**Academy of Chemical and Biochemical Engineers**

**Department of Chemical and Biochemical Engineering**

**Missouri University of Science and Technology**

**By-Laws**

**Established July 1996**

I. Membership Qualifications for the Academy of Chemical and Biochemical Engineers (hereinafter “Academy”)

A. **Active Members** shall be limited to living individuals who are duly elected and subject to the following conditions:

1. Each candidate for membership in the Academy shall hold a degree in chemical or biochemical engineering from the Missouri University of Science and Technology (hereinafter Missouri S&T) (formerly known as University of Missouri-Rolla and Missouri School of Mines and Metallurgy) granted at least 15 years prior to election.
2. Each candidate shall have demonstrated notable leadership and/or professional achievement and success and possess admirable personal and professional integrity.
3. Each candidate shall receive at least a three-fourths affirmative vote of the total votes cast for election to membership.
4. A candidate who is elected to membership is expected to be present for induction at the first induction ceremony held after said election, but due to illness or other reasons acceptable to the President or Membership Committee, may elect to be inducted at a future induction ceremony. The President or Membership Committee will work with the candidate to ensure he/she can attend an induction ceremony in the future but may exercise judgement and withdraw the invitation if it appears the candidate is no longer interested.

 B. **Honorary Members** shall be living individuals who are duly elected and subject to the following conditions:

1. A person to be considered for Honorary Membership shall be one who is not a graduate of Missouri S&T but shall have received a chemical engineering or closely associated degree from a recognized university and possess the qualities necessary for Active Membership in the Academy (see I.A.2. above).
2. Each shall have the unanimous approval of a present and voting quorum of the Board of Directors, comprising at least seventy (70) percent of the Board, rounded to the closest integer, and shall (2) receive at least a three-fourths affirmative vote of the total votes cast by Academy members for election to membership.
3. At no time shall the living Honorary Members exceed ten (10) percent of the Active Members.
4. Honorary Members shall have all the rights, privileges, and responsibilities of Active Members, except they may not be Officers of the Academy nor on the Board of Directors, with the exceptions of Treasurer or Secretary. They may Chair or be a member of any committee within the Academy.
5. Honorary Members may be inducted without being present at the induction ceremony.

C. **Posthumously Inducted Members** shall be deceased individuals who are duly elected and subject to the following conditions:

1. A person to be considered for Posthumously Inducted Membership shall be one who may or may not be a graduate of Missouri S&T but held a degree in chemical engineering or a closely related discipline for at least 15 years. This person shall also have possessed the qualities necessary for Active Membership in the Academy (see I.A.2. above).
2. Each shall have (1) the unanimous approval of a present and voting quorum of the Board of Directors, comprising at least seventy (70) percent of the Board, rounded to the closest integer, and shall (2) receive at least a three-fourths affirmative vote of the total votes cast by Academy members for election to membership.
3. Induction of Posthumously Inducted Members shall be acknowledged at the annual induction ceremony.
4. Upon induction, a Posthumously Inducted Member shall immediately become a Distinguished Member.

D. **Distinguished Members** shall consist of those Active and Honorary Members who have died, as well as all Posthumously Inducted Members.

II. Nominations for Membership into the Academy

A. The Chair of the Membership Committee shall request of all Active and Honorary Members such nominations as they care to make. Such nominations shall be of individuals qualified under Article I.A, B, or C of these Bylaws and shall be accompanied by data substantiating their qualifications.

B. The Membership Committee shall review the nominees, determine eligibility, and forward those nominations, which have received at least a three-fourths affirmative vote of the total votes cast for each nominee by a quorum comprising at least seventy (70) percent of the Membership Committee as recommendations for election to membership, to the Board of Directors.

C. The Board of Directors shall review and certify the nominations and return those that are acceptable to the Chair of the Membership Committee.

III. Balloting for Membership into the Academy

A. The Chair of the Membership Committee shall prepare a ballot listing the names of all those certified by the Board of Directors as nominees for membership and shall deliver it to all Active and Honorary Members. A brief profile of each nominee shall accompany the ballot. The ballot and informational package shall be shared electronically or by mail with members and return of said ballot (either electronically or by mail with a signature across the flap of the envelope) shall constitute a valid vote.

B. The Membership Committee shall examine all certified ballots received and shall declare as elected and eligible for invitation to membership those who have qualified under the provisions of these Bylaws.

C. The President of the Academy and the Chair of the Chemical and Biochemical Engineering Department shall jointly notify the nominees of their election and extend to each of them an invitation to join the Academy.

IV. Organization of the Academy

 A. Meetings of the Membership

1. An Annual Meeting of the membership shall be held at such time and at such place as shall be determined by the Board of Directors. The meeting can be held ‘in person’ or virtually or a combination of the two.
2. There shall be an Induction Ceremony for the purpose of inducting newly elected members, and it usually shall be held in conjunction with the Annual Meeting at a time and place determined by the Board of Directors.
3. There may be other meetings as shall be determined either by the Board of Directors or by a petition signed by one-third of the Active and Honorary Members, who shall require the Board of Directors to call such a meeting.
4. Each meeting shall be announced thirty (30) days prior to the date of the meeting.

 B. Quorum at the Membership Meetings

1. A quorum shall consist of thirty (30) percent of the Active and Honorary Members or eighteen (18) Active and Honorary Members, whichever is less.
2. Every act or decision made, when either a majority of the membership is present or when a quorum is present, shall be an act of the Academy.

 C. Officers

1. There shall be five (5) Officers of the Academy: President, immediate Past President, Vice President, Secretary, and Treasurer. All officers with the exception of the Secretary shall be Academy members in good standing, and all are members of the Board of Directors (see IV.D).
2. The Chair of the Department of Chemical and Biochemical Engineering shall serve as Secretary, providing department office staff time to assist with communication, balloting, and other detailed activities under the Direction of the Board of Directors and the Committee Chairs. The Department Chair is an ex-officio member of the Board of Directors as stated in Article IV.D.1.
3. The President shall serve as President of the Academy and be the presiding officer of the Board of Directors. The President shall serve a two-year term and become Past President when the President’s term ends.
4. The Vice President shall be nominated by and elected from the Active and Honorary membership at the Annual Meeting and shall also be the President Elect. The Vice President shall serve a two-year term, and as President Elect, shall become President when the President’s term ends.
5. The Treasurer shall be appointed annually by the President.
6. The Past President shall automatically be filled by the most recent President at the conclusion of the President’s term and shall serve a two-year term.
7. The President shall, with the approval of the Board of Directors, appoint replacements to fill Officer vacancies, until the next Annual Meeting of the Academy.
8. In the event of a vacancy in the President’s office, due to illness, death, or other circumstance preventing the President from holding the office, the Board of Directors shall determine the best solution to manage the vacancy, e.g. If the vacancy is less than one year, the Board of Directors may choose to move the Vice President into the vacated President’s role and elect a new Vice President, or they may decide to share the responsibilities until the vacated President’s term is complete. If the vacancy is more than one year, the Vice President shall complete the President’s term and a new Vice President shall be elected. Depending on the length of the vacated term, the Board of Directors may allow both the President (former Vice President) and newly elected Vice President to be re-elected for a second full term, thus remaining in their current positions as President and Vice President, assuming the Past President is willing to stay on for another term.
9. The Officers shall have such duties as are necessary for the purposes and functions of the organization and such duties as are assigned by the Board of Directors. The Officers shall serve without compensation but shall be reimbursed for expenses incurred if such expenses are authorized by the Board of Directors and approved by the President. It is normal practice for the installation of Officers to be the last order of business at the Annual Academy business meeting.

D. Board of Directors

1. The Board of Directors shall consist of eleven (11) members – six (6) elected Directors and the five (5) Officers of the Academy (see IV.C). The Chair of the Chemical and Biochemical Engineering Department shall serve as an ex-officio member of the Board of Directors and shall serve as the Board’s Secretary.
2. The Active and Honorary Members will elect six (6) Directors from the membership, each to serve three (3) year terms. These elections shall be staggered such that two (2) will have one (1) year remaining to serve, two (2) will have two (2) years remaining to serve, and two (2) will have three (3) years remaining to serve.
3. The Active and Honorary Members will elect a Director to complete the unexpired term for any vacancy due to illness, death, or other circumstance. This election shall be held at the next Annual Meeting of the Academy following the vacancy. (For Officer position vacancies, see IV.C.)
4. The Board of Directors shall be responsible for investigations regarding Code of Conduct of Active, Honorary, and Distinguished Members. The President may appoint a Committee to assist in the investigations, which shall report to the Board of Directors its findings and recommendations.

 E. Committees

1. There shall be a Membership Committee consisting of at least five (5) Active or Honorary members, one (1) of whom shall serve as Chair. The committee shall take such action as is necessary to comply with Article II of these Bylaws.
2. There shall be a Nominations Committee consisting of at least three (3) Active or Honorary members. The committee shall present a slate of candidates for election as Directors and Officers at the annual meeting. Any member present may make additional nominations. There will be no vote by proxy, and a majority of the membership or of a quorum present shall elect.

3. The Board of Directors shall authorize, and the President shall appoint, such ad hoc committees as are necessary to advance the purposes and business of the Academy.

V. Limitations and Procedures for the Academy

A. The Board of Directors may remove from the Academy any member upon investigation regarding their Code of Conduct, but such removal may not be enacted until such time as the Board of Directors and the membership have heard the appeal of the member if such hearing is requested by the aggrieved member.

B. The Bylaws may be amended at any Annual Meeting at which such intention has been a part of the notice of the meeting. The amendment will be adopted if it carries the favorable recommendation of a majority of the Board of Directors present and is approved in a secret ballot by a majority of the Active and Honorary membership of a quorum present.

C. The members of the Academy shall not be responsible for any indebtedness or liability incurred by or for any acts performed by any member or individual in attendance at any Annual or special meeting, outing, or social activity of the Academy.

VI. Financial Requirements

A. The Academy shall be self-supporting. It shall use only those monies that are exclusively reserved for it in any of the University accounts. Said monies shall accrue from contributions made by or solicited by the members.

B. The Board of Directors shall propose an annual budget, which shall be approved by the Active and Honorary members. This budget will provide the Chair of the Department of Chemical and Biochemical Engineering at Missouri S&T direction for the expenditure of monies from the accounts in the name of the Academy.

C. The Officers and Directors shall instruct the Treasurer in such efforts as he or she shall make to maintain funds in the Academy pursuant to Article IV of the “Statement of Agreement and Understanding Concerning the Academy of Chemical Engineers”.

VII. Recognition and Awards

1. A plaque and/or certificate of membership in the Academy and a pin will be awarded to each Active, Honorary, and Posthumously Inducted Member at the Induction Ceremony.

B. A photograph and brief biography of each Active, Honorary, and Distinguished Member of the Academy shall be prominently displayed in the Department of Chemical and Biochemical Engineering building and maintained on the website where it will be easily accessible to the students. Each member’s photo shall be reasonably comparable in content and format.

Change log

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| April 1998 |  |
| April 1999 |  |
| April 2009 |  |
| April 2018 |  |
| April 2021 |  |
| October 2023 | Name change – Academy of Chemical and Biochemical Engineers; Article I.B.2 (added quorum qualifier for Board voting) |
| April 2024 | Article I.C.2 (added quorum qualifier for Board voting) |
| April 2025 | Article II.B (clarified majority threshold for Membership Committee voting on nominations);Article I.A.1, Article I.C.1 (lowered number of years post graduation for entry into the Academy) |