

## ***By-Laws***

### ***ACADEMY OF CHEMICAL ENGINEERS West Virginia University***

*Revised: March 2022*

#### **I. MEMBERSHIP QUALIFICATIONS**

A. Active Members shall be limited to individuals elected by the membership and subject to the following:

1. Each Active Member shall hold a degree in Chemical Engineering from WVU granted at least fifteen years prior to election.
2. Each new member shall have simple majority support of the Executive Committee and receive at least a three-fourths affirmative vote of ballots cast for election.
3. The number of Active Members shall not exceed eighty (80) and not more than six (6) may be elected each year.
4. An Elected Member (meeting the criteria of Section I.A.1 and I.A.2) must be present for induction as an Active Member at the first Induction Ceremony held after election. An Elected Member who cannot be present at Induction Ceremony shall have his/her invitation withdrawn and will revert to the same status for future election as other potential candidates. Notwithstanding the foregoing, the Executive Committee will rule on exceptional circumstances and have the latitude to defer induction to the next scheduled Induction Ceremony should an Elected Member be unable to attend their originally scheduled Induction Ceremony.

B. Honorary Members shall be limited to living or deceased individuals duly elected and subject to the following conditions:

1. Each Honorary Member shall have the simple majority support of the Executive Committee and three-fourths affirmative vote of ballots cast for the election.
2. The number of living Honorary Members shall not exceed thirty percent of the total number of Active Members at the time of election.

3. Honorary Members shall have all the rights, privileges, and responsibilities of Active Members except they cannot be officers of the Academy.
  4. Honorary Members may be inducted in absentia.
- C. Distinguished Past Members – Active Members and Honorary Members will automatically be reclassified as Distinguished Past Members upon their death.

## **II. NOMINATIONS**

- A. The Executive Committee will accept nominations for new potential members from the membership throughout the year and from the floor at the Annual Meeting. Appropriate information must accompany the nominations.
- B. The Secretary-Treasurer or a designee shall deliver the nominations for the ballot to the Executive Committee six (6) months prior to the Annual Meeting.
- C. The Executive Committee and Department Chair shall review, determine eligibility, and approve a ballot to be transmitted either physically or electronically to the membership at least five (5) months prior to the Annual Meeting.

## **III. BALLOTING**

- A. The Secretary-Treasurer or designee shall prepare a ballot with the names of those certified as nominees by the Executive Committee and deliver it to current members at least four (4) months prior to the Annual Meeting. Each marked secret ballot shall be returned to the Executive Committee or its designate.
- B. The Executive Committee or designee shall canvas all certified ballots that are received and shall declare as elected and eligible for invitation to membership those who have received three-fourths affirmative vote of ballots cast for the election. This shall be completed at least three (3) months before the Annual Meeting.

## **IV. ORGANIZATION**

- A. Meetings of the Membership
  1. There shall be an Annual Meeting of the membership held at a time and place determined by the Executive Committee.

2. There shall be an Induction Ceremony for newly elected members usually held in conjunction with the Annual Meeting.
3. There may be other meetings called by the Executive Committee or by a petition endorsed by one-third of the Active Members and Honorary Members.
4. All meetings of the membership shall be announced to all Active Members and Honorary Members electronically or by other means at least thirty (30) days prior to the date of the meeting.

#### B. Quorum

1. Thirteen (13) Active Members and Honorary Members shall constitute a quorum.
2. Every act of or decision made by a majority of those present when a quorum exists shall be an act of the membership.

#### C. Executive Committee

1. The Executive Committee shall consist of five persons: President, First Vice President, Second Vice President, Secretary-Treasurer, and immediate Past President. Terms of office will be for two (2) years.
2. The Executive Committee will serve as the nominating committee. Nominations may be accepted from the floor at the Annual Meeting.
3. The Executive Committee may invite individuals to their committee meetings, at the discretion of the Executive Committee President, to advise Executive Committee Members.
4. The main functions of the Executive Committee will be to serve as the Nominating Committee for membership, to plan and conduct the Annual Meeting and other Member Meetings, provide strategic direction and to conduct other business of the Academy as necessary.

#### D. Officers

1. The officers of the Academy shall be a President, First Vice President, Second Vice President and Secretary-Treasurer elected from the membership for two (2) year terms.

2. Officers shall serve without compensation but may be reimbursed for expenses incurred if authorized by the President and approved by the Executive Committee and Department Chair.

**E. Committees**

1. As the Academy grows and develops, there may be need for special committees of the membership to advance the purpose and business of the Academy. These committees may be initiated by the Executive Committee as needed.
2. Committee members will be appointed by the Executive Committee President or designee from the Executive Committee and will be comprised of Active Members or Honorary Members or others outside the membership, if needed.

**V. PROCEDURES**

- A. These By-Laws may be amended at any Annual meeting where such intention has been a part of the notice of the meeting and the amendments carry the favorable recommendation of the majority of the Executive Committee and at least three-quarters approval of ballots cast by secret ballot.
- B. The members of the Academy of Chemical Engineers are not responsible for any indebtedness or liability incurred by, or for any acts performed by a member or individual, at any regular or special meeting, outing, or social activity of the Academy.
- C. The members of the Academy of Chemical Engineers are not responsible for any indebtedness or liability incurred by the operation or activities of the organization.

**VI. FINANCES**

- A. The Academy will be self-supporting by using exclusively reserved funds deposited in a Foundation Account designated for Academy of Chemical Engineers – Chemical Engineering Department. This account is established with contributions made or solicited by members for this express purpose.
- B. The Secretary-Treasurer shall provide an annual accounting to the membership.
- C. The Executive Committee will provide guidance to the Secretary-Treasurer in efforts to maintain a reasonable balance.

## **VII. RECOGNITION AND AWARDS**

- A. A Certificate of Recognition and Membership in the Academy will be awarded each Active or Honorary Member at the induction ceremony.
- B. A framed photograph, eight by ten inches, with name plate, shall be prominently displayed of each Active or Honorary Members in the Department of Chemical Engineering, West Virginia University.
- C. An up-to-date biographical sketch limited to one hundred fifty (150) words will be maintained for each Active, Honorary and Distinguished Past Member of the Academy in the Department of Chemical Engineering for easy accessibility by students.
- D. The Chair of the Department has the ability to nominate or receive nominations for special recognition and awards, for example, Certificate of Achievements, for noteworthy contributions to the Department. The Executive Committee will authorize such awards at their discretion.