

**WESTERN STATES SECTION  
OF THE COMBUSTION INSTITUTE**

BY-LAWS (Revised: March, 2003)

ARTICLE I

IDENTITY AND PURPOSE

Section 1. Corporate Identity

The Western States Section of the Combustion Institute shall be a legal subdivision of The Combustion Institute Corporation, operating under the charter and applicable by-laws of the Corporation and under appropriate action of the Board of Directors of the Corporation.

Section 2. Compositional Identity

The Western States Section shall be composed of all members of The Combustion Institute resident in the States of California, Oregon, Washington, Idaho, Nevada, Utah, Arizona, Montana, Wyoming, Colorado, New Mexico, plus Alaska, Hawaii, and the Pacific territories of the United States, without obligation upon the part of any member so included.

Section 3. Purpose

The purpose of the Western States Section shall be to promote the science and application of combustion by means of: sponsorship of sectional meetings, promotion of the preparation of technical papers, and promotion of membership in The Combustion Institute along eligible persons resident in the geographical area of the Section.

Section 4. Technical Meetings

Except as decided otherwise by the Executive committee to avoid conflict with a Joint US-Sections meeting or an international symposium on combustion, the Section shall hold no more than two technical meetings per year, one in the spring and one in the fall.

ARTICLE II

MEMBERSHIP

Section 1. Qualification

The qualification for membership in the Western States Section shall be certification to

the Section from the Combustion Institute that the individual in question is a member of The Combustion Institute and in the records of The Institute her or his mailing address falls within the geographical area of the Section.

#### Session 2. Financing

The Section shall have no compulsory dues for its membership. Financing shall be accomplished through the media of registration fees for technical meetings and such activities of a solicitous and/or enterprising nature as the section may in good taste devise. Direct solicitation of funds from industrial, educational, or governmental organizations shall require prior approval by the Executive Committee of The Combustion Institute. The Section may establish a higher registration fee for its technical meetings for nonmembers of The Combustion Institute than for members.

#### Section 3. Annual Business Meeting

There shall be an annual meeting of the members of the Section during the Spring Technical meeting, as announced in the printed program of the meeting.

#### Section 4. Notice of Business Meeting

Except as otherwise required by statute, notice of each meeting of members, whether annual or special, shall, at least twenty days before the day on which the meeting is to be held, be given to each member by delivering a written or printed notice thereof to such member personally, by electronic mail, or by mailing such notice, postage prepaid, addressed to such member's post office address as the same appears upon the records of the Section.

#### Section 5. Quorum

Twenty members, at any meeting of members shall constitute a quorum unless a larger number shall be required by law in which case the number so required shall constitute a quorum.

### ARTICLE III

#### OFFICERS AND EXECUTIVE COMMITTEE

##### Section 1. Officers

The officers of the Section shall be a Chairperson, a Vice Chairperson/Chairperson Elect, a Treasurer, and a Secretary. All of such officers shall hold office until their successors are elected and qualified.

##### Section 2. Executive Committee

Executive authority of the Section, including the collection and disbursement of funds shall be vested in an Executive Committee composed of (a) the four officers of the Section, (b) the respective chairpeople of the following standing committees: Papers, Reprints, Program, and Information (c) the immediate past chairperson, and (d) Members-at-Large. The membership of the Executive committee shall not exceed thirty (30), the number of members from any one institution shall not exceed two (2), and the number of consecutive two-year terms shall not exceed four (4), with time in service as a Section Officer and Chairperson of a standing committee excluded. There shall also exist a category of Honorary Members-at-Large, not limited in number, without voting power, who need not reside in the Western States geographical area. Throughout these By-Laws, each reference to the Executive committee shall indicate the Executive Committee of the Western States Section, as defined here, and no such reference shall indicate the Executive Committee of the Combustion Institute, except as specifically referred to in Article II, Section 2. (Amended October 26, 1986).

### Section 3. Election

Members of the Executive Committee shall be elected by specific individual designations, at the annual business meetings occurring in odd-numbered years to serve for two-year terms. In the event of the resignation of any member of the Executive Committee, the vacancy may be filled for the remainder of the term of office by a motion of the Executive Committee meeting in authorized session. The Executive Committee may terminate any membership on the Executive Committee for cause. Two-thirds of the total voting membership of the Executive Committee may appoint nonvoting Honorary Members-at-Large for a term not to exceed its now two-year term. Honorary Members-at-Large shall be those whose counsel is considered valuable to the Western States Section, but who are not elected members of the Executive Committee.

### Section 4. Nomination

Nomination for election of the Executive Committee shall be made by a Nominating Committee of three consisting of the Chairperson-Elect as Nominating Committee Chairperson, the Chairperson, and the immediate Past Chairperson. The Nominating committee shall report its choices to the Executive Committee at the meeting of the Executive Committee immediately preceding the scheduled biennial election. Nominations may also be made from the floor during the business meeting by any member present. Nominees receiving the greatest number of votes from members of the Section shall be elected, provided that in the case of more than two nominees for any position, a majority of votes cast shall be required and a runoff ballot shall be employed to achieve a majority where necessary.

### Section 5. Executive Committee Meetings

The Executive Committee shall meet regularly at the Section's technical meetings, and more frequently as necessary in the form of special meetings. A simple majority shall

constitute a quorum. Special meetings shall be called in writing by the Chairperson of the Section. For all meetings, written notice shall be given at least twenty days prior to the meeting date.

#### Section 6. Chairperson

The Chairperson of the Section shall be the chief executive officer of the Section. Duties include presiding at all meetings of the members and of the Executive Committee; general and active management of the business of the Section; ensuring that all orders and resolutions of the Executive Committee, and of the Board of Directors of The Combustion Institute, are carried into effect; and executing all contracts and agreements authorized by the Executive Committee. The Chairperson shall have general supervision and direction of the other officers of the Section, and shall see that their duties are performed properly. S/He shall submit a report of the operations of the Section for the year to the members at the annual meeting and shall transmit a copy of this report to the Board of Directors. The Chairperson shall, with the concurrence of the respective standing committee chairperson, make membership appointments to the various standing committees from among the Section membership. Upon completion of the term of office as Chairperson, s/he shall be ex officio a member of the Executive Committee for one term, with formal title as Past Chairperson. (Amended April 25, 1971).

#### Section 7. Vice-Chairperson

The Vice-Chairperson of the Section shall be vested with all the powers, and shall be required to perform all the duties, of the Chairperson in the event of the absence or disability of the latter. The Vice-Chairperson shall be elected and hold office as also the Chairperson-Elect. Notwithstanding any contrary implication of Section 3, at the expiration of the term of office, the Vice-Chairperson shall automatically succeed to the office of Chairperson for a single term of two years, and this provision shall control and dictate the staffing of the office of Chairperson. If a vacancy shall occur in the office of Chairperson, the Vice-Chairperson/Chairperson-Elect shall act as Chairperson for the remainder of the current term of office, using the courtesy title of Chairperson during such period, and shall succeed formally to the position of Chairperson for the ensuing term of office.

#### Section 8. Treasurer

The Treasurer of the Section shall have custody of the funds and securities of the Section and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Section, and shall deposit all moneys and other valuable effects in the name of and to the credit of the Section in such repositories as may be designated by the Executive committee. S/He shall disburse the funds of the Section as may be ordered by the Executive committee, taking proper vouchers for such disbursements, and shall render to the Executive Committee at its meetings, whenever required by same, an account of all transactions as Treasurer and of the financial conditions of the Section. The Treasurer shall give the Section a bond if required by the Executive Committee, in

such sum and form and with security satisfactory to the Board of Directors for the faithful performance of the duties of the office and the restoration to the Section in case of death, resignation, or removal from office of all books, papers, vouchers, money, and other property of whatever kind in his or her possession belonging to the Section. The Treasurer shall perform such other duties as the Executive Committee may from time to time prescribe or require.

#### Section 9. Secretary

The Secretary of the Section shall keep the minutes of all meetings of members and of the Executive Committee and shall maintain all additional records of the Section, exclusive of financial statements maintained by the Treasurer. The Secretary shall attend to the giving and serving of all notices of the Section and shall maintain liaison with the officers and the Board of Directors of The Combustion Institute. When authorized by the Executive Committee, s/he shall affix her or his signature to any instrument requiring the same as the official signatory for the Section.

### ARTICLE IV

#### EXPENDITURES AND RECORDS

##### Section 1. Payments of Money

All checks drafts or order for the payment of money, unless otherwise ordered by the Executive Committee, shall be signed by the Treasurer, and one other designated executive board member.

##### Section 2. Records

The books, accounts, and records of the Section shall be open to inspection by the Executive Committee, and by the Board of Directors of The Combustion Institute at all times.

### ARTICLE V

#### RATIFICATION AND AMENDMENTS

##### Section 1. Ratification

Acceptance of these By-Laws by the Board of Directors of The Combustion Institute shall place them in force as of the date of acceptance and shall ratify the election of the first Executive Committee as made at the organizational meeting of the Section on 29 May 1957. The Executive Committee shall then communicate the action of the Board of Directors to the Section membership at its early convenience, either by mail or by calling

a special business meeting of the members for this purpose at the next technical meeting of the Section.

## Section 2. Amendments

Subject to the limitations in the Certificate of Incorporation of The Combustion Institute and approval by the Board of Directors thereof, the Executive Committee shall have power to make, alter, amend, or repeal any By-Laws by the affirmative vote of two-thirds of all of the members of the Executive Committee.