

**BYLAWS OF THE OkChE
SCHOOL OF CHEMICAL, BIOLOGICAL and MATERIALS ENGINEERING
COLLEGE OF ENGINEERING
UNIVERSITY OF OKLAHOMA**

I. NAME

The organization shall be called OkChE.

II. PURPOSE

OkChE was originally chartered in 1967. The purpose of OkChE is (1) to advise the Faculty of the School of Chemical, Biological and Materials Engineering (CBME) of the University of Oklahoma and the Dean of the College of Engineering on matters pertaining to the School of CBME so as to improve the academic quality and stature of the School of CBME; (2) to raise discretionary funds on behalf of the School of CBME; and (3) to communicate with the Dean of the College of Engineering, the President of the University, the College of Engineering Board of Visitors, the University of Oklahoma Foundation, and any other appropriate person or organization on matters regarding the School of CBME.

III. MEMBERSHIP

The Board of OkChE shall consist of fifteen distinguished alumni, corporate leaders, and/or distinguished academic faculty from other institutions, elected by the Board of OkChE upon recommendation of its Nominating Committee. Five members will be elected each year for a three-year term. Any member of the Board of OkChE may serve on any of the standing committees of the Board. Anyone who has demonstrated support for the University of Oklahoma School of Chemical, Biological and Materials Engineering may be elected to the Board.

There shall be an Honorary Board of OkChE. The Honorary Board shall consist of individuals who have distinguished themselves by their service to OkChE. Honorary members shall be confirmed by the Board of OkChE upon recommendation of its Nominating Committee. Honorary members shall serve for life and shall be welcome at any board Meeting. The Honorary members may express opinions on any matter before the Board of OkChE but may not vote.

IV. MEETINGS

The Board of OkChE shall conduct regular meetings at least twice each year, typically in the Fall and Spring semesters of the academic year. Meetings are to be held on the campus of the University of Oklahoma, unless the Board elects to meet elsewhere. Eight members of the Board shall constitute a quorum.

V. OFFICERS

There shall be a Chair and a Vice-Chair, elected for the Board of OkChE at the Spring meeting. These officers shall be elected among members of the Board at that time and shall serve a two year term. Duties of the officers shall be as follows.

- a. Chair:
 1. Preside at the meetings of the Board of OkChE.
 2. Serve when required as a member of the College of Engineering Board of Visitors.
 3. Act as representative of the Board of OkChE at any functions where the Board needs to be represented.
 4. Appoint committees of the Board of OkChE.
 5. Chair the Executive Committee of the Board of OkChE.
- b. Vice-Chair/Chair-Elect
 1. Succeed the Chair at the expiration of the current Chair's term.
 2. Serve as Chair in the absence of the elected Chair.
 3. Succeed the Chair to fill out an unexpired term in the event that the Chair resigns, or is removed from office for any other reason. If the unexpired term is one year or more, a Vice-Chair/Chair-Elect shall be elected to replace the Vice-Chair.
 4. Chair the Nominating Committee.

VI. STANDING COMMITTEES

There shall be two standing committees of the Board of OkChE, an Executive Committee and a Nominating Committee. The Director of the School of CBME shall serve as an Ex-Officio member of all committees.

- a. The Executive Committee shall consist of the Chair of the Board of OkChE, the immediate past Chair of the Board, the Vice-Chair/Chair-Elect and one At-Large member appointed by the Chair from the Active membership. The Executive Committee shall act on behalf of the Board of OkChE between meetings of the Board, and shall approve schedules and agendas for Board meetings as proposed by the Director of the School of CBME.

- b. The Nominating Committee shall be responsible to (1) determine whether those who currently serve on the Board wish to stand for re-election when their term expires; (2) in cooperation with the Director and the Faculty, determine new potential Board members whose names may be submitted to the Board for election when vacancies exist; and (3) prepare nominations of officers for presentation to the Board at the annual Spring meeting when elections occur. The Nominating Committee shall be appointed by the Chair.

VII. AMENDMENTS

This Charter is approved and can be amended with two-thirds of the membership of the Board of OkChE, with the endorsement of the Director of the School of CBME, and the Dean of the College of Engineering.