

**BYLAWS**  
of  
**The University of Texas at Austin**  
**Chemical Engineering**  
**Alumni Club**

**Article I**

The Headquarters of this Club shall be the Chemical Engineering Department offices of The University of Texas located at Austin, Texas.

**Article II**

Membership

Section 1.

Any person who has received one or more degrees in the Science of Chemical Engineering at The University of Texas in Austin shall be considered to be a member.

Section 2.

There shall be two grades of Members.

- A. Members shall be defined as those persons having received one or more degrees in the Science of Chemical Engineering from The University of Texas in Austin. Members may vote in all elections and hold office.
- B. Associate Members shall be defined as those persons who do not hold degrees in the Science of Chemical Engineering from The University of Texas in Austin, and who the Board of Directors confers the grade of Associate Membership upon. Associate Members may vote in all elections but may not hold office. The spouse of a member is automatically an associate member.

**Article III**

Financial

Section 1.

The fiscal year of the Club shall commence on January 1<sup>st</sup> and terminate on December 31<sup>st</sup>.

Section 2.

Dues may be levied and collected as determined by the Board of Directors.

## **Article IV**

### Officers

#### Section 1.

The officers of the Club shall be a President, a President Elect, a Secretary, who also chairs the Communications Committee, and a Treasurer, who also chairs the Financial Committee. All officers are to be MEMBERS. The President Elect shall serve as the Vice President and shall automatically succeed the President after serving one term of office.

#### Section 2.

The President, or in her/his absence the President Elect, or in her/his absence the Secretary, or in her/his absence the Treasurer, shall preside at all meetings of the Club.

#### Section 3.

The Secretary shall keep a record of the proceedings of the Club. The Secretary shall, under direction of the President, issue notices of meetings to the Members. The Secretary will report the activities of the Club to the Members once a year.

#### Section 4.

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

## **Article V**

### Elections

#### Section 1.

All officers of the Club shall be elected by ballot at the Annual Meeting or by mail ballot under regulations prescribed by the Executive Committee and shall take office at the first meeting of the following fiscal year. The retiring President shall automatically become a member of the Executive Committee for three years. Officers shall hold office for one year or until successors are elected and take office. Immediately after the annual election, the Secretary of the Club shall forward the names of the newly elected officers to the Members of the Club.

#### Section 2.

No member shall be eligible to hold more than one office at any one time.

#### Section 3.

Should a vacancy occur in any office, the Executive Committee shall appoint some Member of the Club to fill the unexpired term.

## **Article VI**

### **Committees**

#### **Section 1.**

There shall be a Board of Directors consisting of the Officers and nine other elected Members of the Club known as Directors, the immediate retiring Chair and a representative appointed by the Department of Chemical Engineering of The University of Texas, who, with the President, President Elect, Secretary, and Treasurer shall serve as the Executive Committee.

Directors shall be positioned as Directors Number 1, Number 2, Number 3, Number 4, Number 5, and Number 6. Numbers 1, 2 and 3 shall be under 30 years of age at the time that they take office. Numbers 4, 5 and 6 shall be under 50 years of age and Numbers 7, 8 and 9 shall be over 50 years of age. This committee shall meet at the call of the President of the Club, who shall serve as Chair of the Board of Directors. In her/his absence, the President Elect, in her/his absence, the Secretary, or in her/his absence, the Treasurer shall call and preside at such meetings. The Executive Committee shall be charged with the business of the Club.

#### **Section 2.**

Directors shall serve a term of three (3) years with Positions 1, 4 and 7 being elected in the first year, 2, 5 and 8 being elected the second year, and 3, 6 and 9 being elected the third year.

#### **Section 3.**

There shall be a Communications Committee which will disseminate information regarding the Club to Members, and the Secretary shall serve as Chair of this committee.

#### **Section 4.**

There shall be a Finance Committee, of which the Treasurer shall serve as Chair.

#### **Section 5.**

There shall be a Nominating Committee consisting of a Chair and at least two others, neither of whom are officers of the Club. This committee shall be appointed by the President of the Club before August 1<sup>st</sup> of each year. It will provide nominees in duplicate for each elective office and send its report to the Secretary before September 1st.

#### **Section 6.**

Such other committees as may be required shall be appointed by the President with the approval of the Executive Committee.

#### **Section 7.**

The Board of Directors shall determine the method of filling all vacancies of the Executive Committee before the initial and subsequent elections.

## **Article VII**

### Meetings

#### Section 1.

There shall be at least one meeting of the Club each year, which shall be the Annual Meeting. The Executive Committee shall determine the date and place of the meetings

#### Section 2.

The Secretary shall send a notice of the meetings to all Members at least one month in advance of such meetings.

## **Article VIII**

### Order of Business

The business of the Club shall be transacted according to "Robert's Rules of Order."

## **Article IX**

### Amendments

#### Section 1.

All Bylaws of the Club shall be subject to alteration or repeal, and new Bylaws not inconsistent with any provision of the Constitution of the Club or with any provision of law may be made by the affirmative vote of two thirds majority of the Members responding and present, given at an annual meeting or at any special meeting, provided that notice of the proposed alteration or repeal of the proposed new Bylaws is included in the notice of such meeting; or by letter ballot under regulations approved by the Executive Committee, providing that the affirmative vote is not less than two thirds of the Members voting.