Roberts	Hempfling
Oldham	Potter	Carson	Gray	Wheeler
Deaf Smith	Randall	Armstrong	Donley	Collings
Parmer	Castro	Swisher	Briscoe	Childress
Ballley	Lamb	Hale	Floyd	Motley
Goehner	Hockley	Lubbock	Crosby	King
Yoakum	Terry	Lynn	Garza	Kent
Stonewall	Stone	Kent	Stonewall	Stonewall
Shackelford	Jones	Fisher	Nolan	Nolan
Comanche	Runnels	Runnels	Runnels	Runnels
Concho	Concho	Concho	Concho	Concho
Tom Green	Tom Green	Tom Green	Tom Green	Tom Green
Schleicher	Schleicher	Schleicher	Schleicher	Schleicher
Sutton	Sutton	Sutton	Sutton	Sutton
Edwards	Edwards	Edwards	Edwards	Edwards
Val Verde	Val Verde	Val Verde	Val Verde	Val Verde
Kinney	Kinney	Kinney	Kinney	Kinney
Maverick	Maverick	Maverick	Maverick	Maverick
Zavala	Zavala	Zavala	Zavala	Zavala
Dimmit	Dimmit	Dimmit	Dimmit	Dimmit
Webb	Webb	Webb	Webb	Webb
Jim Hogg	Jim Hogg	Jim Hogg	Jim Hogg	Jim Hogg
Starr	Starr	Starr	Starr	Starr
Hidalgo	Hidalgo	Hidalgo	Hidalgo	Hidalgo
Willacy	Willacy	Willacy	Willacy	Willacy
Cameroon	Cameroon	Cameroon	Cameroon	Cameroon



## Dallas AICHe Section Boundaries

Revised as shown by Council  
on November 15, 1980