

SEPARATIONS DIVISION

American Institute of Chemical Engineers

BYLAWS

Article I – Name and Objectives

Section 1. The name of this organization shall be the Separations Division of the American Institute of Chemical Engineers (AIChE). The acronym of the Separations Division is SEP.

Section 2. The scope of this Division shall be the broad field of separations and include research, development and applications.

Section 3. The objectives of the Division shall be to:

- a. Provide the focal point for AIChE members with interests in separations.
- b. Develop technical program for meetings. Seek balanced coverage of a variety of currently used and novel methods of separation.
- c. Exchange knowledge of technical publications, computer programs, databases, separation research centers, networks, and programs.
- d. Keep members informed of Division activities.
- e. Coordinate exchanges with other groups, such as the ACS Separations Science and Technology Subdivision.
- f. Recognize achievements of members through awards.
- g. Encourage chemical engineering educators to place suitable emphasis on the field of separations and on the development of appropriate curricular material.
- h. Foster research, development, and the application of chemical engineering knowledge to separations technologies.
- i. Foster inclusion and diversity in the leadership, membership, and activities of the Division to promote and uphold AIChE's Equity, Diversity, and Inclusion (IDEAL) statement without marginalizing any particular group(s) of people.

Article II – Relationship to the Institute

Section 1. The Division is under the supervision and control of the Chemical Engineering Technology Operating Council (CTOC) of the AIChE.

Section 2. The Division leadership and activities will abide by the AIChE Code of Ethics; Code of Conduct; and Equity, Diversity, and Inclusion Statement.

Section 3. Divisional programming activities shall be carried out in cooperation with the AIChE Program Committee.

Section 4. The Division does not have the authority to act for or in the name of the American Institute of Chemical Engineers or to incur any financial obligations in the name of AIChE.

Article III – Membership

Section 1. Voting Members of the Division shall be Fellows, Senior Members, or Members of the Institute (AIChE) who have paid the annual Division dues (Article VII, Section 1). The Division Officers, Division Council Directors, and Area Officers shall be voting members of the Division. Student Members of AIChE are non-voting members of the Division and are exempt from Division annual dues.

Section 2. As members of AIChE, members of the Division are expected to abide by the AIChE Code of Ethics; Code of Conduct; and Equity, Diversity, and Inclusion Statement.

Article IV – Organization

Section 1. The Officers of the Division shall be a Chair, a First Vice-Chair, a Second Vice-Chair, a Secretary, and a Treasurer, all of whom shall hold voting membership in the Division. The term of office in each case shall be one year. Nominations for the Officers shall come from the Nominating Committee (Article VI, Section 3). The First Vice-Chair is normally the sole nominee for the office of Chair. The Second Vice-Chair is normally the sole nominee for the office of the First Vice-Chair. Any other voting member of the Division may be nominated for the Second Vice-Chair, for Secretary, for Treasurer, or for the open directorship positions. The Secretary and Treasurer may be reelected.

Section 2. The activities of the Division shall be directed by a Division Council consisting of the current Officers, the most recent available Past Chair of the Division, Directors from the membership of the Division, and if available, a liaison appointed by CTOC and serving as an ex-officio with voting privileges. More members may be added only in accordance with Section 8 of this Article.

Section 3. There shall be an Executive Committee of Division Council, which shall consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, and the most recent available Past Chair. It shall act for Council on items of business delegated to it by Council; and when Council is not in session, the Executive Committee shall manage the affairs of the Division and take such actions as are consistent with Council's delegations.

Section 4. Directors on the Division Council shall be elected for a term of five years each, with two to be elected each year. A person who has served as a Director is eligible for election as an Officer, but is not again eligible for service as a Director within a period of one year after serving as Director for five years, except as the result of an election in which there are at least two candidates. However, the term of office of a sitting Director may be extended to fill a vacancy on the Council if there are no other candidates available to fill the position, such action to occur only with the unanimous agreement of the Executive Committee and the approval of two-thirds of the Council.

Section 5. The Chair is the chief Officer of the Division and is Chair of the Division Council and Executive Committee. The First Vice-Chair shall perform the duties of the Chair in the latter's absence or inability to serve. In the event of a vacancy in the office of Chair, the First Vice-Chair shall serve as the chief Officer of the Division until the next annual election. If a vacancy occurs in any of the other positions on the Division Council, the Council shall appoint a replacement from the Council if the vacancy is an Officer, or from the voting membership if the vacancy is a Director, to fill the unexpired term.

Section 6. The Chair and First Vice-Chair shall be responsible for the programming activities of the Division. The Chair shall be responsible for the programs that are to be presented during the year s/he holds the office.

Section 7.1 The Secretary shall

- a. Keep the records of the proceedings of the Division.
- b. Handle the general correspondence of the Division and shall at the direction of the Chair issue notices of all meetings.

Section 7.2 The Treasurer shall handle and record the collection and disbursement of funds as authorized by the Council of the Division and maintain financial transparency. At the end of each calendar year, the Treasurer will submit a financial report to the Division Council.

Section 7.3 The Past Chair shall prepare ballots for the election of Officers and the Division Council Directors.

Section 8. There shall be a Planning Committee, headed by the Chair, with membership of the rest of the Division Council including area chairs and area vice chairs and those selected by the Chair of the Division with the approval of the Executive Committee. The Planning Committee of the Division shall plan the programming activities of the Division and coordinate these with the AIChE Program Committee and with the Program Committees of other Divisions and Forums, and also of other related groups outside AIChE. Area Chairs will work with the Chair to develop programming in the various programming areas. One or more members will be designated to represent the Division on the AIChE Program Committee.

Section 8.1 The Planning Committee shall also be responsible for long-term planning and provides recommendations for growth and future state of the Division for leadership, technical programming, membership, publication, and other long-term issues of importance to the Division.

Section 9. Such committees as may be required shall be appointed by the Chair with the approval of the Division Council. The services of any such committees or committee members may be terminated at any time by the Chair with the approval of the Division Council.

Section 10. Committees which are appointed to prepare for specific meetings or other events will continue to perform their functions, if satisfactorily handled, until the meetings or events designated have actually occurred. The term of service of such committees may therefore continue after the retirement of the Division Chair who made the original appointments.

Section 11. There shall be an area chair and a vice chair for each programming area of the Division. The term of area chairs is two years. An area chair may not serve consecutive terms; nor may s/he serve as area vice chair immediately following the service as chair, except with the unanimous consent of the Executive Committee. Area vice chairs should be nominated and elected by the area committees governed by their current practices approved by the Division Council. New persons confirmed to the posts will be the area vice chair for a two-year term and will then serve a two-year term as chair. The term of office for area chairs shall start on December 1st with a clear understanding that the time between December 1st and January 1st will be a time of transition (and coordination) between the past and new area chairs. If the area does not have a committee and wishes to seek deviation from this Article they should seek approval from the Division Executive Committee explaining the unusual circumstances. Ultimate responsibility of the areas operating in the Division rests with the Council. If the operation of any area is perceived to run counter to the best interests of the Division, disciplinary action may be proposed by the Division Executive Committee and put to a vote of the Division Council.

Section 12. New programming areas within the Division shall be created by the Division Council and is subject to review by the Executive Board of the Program Committee (EBPC) and by CTOC.

Section 13. There shall be an Advisory Council to the Division consisting of past Division chairs and leaders. The purpose of this Advisory Council is to preserve the Division's history and traditions and to provide guidance on strategic directions and initiatives for the Division, including the role of the Division beyond programming, internal governance and bylaws, and community outreach.

Article V – Meetings

- Section 1. There shall be at least one general (business) meeting of the Division called each year, held during the Annual Meeting of AIChE.
- Section 2. The Secretary shall send members a notice of all general (business) meetings of the Division at least three weeks in advance of such meetings.
- Section 3. A quorum for general (business) meetings of the Division shall be a minimum of 8 members of the Division Council. Except where otherwise stated in the Bylaws, all actions at a general (business) meeting of the Division will be decided by a majority of those voting.
- Section 4. The order of business for general (business) meetings of the Division shall be determined by the presiding Officer (See Article V, Section 7) and will include the reading of the minutes of previous meetings, reports of committees, and new business.
- Section 5. The Division Council shall meet at least once each calendar year. Meetings may be called by the Chair at such places and times as s/he deems advisable (including conference call and online virtual meetings). Meetings may also be called at the request of four members of the Council. The Secretary shall notify the Council of all meetings at least three weeks in advance.
- Section 5.1 The Planning Committee, headed by the Chair of the Division, shall meet at least once a year to plan the programming activities of the Division and developing recommendations for the long-term planning of the Division (See Article IV, Section 8).
- Section 6. A majority of the members of the Division Council shall constitute a quorum for Division Council meetings. Except where otherwise stated in the Bylaws, all action of the Council shall be by majority vote. If a tie vote results, the decision shall take the course voted by the presiding Officer.
- Section 7. The Chair of the Division shall preside at all meetings of the Division Council and of the Executive Committee. In the absence of the Chair, the First Vice-Chair, the Second Vice- Chair, the Secretary, or the Treasurer, in that order, shall preside.
- Section 8. Any member of the Division Council who fails to attend three consecutive Council meetings shall be considered to have tendered his or her resignation from the Council; however, such a resignation shall be effective only upon acceptance by the Council, which shall have taken into account any extenuating circumstances.

Article VI – Elections

- Section 1. At election time, the current First Vice Chair is the sole nominee for Chair, the current Second Vice Chair is the sole nominee for First Vice Chair. As a result, the Second Vice-Chair, Secretary, Treasurer, and two Directors shall be elected annually by the voting members of the Division. This election must be completed on or about October 1st and prior to the Annual Meeting. Ballots shall be sent to all Division members who are eligible to vote (as specified in Article III) with the aid of AIChE Member Services on or about August 31st. Election shall be by a majority of those voting. Receipt and tabulation of the votes shall be conducted by AIChE Member Services. The count shall be certified to the Executive Committee of the Division in writing by AIChE Member Services prior to the Annual meeting.
- Section 2. Delinquent members shall not be eligible to vote nor to hold office (Article VII, Section 1).
- Section 3. A Nominating Committee shall be formed in April of each year, with the most recent Division Past Chair as its Chair, who shall select two additional Division members who are not currently serving in an elected capacity to serve on the committee. This committee shall formulate a slate of candidates on or before August 1st for presentation to AIChE member Services (along with any petition candidates, see below). AIChE Member Services will provide ballot issuance to the voting members. The slate of candidates shall include at least one candidate each, for the offices of Second Vice-Chair, Secretary,

and Treasurer, and one or more candidates for each open directorship position. If the past year's First Vice-Chair, or Second Vice-Chair were appointees to fill an unexpired term, then an additional candidate may be named for the successive office(s) for which each would otherwise be the sole nominee. If the past year's First Vice-Chair, or Second Vice-Chair cannot stand for election, then one or more candidates for the successive offices thus left vacant will be named. Nominations may also be made for any office or directorship by petition of the membership if at least twenty voting Division members in good standing sign a petition and submit it to the Secretary by August 15th.

Section 4. No member shall be eligible for election to more than one office at one time.

Section 5. The newly elected Officers and Directors shall take office on January 1 following their election.

Article VII – Dues and Finances

Section 1. Annual dues shall be determined by the Council in accordance with policies of AIChE. They shall be payable in advance by January 1. Those members who continue to be delinquent on the following January 1 shall be dropped from the rolls of the Division.

Section 2. The dues shall be changed in amount only by affirmative vote of two-thirds of the total members of the Division Council. This vote may be taken at a regular meeting, electronically, or by mail.

Section 3. The Division Council shall make all other regulations regarding payment of dues.

Article VIII – General Provisions

Section 1. The decision of the Division Council shall be final on any questions concerning the interpretation of the Bylaws, subject to the jurisdiction of AIChE.

Section 2. In all respects not specifically covered by these Bylaws, the general rule of AIChE governing the conduct of the Division shall apply with equal force as if included in these Bylaws.

Section 3. In the deciding of procedural matters not otherwise covered in the Bylaws the most recent issue of "The Modern Rules of Order" by Donald A. Tortorice shall prevail.

Section 4. In the event that a time-sensitive action of the Council is needed, the Chair may call for an electronic vote. Immediately following the call to vote, a minimum 72-hour discussion/ consideration period will begin. A longer period can be specified at the discretion of the Chair. No votes will be accepted during this time.

Voting will be done by electronic ballot. The action will be written on the ballot. Ballots will be returned to the Chair or Secretary, who shall begin tabulation no earlier than 72 hours after their distribution; ballots received after this period will not be counted.

Section 5. The division will establish a Division Operating Manual that is intended to assist the Division Council especially new Directors with regards to current awards and how they are managed.

Article IX – Duration, Dissolution, and Residual Funds

Section 1. The Division has been approved by CTOC without limit on duration. The Division's sustainability will be monitored and assessed by the Division Board. The dissolution of the Division, at the determination of the Division Board, shall require two-thirds approval of CTOC. Termination will be preceded by notification of such action by CTOC to the Division Board and Members, as well as any Sponsors, at least one year prior to the effective date of termination.

Section 2. Upon termination of the Division, unrestricted residual funds shall be transferred to AIChE and restricted residual funds shall be transferred back to the Sponsors. Disposition of tangible property shall be in accordance with any applicable contractual arrangements of the parties where AIChE or the Division does not hold a property interest in property subject to disposition.

Article X – Amendments

Section 1. All proposed amendments of these Bylaws shall be reduced to writing. Amendments shall be proposed to the membership by the Council, by the majority vote of the members at Divisional meeting, or by petition of ten percent of the members of the Division to the Council.

Section 2. A proposed amendment and ballot shall be sent to all Division members electronically. Ballots shall include notice of the day by which they must be received to be counted. Ballots shall be returned to the Secretary, who shall begin tabulation no earlier than four weeks after their electronic distribution; ballots received after this period shall not be counted. Alternatively, the Division may elect to use AICHE to complete all or part of the process, including the tabulations of ballots. The count shall be certified to the Division Council, which shall accept as approval of the amendment a two-thirds affirmative vote of those returning these ballots. The amendment shall then be submitted to CTOC and shall become an effective part of the Bylaws upon its approval.

Section 3. Bylaws shall be scheduled for review approximately every five years to ensure they are current and compliant with the Institute.

Section 4. An archival copy of the Bylaws will be maintained by CTOC as well as by the Division and will be publicly available on the Division website or similar online platform

Section 5. A record will be kept of revisions and amendments made to the Bylaws.

First Revision: November 7, 1993

Second Revision: Lead taken by Bal K. Kaul (Second Vice-Chair – 1998)

- **Revisions formulated at August, 1998 Planning Meeting (Newark, N. J.)**
- **Revisions approved by Division Council (November, 1998)**
- **Membership Mailing (September, 1999)**
- **Amendments approved at the Separations Division General Body Meeting (Dallas, November, 1999)**

Update: August 2002

- **Director term changed from three years to five years, number of Directors elected each year changed from three to two, total Directors on council changed from nine to ten**

Third Revision: Lead taken by Scott Husson (Chair – 2016) and Alice He (Director - 2016)

Fourth Revision: Lead taken by Dan Summers (Director 2020 – 2025) and Isaac Gamwo (Chair – 2024)