

Article I. Name and Purpose

Section 1.

The name of the organization shall be the Particle Technology Forum (PTF) of the American Institute of Chemical Engineers (AIChE).

Section 2.

The purpose of the PTF is to serve as an international forum and to promote information exchange, scholarship, research, and education in the field of Particle Technology, covering science and engineering related to all particulate systems, wet or dry, reactive or non-reactive.

Section 3.

The Forum will function similar to an AIChE Division but is organized to give stronger emphasis to the following objectives:

- a. To cover a wide range of interdisciplinary topics in particle technology.
- b. To serve as an international forum for particle technology.
- c. To foster and promote industrial and academic interactions.

Article II. Relationship to the Institute

Section 1.

The Forum is a part of AIChE and its activities are open to co-sponsoring not-for-profit societies; members are encouraged to become members of AIChE and co-sponsoring not-for-profit societies.

Section 2.

The Forum is under the supervision and oversight of the Council of the Institute.

Section 3.

All Forum committees shall work in coordination with corresponding National committees. Forum programming activity shall be carried out in coordination with the National Program Committee of the Institute.

Section 4.

The Forum shall not have authority to act for or in the name of the Institute except with the explicit prior authorization of Council of the Institute. The Forum does not have the authority to incur any financial obligation in the name of the Institute.

Article III. Membership

Membership in PTF is by self-selection. Anyone who pays the PTF dues will be considered a member.

Article IV. Organization

Section 1. Governance

The PTF will be governed by an Executive Committee consisting of four academic representatives, four nonacademic representatives, the chair and vice chair (elected by the Executive Committee as specified in Article IV. Section 4.), and the immediate past chair. Each Executive Committee member shall have only one vote, and the chair may vote only to break a tie. The Executive Committee may consist of eight to eleven members depending on whether the chair, vice chair, and immediate past chair are incumbent representatives or not. [This first part was modified by amendment on 2003 Nov 17.] Each Committee member shall be a member of the AIChE and the PTF at the time of election. Participation of the international community will be encouraged.

Section 2.

Election and Term of Office The term of office shall be four years, with four of the Executive Committee members standing for office at Annual Meetings in even-numbered years. [This first sentence was modified by amendment on 2003 Nov 17.] There is no restriction on consecutive terms. The preferred method of electing new Executive Committee members will be the following procedure:

Communications to members shall be from the secretary of the PTF via the members' preferred PTF newsletter distribution modes (e.g. e-mail). The deadline for receipt of any response from members to the PTF secretary shall be four weeks after sending the original communication out. The return address on the response shall be used as a check on the identity of the sender.

The Nominating Committee (see Article IV. Section 6.) must solicit the membership for candidates at least four months prior to the Annual PTF Meeting. Any nomination by a member in response must be accompanied by a statement from the nominee agreeing to serve if elected. A slate of candidates proposed by the Nominating Committee shall be provided to the Executive Committee for review at least three months prior to the Annual PTF Meeting. Ballots with the final list of candidates shall be distributed to the members at least two months before the Annual PTF Meeting. Responses to the ballot shall be returned from the membership and tabulated by the PTF Secretary two weeks before the Annual PTF Meeting. Election shall require a simple plurality of the ballots returned, and all candidates shall be informed of the numerical results before the Annual PTF Meeting. The count shall be audited by the Treasurer. If the above method is not used, the following two sentences shall govern the election. [This para was inserted by amendment on 2003 Nov 17.]

The slate prepared by the Nominating Committee shall allow conformance to the requirements for membership in the Executive Committee (see Article IV. Section 1.). If the votes from the general membership would elect candidates who would violate these requirements, the non-conforming candidates receiving the lowest number of votes shall be replaced by conforming candidates having the highest number of votes among those not elected.

Should any Executive Committee memberships become vacant, temporary members can be appointed by the Executive Committee of the Forum. Elections for any unexpired terms will be held during the following Executive Committee election cycle.

Section 3. Meetings of the Executive Committee

The Executive Committee will hold at least one meeting per year to elect officers, appoint committee chairs, and conduct other business as appropriate.

Section 4. Officers

Officers of the Executive Committee shall consist of a Chair, Vice Chair, Secretary, and Treasurer. All officers have two-year terms. At the start of the first Executive Committee that includes newly elected Executive Committee members the Vice Chair shall automatically succeed to the Chair. In years evenly divisible by four the Vice Chair shall be elected from all non-academic representatives who have served on the Executive Committee during any of the last six calendar years. In the intervening terms the same conditions apply but for academic, rather than non-academic, representatives. [This was modified by amendment to swap academic and non-academic (to fix an inadvertent error in an earlier amendment) on 2004 Nov 8.] The Vice-Chair, Secretary, and Treasurer shall be elected from and by the incumbent Executive Committee members. [This first part was modified by amendment on 2003 Nov 17.] All elections and other votes of the Executive Committee require a majority of those present. A quorum is five members.

Section 5. Co-Sponsoring Not-For-Profit Societies

Other professional societies which promote Particle Technology may apply for co-sponsorship of a PTF activity. The application must be sent in writing to the Executive Committee, which will reply within six months. The co-sponsoring societies will be listed in all PTF publications.

Section 6. Standing Committees

Each of the Standing Committees will have a liaison with the appropriate Institute Committee. The liaison will be appointed by the Chair of each Standing Committee. The Standing Committees and their duties are:

Programming Committee

To arrange technical sessions on particle technology at the Institute Meeting. Technical areas are divided amongst

- (a) Particle Production and Characterization
- (b) Fluidization and Fluid-Particle Systems
- (c) Solids Flow, Handling, and Processing
- (d) Nanoparticles
- (e) Energetics

Awards Committee

To recognize members of the Forum who have made outstanding contributions to research and scholarship, education, or services in particle technology.

Education Committee

To promote education in particle technology at the university and postgraduate levels, and continuing education in the industry.

Communications Committee

To promote communications within the Forum and with the programming groups in the Institute and to liaise with external organizations.

Nominating Committee

To nominate a slate of candidates for election to the Executive Committee. To nominate candidates to serve as Chairs of the various Standing Committees.

Membership Committee

To maintain and promote membership drive.

Ad hoc committees may be formed by the Executive Committee as needed. Each Committee Chair will be elected by the Executive Committee for a two-year term. Committee Chairs may come from the Executive Committee of the Forum or from the general membership. If not a member of the Executive Committee, the Chair of a Standing Committee will become a non-voting, ex-officio member of the Executive Committee. Committee members are appointed by the Chairs of the various committees from members of the Forum.

Article V. Dues

Dues will be collected from members of the Forum. The amount of the assessment will be determined by the Executive Committee.

Article VI. Budgets

An annual budget for the PTF will be approved by the Executive Committee. Disbursement of funds and other fiscal matters will be the responsibility of the Treasurer. The Chair is also authorized to disburse funds.

Article VII. Amendments

Section 1.

All proposed amendments of these Bylaws shall be reduced to writing. Amendments shall be proposed to the membership by the Executive Committee or by a petition of ten percent (10%) of the members of the Forum to the Executive Committee. Such proposed amendments will be subject to a two-thirds majority vote by the general membership present and voting at the Annual Meeting immediately subsequent to the petition. The amendment shall then be submitted to the Board of Directors of the Institute and shall become an effective part of the Bylaws upon its approval.

Section 2.

The names of Sections of the Forum may be added or deleted in the list in Article IV, Section 6. By vote of the Executive Committee. Such action does not constitute an amendment to these Bylaws.

Section 3.

The names or organizations to which official liaison is maintained may be added or deleted in a list in Article IV, Section 5, by vote of the Executive Committee. Such action does not constitute an amendment to these Bylaws.

Article VIII. General Provisions

Section 1.

The decision of the Executive Committee shall be final on any question concerning the interpretation of the Bylaws, subject to the jurisdiction of the Council of the Institute.

Section 2.

In all respects not specifically covered by these Bylaws, the general rules of the Institute governing the conduct of Divisions shall apply with equal force as if included in these Bylaws.

Section 3.

The Secretary of the Forum shall serve as Parliamentarian and shall rule on points of order and give information as requested by the presiding officer.