

Article III

MEMBERSHIP

SECTION 1. The Ohio Valley Section of the American Institute of Chemical Engineers shall have two classes of membership, viz., Regular and Affiliate, for which the eligibility and privileges are indicated in the sections below.

SECTION 2. The Ohio Valley Section shall admit to Regular Membership, subject to payment of dues as stipulated in ARTICLE IV, all Members and Associate Members of the American Institute of Chemical Engineers residing or engaged in the district covered by the Ohio Valley Section, as approved by the Council of the Institute, viz., within a radius of approximately 75 miles of Cincinnati.

SECTION 3. The Ohio Valley Section will admit to Affiliate Membership:

- (1) Affiliate Members of the American Institute of Chemical Engineers, subject to payment of dues as stipulated in ARTICLE IV, and
- (2) All other interested persons, chemical engineers and otherwise, who are not, at the time of their application for Affiliate Membership, Members or Associate Members of the American Institute of Chemical Engineers, subject to the continuing approval of the Executive Committee and subject to payment of dues as stipulated in ARTICLE IV. These persons shall, if qualified, obtain membership in the American Institute of Chemical Engineers within a period of two years; ~~with the provisions that these persons shall, during their first year of Affiliate Membership in the Ohio Valley Section, make an application for membership in the American Institute of Chemical Engineers, and join if accepted, or be dropped from the Section roster.~~

Interested persons who cannot qualify for one of the membership grades in the American Institute of Chemical Engineers may be continued as Affiliate Members at the end of the first and succeeding years, subject to the continuing approval of the Executive Committee and subject to payment of dues as stipulated as ARTICLE IV.

A candidate for Affiliate Membership should make an application in writing to the Secretary of the Section, such application to be countersigned by two Regular Members, if the candidate is not an Affiliate Member of the American Institute of Chemical Engineers. Affiliate Members shall be entitled to all privileges of Regular Members of the Section except those holding office and voting on by-laws or constitutional revisions.

Article IV

DUES

SECTION 1. The fiscal year for the Section shall begin September 1. The dues from Members and Affiliate Members of the Section shall be set by the Executive Committee, but shall not exceed 12% of the full dues for Members of the American Institute of Engineers. ~~July 1. The dues from members of the Section shall be seven dollars per year for Regular Members and four dollars per year for Affiliate Members paying dues to National American Institute of Chemical Engineers and eight dollars for those not paying such dues, including Affiliate Members.~~

SECTION 2. All dues are payable September 1. Any member whose dues are in arrears on December 31 shall be declared delinquent.

SECTION 3. All further regulations regarding dues shall be made by the Executive Committee.

Article V

OFFICERS

SECTION 1. The officers of the Section shall be a Chairman, a Vice-Chairman, a Secretary, and a Treasurer, all of whom shall be members of the American Institute of Chemical Engineers.

SECTION 2. The Chairman, or in the Chairman's absence, the Vice-Chairman, or in the Vice-Chairman's absence, the Secretary, or in the Secretary's absence, the Treasurer, shall preside at all meetings of the Section.

SECTION 3. The Vice-Chairman shall act as Chairman of the Program Committee (see under Committees) and shall issue notices of meetings.

SECTION 4. The Secretary shall keep a record of the proceedings of the Section and maintain a file of all correspondence of the Section. The Secretary shall keep minutes of all Regular and Executive Committee meetings. At the close of the fiscal year the Secretary shall make a report to the Secretary of the Institute, outlining the activities of the Section during the year.

SECTION 5. The Treasurer shall be charged with the collection and disbursement of funds as authorized by the Executive Committee. At the first Section meeting of each fiscal year the retiring Treasurer shall present a financial report.

Article VI

COMMITTEES

SECTION 1. There shall be an Executive Committee consisting of four Officers of the Section and the most recent past Chairman residing in the Ohio Valley Section area. This Committee shall meet at the call of the Chairman of the Section, who shall serve also as Chairman of the Executive Committee. Three members of the Committee shall constitute a

quorum. The Executive Committee shall be responsible for planning and conducting the business of the Section. The minutes of its meetings may be read with the minutes of the Section at the Regular meetings of the Section.

SECTION 2. There shall be a Program Committee, the Chairman of which shall be the Vice-Chairman of the Section. The Chairman of the Section shall appoint other members one of whom shall be designated to handle publicity. The Chairman of the program Committee shall issue notices of meetings through the publicity representative.

SECTION 3. Other committees shall be established by the Chairman of the Section in accordance with the aims and purposes of the American Institute of Chemical Engineers, and may be AD HOC or Standing; however, the establishment of a Standing Committee must be approved by the Executive Committee.

SECTION 4. The immediate past Chairman shall serve on the Technical and Scientific Societies Council. Other appointments can be made by the Chairman with the approval of the Executive Committee.

SECTION 5. Such other committees or representatives as are deemed necessary by the Executive Committee or as called for by a vote of membership, shall be appointed by the Chairman of the Section.

Article VII

MEETINGS

SECTION 1. If possible there shall be at least nine meetings of the Section each year, one of which shall be the Annual Meeting to be held in May. The Executive Committee shall determine the date and place of meetings.

SECTION 2. The Vice-Chairman and Program Committee shall issue a suitable notice of the meetings through the publicity representative at least one week in advance of such meetings.

SECTION 3. A quorum shall consist of twelve members of the Section.

SECTION 4. All retirees and student members shall be required to pay only half-price for the meals at Section meetings. The Executive Committee shall set the price for meals for student members at Section meetings, providing that the student members shall not be required to pay more than half-price.

Article VIII

ELECTIONS

SECTION 1. Each of the officers of the Section shall be nominated and elected individually by ballot and shall take office at the first meeting of the following fiscal year. 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 Secretary of the Institute.

SECTION 2. Prior to the Annual Meeting, the Executive Committee shall nominate one or more candidates for each office and shall mail the slate to the membership with or no later than the notice of the meeting is mailed. Additional nomination may be made by the membership from the floor.

SECTION 3. A majority of the ballots cast shall be required for election. Balloting shall be continued until one candidate shall receive such majority vote. Balloting shall be conducted by mail prior to the Annual Meeting or a member may vote in person at the meeting.

SECTION 4. Should a vacancy occur in any office, or on the Executive Committee, the Executive Committee shall appoint some member of the Section to fill that vacancy.

SECTION 5. No member shall hold more than one elected office at any one time.

Article IX

ORDER OF BUSINESS

SECTION 1. The order for business of the Section at its meetings shall preferably be as follows: Reading of Minutes, Reports of Officers and Committees, Unfinished Business, New Business, Program, Election of Officers (at the Annual Meeting), Adjournment.

Article X

AMENDMENTS

SECTION 1. Amendments to these by-laws may be proposed and discussed at any meeting but may not be voted on before the following meeting. The Secretary shall send a copy of the proposed amendment to each member at least two weeks prior to the meeting next following the proposal.

SECTION 2. Proposed amendments shall be adopted only by an affirmative vote of not less than two thirds of the members voting. Ballots to vote on the amendment(s) shall be included with the proposed amendment(s), which shall provide for a separate vote on each such amendment as well as for acceptance/rejection of the charges IN TOTO, and which shall be received prior to the meeting at which voting is to take place, or the member may vote in person at the meeting. Proposed amendments shall be adopted only by an affirmative vote of not less than two thirds of the members voting.

Section 3. The section shall use the Ohio Valley Section of the American Institute of Chemical Engineers' name when taking action or when incurring any financial or other obligation.

Article XI

ASSETS

SECTION 1. Upon the dissolution of the Ohio Valley Section, any assets of the Section remaining thereafter shall be conveyed to such organization then existent, within or without the territory of the Section, dedicated to the perpetuation of objects similar to those of the American Institute of Chemical Engineers so long as whichever organization is selected by the governing body of the Section at the time of dissolution shall be 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 the time of the Section's dissolution.

Prepared by:

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Secretary
Ohio Valley Section