

AIChE[®] Guidelines for Establishing a Division

I. Establishment

As the first step preparatory to establishment of a Division of the Institute, the Chemical Engineering Technology Operating Council (CTOC) shall, upon written request by a group of at least 10 members, appoint a Division Formation Committee. This Division Formation Committee shall consist of ten or more members of the Institute. The Division Formation Committee Chair shall be approved by CTOC.

The Division Formation Committee shall, within two years of its appointment:

- i. submit a Division Scope and Objectives, and two-year Operating Plan,
- ii. submit Division Bylaws in conformity with the Institute's Model Bylaws for divisions
- iii. submit written pledges for Division membership from at least 100 members of the Institute.

The Division Scope, Objectives, and Operating Plan must demonstrate:

- i. a sustained capability for programming and,
- ii. interest and plans in other professional and service-related activities of the Institute.

Upon approval by CTOC of these submittals, Division status will be granted on a probationary basis. The probationary status will be extended or removed by CTOC after receiving a Division Status Report after two years.

II. Operations

The Division shall submit an annual report of its activities to the Volunteer & Membership Activities Dept. at the end of each calendar year.

Division Bylaws and amendments thereto, dues and fee schedules, and annual operating programs and budgets shall be approved by CTOC.

Division officers shall be Fellows, Senior Members, or Members of the Institute. Division members shall be Fellows, Senior Members, Members, or Student Members of the Institute.

Division membership for a period of up to two years before obtaining Institute membership is permitted if specifically provided for in the Division Bylaws.

The Division Program Chair shall become a member of the National Program Committee and the Division program function shall be carried out in cooperation with the Program Committee.

Division cooperation with related outside organizations and participation in joint programs is encouraged, subject to specific approval by CTOC.

No Division shall have authority to act for, or in the name of, the Institute, and no division shall have authority to incur any financial obligation in the name of the American Institute of Chemical Engineers.

CTOC may discontinue any Division if, after the Division has been fully afforded an opportunity to be heard, CTOC judges it to be in the best interests of the Institute to do so. Upon dissolution of a Division, any assets remaining thereafter shall be returned to AIChE.