

FUELS AND PETROCHEMICALS DIVISION
AMERICAN INSTITUTE OF CHEMICAL ENGINEERS
Revision 10, February 2018

OFFICERS MANUAL TABLE OF CONTENTS

I.	Executive Committee.....	3
	A. Purpose.....	3
	B. Members.....	3
	C. Per the Division Bylaws, the Executive Committee:.....	3
	D. Executive Committee Meetings	4
	E. Teleconferences.....	5
	F. Division Awards Luncheon/Dinner and Annual Business Meeting	6
	G. Executive Committee Dinner.....	7
	H. Vacancies.....	8
II.	Office of the Chair.....	8
	A. Per the Division Bylaws, the Chair:.....	8
	B. Additional Duties of the Chair are:.....	9
	C. Timeline for the Chair	10
	D. Billing Codes	11
III.	Office of First Vice-Chair.....	11
	A. Per the Division Bylaws, the First Vice-Chair:.....	11
	B. Additional Duties of the First Vice-Chair are:.....	11
	C. Keynote Address [fairly redundant with B above, fairly historical].....	12
IV.	Office of Second Vice-Chair.....	16
V.	Office of Secretary.....	17
VI.	Office of Treasurer.....	17
VII.	Past Chair	17
	A. Chair Nominating Committee (per Division Bylaws Section V.3.) and election. ...	17
	B. Chair Committee appointed by Chair to select Distinguished Service Award recipient	17
	C. Select the F&PD Award recipient	17
	D. Manage Harry West award process.....	17
	E. Advise all, including AIChE of winners (website updates, division and AIChE)...	17
VIII.	Directors	17
IX.	Awards.....	18

A. Distinguished Service Award.....	18
B. F&PD Award	18
C. Harry West Outstanding Student Paper Award.....	19
D. Officer Nominations and Awards	19
E. Award Plaques.....	19
F. Certificates.....	20
X. Appendices	20
A. Bylaws.....	20
a) Operating (Imprest) Fund Account.....	32
b) Check Signing Amendment	32
c) Authorization for Direct Charges to Division Accounts.....	32
B. History	38
C. Past Division Chairs.....	39
D. F&PD Award Recipients.....	40
E. Distinguished Service Award Recipients.....	41
F. F&PD Keynote Speakers	42
G. F&PD Welcome Session Speaker.....	43
H. Overall F&PD Programming Chairs.....	43
I. F&PD Best Paper.....	44
J. Harry West Student Paper Award.....	44
K. Sample Documents.....	44

FUELS AND PETROCHEMICALS DIVISION AMERICAN INSTITUTE OF CHEMICAL ENGINEERS

OFFICERS MANUAL (Revision 8, March 2009)

I. Executive Committee

A. *Purpose*

Directs the activities of the Division

B. *Members*

Comprised of 17 voting members:

Five officers

Chair

First Vice-Chair

Second Vice-Chair

Secretary

Treasurer

Other members

Past Chair

Nine Directors (one of which is the YP Liaison)

Ex-Officio members with voting privileges

Technical Program Committee Chair

Chemical Engineering Technology Operating Council Liaison

Communications Director

C. *Per the Division Bylaws, the Executive Committee:*

1. Meets at least twice each calendar year. Six members of the Executive Committee shall constitute a quorum. May meet and vote via teleconference, videoconference, or other suitable communications method.
2. All actions of the Executive Committee shall be by a majority vote of those voting. If a tie vote results, the decision shall take the course voted by the presiding officer.
3. Accepts automatic resignation of any member of the Executive Committee who fails to meet the committee attendance requirements. Acceptance or rejection is by secret ballot.
4. Appoints a replacement in the event of a vacancy in the Executive Committee.

5. Confirms the appointment of the Technical Program Committee Chair and Vice-Chair.
6. Approves any proposed changes to the number, name, and technology focus of Technical Program Committee Area Subcommittees.
7. Authorizes disbursement of funds.
8. Approves any non-standing required committees appointed by the Chair
9. Approves termination of any non-standing committee and/or committee members as requested by the Chair.
10. Sends slate of newly elected officers to the Chemical Engineering Technology Council Liaison for certification by the Chemical Engineering Technology Operating Council.
11. Can nominate a candidate for run for Chair of the Division, if so desired. (Normally the First Vice-Chair runs unopposed for the office of Chair.)
12. Sets dues on a calendar year basis. Dues are subject to approval by the Chemical Engineering Technology Operating Council.
13. Makes all other regulations regarding payment of dues.
14. Provides for an annual audit of the Division's finances.
15. Can authorize drawable funds for the offices of the Chair, Treasurer, Technical Program Committee Chair, Publications Committee Chair, Membership Committee Chair, and Publicity Committee Chair.
16. Propose amendments for the Fuels and Petrochemicals Division Bylaws.

D. *Executive Committee Meetings*

The Executive Committee must meet at least twice per year (per the Division Bylaws). Traditionally, the Executive Committee meets once during each on the first Sunday afternoon of each Spring National Meeting and the first Sunday morning of each fall's Annual Meeting in the headquarters hotel or convention center. Arrangements for the meeting room and any refreshments are made in writing (or via website) to the National Staff Meetings Department approximately three (3) months prior to the national meeting.

Notices of the Executive Committee meetings must be sent to the Executive Committee members at least three (3) weeks in advance of such meetings (per the Division By-Laws). The Chair can designate that the Secretary send out such meeting notices. In addition to the Executive Committee members, a notice should also be sent to the national Staff liaison, all standing and designated committee chairs, communications director, and any others included on the agenda.

The presiding officer designates the order of business for the Executive Committee meeting, which is normally the Chair of the Division. In the Chair's absence, these duties are performed by the First Vice-Chair, or the Second Vice-Chair, or by the Secretary, or by the Treasurer, in that order.

Per the Division bylaws, the order of business will include:

- reading of the minutes of previous meetings,
- reports of committees,
- and new business.

It also includes:

- a Treasurers report,
- a report on Chemical Engineering Technology Operating Council activities by the Chemical Engineering Technology Council Liaison,
- other liaison activity reports, newsletter report, long range planning report, and old business.

The Executive Committee should also address the automatic resignation of any member of its Committee that fails to meet the required meeting attendance of one of three (3) consecutive Executive Committee meetings. The secretary should track attendance absences. As a courtesy, the Chair should inform any member of the Executive Committee of their pending delinquency.

E. Teleconferences

The Division's bylaws were amended in 2000 to allow the Executive Committee to meet by realtime communications means such as teleconferences. After this amendment was passed, meeting attendance by teleconference became common at the Executive Committee meeting during the AIChE Annual Meeting that is held each fall.

In the fall of 2004, an account was set up through AIChE to establish a toll-free dial in number for the Division's teleconference Executive Committee meetings. Billing for the teleconferences is directly to the Division's financial account at the Institute. To organize a teleconference,

a minimum of three weeks advanced notice to the members of the Executive Committee is required per the bylaws. At the designated time of the meeting, the Chair calls the toll free number, 800-531-3250, and then the Chair enters the meeting ID, 5200372, which is the same for all F&PD teleconferences, and then the PIN, 1764, to authorize the teleconference. The dial-in number for international calls is 303-928-2693; this is not a toll free number. Billing is automatically sent to AIChE. The teleconferences are hosted by Raindance, 877-549-2048 or accountmanagers@raindance.com.

Periodic teleconferences should be held by both the F&PD Executive Committee and the F&PD Technical Program Committee.

F. *Division Awards Luncheon/Dinner and Annual Business Meeting*

The Division Awards Luncheon/Dinner and Annual Business Meeting is held during the Spring National Meeting. The two events are combined, and are held as a ticketed National Meeting activity on Monday of the Spring National Meeting. As a luncheon, this once again follows the Keynote address. Until 1996, a luncheon followed the Keynote Address, and usually began at 12:30 p.m., and ending in time for participants to attend the 2:30 p.m. programming sessions. From 1996 to 2006, a dinner was held at 7:00 p.m. New officers of the Division officially take office at the end of this event.

The current (outgoing) Chair presides at the meal and annual business meeting. In the event that the Chair is unable to attend, this function is performed by the First Vice-Chair, Second Vice-Chair, or by the Secretary, or by the Treasurer, in that order.

The event includes the annual Division business meeting, presentation of the Division Award Winner, and a talk by the Division Award Winner. The outgoing Chair will open the Division annual business meeting at the start of the Division Awards Luncheon/Dinner during the Spring National Meeting. The order of business includes:

- Calling the annual Division meeting to order
- Welcome membership
- Opening remarks
- Brief (2-3 minutes) recap of the year
- Introduction of any special guests in the audience (could include students, founding members or dignitaries, spouses of invited guests, etc.)
- Meal

- Introduction of (may be at a head table):
 - Keynote speakers
 - Award recipients
 - Chair
 - Past Chair
 - First Vice-Chair
 - Second Vice-Chair
- Presentation of plaques to outgoing officers
- Presentation of plaque and check to F&PD Harry West Outstanding Student Paper Award recipient by the Chair.
- Introduction of Past Chair, who then will introduce Award Winner
- Talk by F&PD Award recipient
- Presentation of plaque and gift to F&PD Award recipient by the Past Chair
- Presentation of plaque to F&PD Distinguished Service Award recipient by the Past Chair
- Turn meeting back to outgoing Chair
- Outgoing Chair then officially passes the meeting to the new incoming Chair
- Incoming Chair takes over as presiding officer, and adjourns the Annual Meeting of the Division

G. *Executive Committee Dinner*

The Executive Committee Dinner is held on the first Sunday of the Spring National Meeting at 7:30 p.m. following the Welcoming Reception. It is organized by the First Vice-Chair. The purpose of this dinner is for the executive committee to meet the Keynote Speakers and the Award recipients and to thank the Spring National Meeting's Meeting Program Committee Chair and Co-Chair, and the General Arrangements Committee Chair. These people are invited to attend the dinner for free, compliments of F&PD.

All current and former (mailing list?) officers and programming committee members, and selected AIChE personnel (President, Executive Director, Technical Program Director, and Meetings Director) are sent invitation letters that are different for the invited guests and the F&PD invitees (that details the cost of the dinner). Currently, the dinner is subsidized by the F&PD and costs the F&PD attendees \$ 55 each. Attached to the Officers

Manual are examples of paid and complimentary invitation letters and menu forms for the Executive Committee Dinner.

H. ***Vacancies***

In the event of a vacancy in the Executive Committee:

Chair:	First Vice-Chair performs duties until the office of Chair is filled by election.
First Vice-Chair:	Second Vice-Chair fills position.
Second Vice-Chair:	Appointed by Executive Committee from the members of the Executive Committee to fill the unexpired Second Vice-Chair position. This appointment is <u>not</u> an automatic succession to First Vice-Chair but instead the First Vice-Chair position must be filled by election the following term.
Secretary:	Appointed by the Executive Committee. Replacement must come from the Executive Committee.
Treasurer:	Appointed by the Executive Committee. Replacement must come from the Executive Committee.
Other positions:	Appointed by the Executive Committee from the Division Membership.

II. **Office of the Chair**

A. ***Per the Division Bylaws, the Chair:***

1. Shall preside at all meetings of the Division.
2. Shall preside at all meetings of the Executive Committee.
3. Calls all meetings of the Executive Committee. Notice of all meetings shall be sent to the Executive Committee at least three (3) weeks in advance of such meetings. The Chair can designate the Secretary to send out the meeting notices.
4. Is a member of the Program Advisory Committee.
5. Appoints the Technical Program Committee Chair and Vice-Chair.
6. Appoints Publications Committee Chair and members.

7. Appoints any non-standing committees as required. Also has authorization to terminate any such committee and/or committee members.

B. *Additional Duties of the Chair are:*

1. Arranges for a meeting room for the Executive Committee meeting to be held at each national meeting. National will e-mail for meeting room requests to the Chair. The form is now online, and account numbers are required to complete the form. (Account number 51225 (replace with 54101 for food/beverage)-51-915-00000 for AV;). If telephonic participation is to be included, reserve a speaker/conference phone. The call in information is 1-800-531-3250 the conference ID is: 5200372 and the initiator enters the PIN 1764. Should refreshments be desired, the Chair must send a separate request, online, authorizing refreshments for the meeting. The letter should include authorization for morning refreshments for the Technical Program Committee meeting, which precedes the Executive Committee meeting. Refreshment requests for any Technical Program Committee Area Subcommittee meetings must also be authorized in writing by either the Division Chair or Treasurer. National will bill charges for all refreshments to the Division.
2. Sends Executive Committee meeting notices to all members of the Executive Committee. The meeting notice includes:
 - a) agenda of the upcoming meeting
 - b) attendance list of past three Executive Committee meetings.
 - c) date for submission of reports of committee members.
3. Presides at the Fuels and Petrochemicals Division Awards Luncheon (or Dinner) and Annual Meeting. This luncheon/dinner is held on the Monday of the Spring National Meeting.
4. Makes arrangements with National Staff, at least 72 hours in advance, for luncheon/dinner tickets for all invited guest to the Division Awards Luncheon/Dinner (can just purchase at registration). Invited guests include, but are not limited to, the Division Award Winner and spouse, the Division Distinguished Service Award Winner and spouse, the Division Keynote Speaker(s) and spouses. The Division pays for all invited guests. National will bill the Division for the appropriate number of tickets. Contact the meeting department at (212) 705-7324 to make these arrangements.
5. Present plaques to the outgoing officers at the Division Awards and Annual Meeting at the Spring National Meeting. Outgoing officers

include the Past Chair (a plaque), the three outgoing Directors, the Secretary (odd-numbered years) or Treasurer (even-numbered years), and the Technical Program Committee Chair (odd numbered years). The Chair makes arrangements for the plaques, either through a local trophy store, or through National. Contact the member activities department at (212) 705-7328 if having the national office provide the plaques (they will bill the Division). Traditionally, the Chair has used a local trophy store for these plaques. The plaque for the Chair is obtained from National.

6. During the year in which the Chair takes office, the (incoming) Chair will close the Awards/Annual Meeting, after the outgoing Chair passes the meeting over to the incoming Chair.
7. Submits, in writing to the Executive Director of the Institute, any formal requests for action to be taken by the Institute in behalf of the Division. Examples might include any new awards created by the Executive Committee, or a newly created student (paper/design) contest.
8. Prepares the annual report of the Division, which is submitted to national in the by March 31 each year. The annual report is done on a calendar year basis.
9. The chair should solicit comments and make revisions to the F&PD officers manual to reflect current practices, changes in the bylaws and the lists of notables in the appendix.
10. In general, the Chair of the Division is responsible for providing leadership for the Fuels and Petrochemicals Division. The Chair sets the agenda in consultation with the Executive Committee, presides over all meetings of the Division and the Executive Committee, assigns task forces as needed, appoints committees as needed, appoints representatives or liaisons to National Committees and other divisions as required, and has oversight responsibilities for Division activities and programming for all National Meetings conducted during the individual's year of office.

C. *Timeline for the Chair*

March/April	Close Annual Meeting Send letters of thanks to Awardees, Keynote
Speakers	
April/May	Communicate with Executive Committee about plans
August	Arrange Fall meeting room
October	Send agenda for Fall meeting

November	Chair Fall Executive Committee meeting
February	Prepare Annual Report, due March 31. Arrange Spring meeting room
February-March	Send agenda for Spring meeting Invitations for excomm dinner Order plaques Send updated F&PD officers manual to all of the ex comm..
March-April	Chair Spring Executive Committee meeting Chair Awards and Annual Meeting Hand over meeting to incoming Chair

D. **Billing Codes**

The account codes have 4 parts to them.

1. The first number which you entered codes what type of expenditure it is
2. Second number is 51- which means that this is a technical division
3. The third number 915 is your divisions unique code
4. The last number is: 00000

III. Office of First Vice-Chair

A. **Per the Division Bylaws, the First Vice-Chair:**

1. Assumes the duties of Chair in the event it is vacated.
2. Under the First Vice-Chair to carry out the programming activities will be a Program Advisory Committee, a Technical Program Committee.
3. Is Chair of the Program Advisory Committee (PAC). The PAC is responsible for drawing up long range plans and policies for the Division programming activities.

B. **Additional Duties of the First Vice-Chair are:**

1. Selects the Keynote Speaker(s) for the F&PD Welcome Session. Keynote Speakers must be selected and have accepted the offer to speak 7-8 months prior to the Spring National Meeting (this is usually July-August, but the Spring National meeting may be as early as February, in which case the speakers should be selected by June). Keep in mind that high ranking industry officials calendars usually fill up one year in advance, and the Spring National Meeting often occurs

during or shortly before most corporation stockholders meetings. Historically there have been two Keynote Speakers, one representing the oil industry and one representing the chemical industry. Keynote Speakers are CEOs or Presidents of major corporations, or highly regarded experts in their fields.

2. Send Keynote Speaker information to National to be included in the Spring National Meeting program booklet. National will require the full name, title, and affiliation of each Keynote Speaker; the title of their talks; and a photograph of each speaker. This information must be sent to the Meetings Department as soon as available 3 months prior to the Spring National meeting to be included in the program booklet (usually January for a March meeting, earlier if the meeting should fall in February). **If this information fails to get into the program booklet, expect a very small attendance at the Keynote Address.** Check on room location and arrangements, including signage.
3. Presides over the Keynote Address during the F&PD Welcome Session. The Keynote Address takes place Monday morning of the Spring National Meeting. The schedule varies and is set F&PD, but typical program sessions are held 8:00 a.m. - 10:30 a.m., with the Keynote Address beginning promptly at 10:45 a.m. The Keynote Address should end by 12:15 p.m., giving 1-1/2 hours for two talks and a question-and-answer period. Speakers usually talk for 25 minutes each, with a joint question-and-answer period at the end of the second speech. Attendance for the Keynote Address ranges 250-500 people, depending on the theme of the plenary session and the Spring National Meeting.
4. Make arrangements for the F&PD Executive Committee Dinner, held Sunday evening of each Spring National Meeting. Information regarding the location of the dinner, plus the cost of the dinner, should be mailed to all potential attendees at least **one month** prior to the Spring National meeting. This dinner is a “Dutch-treat” evening, except for invited guests. Cost per person for the meal should not exceed \$50.

C. Keynote Address [fairly redundant with B above, fairly historical]

The Fuels and Petrochemicals Division sponsors the Keynote Address (at the F&PD Welcome Session on Monday morning) at each Spring National Meeting. In the past, the Keynote Address was the plenary session that officially opened the Spring National Meeting, and was held mid-morning on Monday of the Spring National Meeting. The Plenary Session began at 9:30 a.m., ending by 11:00 a.m. The Keynote Speakers, along with the AIChE Executive Director, AIChE President, Fuels and Petrochemicals Division Award Winner, and any other high-ranking corporate invitees, then attended a press conference until 12:30 p.m., which was the start of

the Fuels and Petrochemicals Division Awards Luncheon. Program sessions began Monday afternoon following the luncheon. Typically, AIChE National Meetings were very well attended, and the plenary session entertained an audience in excess of 500 meeting attendees. However, in the mid-1980s, travel budgets and personnel reductions cut back on National Meeting attendance, and the plenary session began to lose its audience, down to 150-250 attendees. Meeting attendees began to travel to the meetings on Monday morning to attend the first program session Monday afternoon.

In 1992, the F&PD officers, along with the National Staff Program Director, decided to change the format for Monday morning of the Spring National Meeting to reclaim its larger audience. The first program session began at 8:00 a.m., ending by 10:30 a.m. The Keynote Address then followed the Monday morning program session, to attract those people that were participants in the Monday morning program session. In addition, the National Staff Program Director and the Spring National Meeting program coordinator established a theme for the meeting (in late summer/early fall prior to the Spring National Meeting), and this theme was used as the criteria to select Keynote Speakers who, through their corporate affiliation or industry reputation, could address critical issues related to the theme and also attract attendance for the Spring National Meeting.

This new format was implemented on a trial basis at the 1992 New Orleans Spring National Meeting, and was a success. The Keynote Address attracted over 500 attendees, its largest audience in over 7 years. Although it eliminated the formal press conference (no time between the Keynote Address and the Fuels and Petrochemicals Division Awards Luncheon), the additional program sessions (the Monday morning short session) and the larger Keynote Address audience were considered to be greater benefits. The Communications Department of National Staff is responsible for any press conference, and they have been able to work it in around the new schedule.

Keynote Speaker selection should begin one year prior to the next Spring National Meeting. Two speakers used to be selected, historically it has been one representing the refining segment and one representing the petrochemicals segment, but recent practice is to have one speaker. The Keynote Speaker(s) should be high-ranking industry/corporate officials; CEOs and presidents are preferred. Since their calendars often fill up one year in advance, speaker selection must begin early. In addition, the Spring National Meeting dates often coincide with NPRA and many corporation's shareholders meetings, which can make speaker acceptance a little more cumbersome. Also, National AIChE prints the meeting program booklets several months in advance, and all program information must be mailed to National 5 months prior to the Spring National Meeting to be included in the meeting program booklet.

It is beneficial, although not required, that the Keynote Speakers be incorporated into the theme of the meeting. Early coordination between the National Staff Program Director and the Meeting Program Chair to discuss and establish a theme for the Spring National Meeting is useful. Also, National Staff Government Relations Office could provide input on upcoming political issues, which may impact the chemical engineering profession and industry, and also increase meeting attendance should a Keynote Speaker address the issue. Keep in mind however, that the Fuels and Petrochemicals Division sponsors the Keynote Address, and thus, speaker selection is done by the Division.

Once the Keynote Speakers have been selected and accepted, their names, titles and company affiliations, and phone numbers should be forwarded to the National Staff Communications group at (212) 705-7335. National will coordinate public relations efforts directly with the Keynote Speakers (press conference, early press releases, etc.).

In selecting a speaker, the most successful route is for the First Vice-Chair to contact the speaker directly, first by phone (most likely you will only reach the executive assistant, who can confirm the speaker's calendar availability, but not acceptance), then with a letter to the speaker. Attempts in the past to use a corporation contact (such as a Division member that works for that company) to go up the ladder to arrange for their company's CEO/President to speak have only been marginally successful -- it is much easier to say no to an employee than to an outside AIChE representative. It is also best to have more than 2 names for potential speakers, to be able to quickly select another speaker in the event that the top chemical and/or refinery choice declines.

Once the speaker has accepted, send a follow-up acceptance letter to the speaker, thanking them for their acceptance, and include any meeting information that might be pertinent (hotels, phone numbers in National Staff and in the Division, potential press conference, F&PD Executive Committee Dinner on Sunday evening, F&PD Awards Luncheon/Dinner). Stay in contact with the Keynote Speakers offices until the meeting, and send each Keynote Speaker a copy of the meeting program booklet once it has been published.

The Executive Committee holds a thank-you dinner for its members and Division members that have been very active for the past 12 months. This is a 'Dutch-treat' dinner (spouses included), and is held on Sunday evening of each Spring National Meeting. The two Keynote Speakers (and their spouses) are invited guests to this dinner, and it is also an opportunity for the F&PD Executive Committee to meet the Keynote Speakers, and personally thank them for speaking at the meeting. Also

invited to the dinner are the Meeting Program Chair and Vice-Chair, and the General Arrangements Committee Chair. The Division picks up the cost of the meal for the Keynote Speakers, their spouses, any assistant accompanying the speakers, the Meeting Program Chair and Vice-Chair, and the General Arrangements Committee Chair. In the past, the Keynote Speakers have all attended this dinner.

Once the dinner details are finalized, the First Vice-Chair sends a letter to each Keynote Speaker, inviting them to be the Division's guest at the Executive Committee Dinner, and giving the speakers information on the meal (food selection if any, location and directions, RSVP information). The First Vice-Chair should offer to meet the Keynote Speakers in the hotel lobby and accompany them to the Executive Committee Dinner.

In addition, the First Vice-Chair should invite the Keynote Speakers (and their spouses/guests) to be the Division's guests at the annual Awards Luncheon if it is held immediately following the Keynote Address or the Awards Dinner later that evening. Let the Division Chair know how many luncheon/dinner tickets will be needed for the Keynote Speakers, as the Chair must make arrangements with National for tickets for their meals. The Awards Luncheon/Dinner is a catered meal, and guarantees are often due to the caterer 72 hours in advance. National will bill the Division for the cost of these meals, but it is best if only one officer -- the Chair -- makes arrangements for all luncheon/dinner guest tickets to avoid double-billing.

The First Vice-Chair presides over the Keynote Address. The format for the Keynote Address includes:

- introduce self as First Vice-Chair of Fuels and Petrochemicals Division, sponsor of the Keynote Address
- welcome to the Keynote Address
- introduction of head table
- head table may include:
 - * Keynote Speakers
 - * First Vice-Chair
 - * Meeting Program Chair
 - * General Arrangements Committee Chair
- tell audience of the format of Keynote Address -- each speaker will talk, then open the floor for questions after the second speaker, and both speakers will be given opportunity to answer the question
- remind audience that the Division luncheon, if being held, will not start until the Keynote Address has ended, so no one needs to leave early for lunch

- opening remarks to Keynote Address. This is a 1-2 minute talk to introduce the Keynote Address and tie the theme into the two topics
- introduce the first speaker (order is random)
- at the end of first talk thank speaker, re-remind audience of format (see above) and time relative to end of Keynote Address and start of lunch
- introduce second speaker at the end of second talk, thank speaker
- open floor to questions. Allow both speakers to answer each question. Be prepared to ask the first question to get the audience started. The easiest way to do this is to ask for an advance copy of each speakers talk and have a prepared question
- accept last question to end question-and-answer period
- closing remarks, a brief statement (30 seconds) to tie close to talks
- again thank speakers
- thank audience for attending
- note that you need to allow 5 minutes between the Keynote Address and the F&PD luncheon, if it is being held, for the AIChE Executive Director, AIChE President, and Division Chair to personally thank the speakers (not as a part of the Keynote Address, but afterwards, one-on-one with a handshake. This is done while the audience is leaving the room). Also, several members of the audience will also try to engage the Speakers in personal conversation after the Keynote Address session has ended. Keep this in mind when monitoring the question-and-answer period so that there are a few minutes between the Keynote Address and the Division luncheon, if is being held, to accommodate these conversations.

Following the Spring National Meeting, the First Vice-Chair should send a thank-you letter to each Keynote Speaker, thanking them for their participation.

IV. Office of Second Vice-Chair

The Second Vice-Chair is the deputy head of programming for the Division, serves on the Program Advisory Committee, and chairs the Long-Range Planning activities. Organizes the informal dutch treat long range planning dinner on Saturday night for those available. Suggests topics of discussion, helps make sure there is at least some discussion, keeps informal notes and reports to the ex comm. at the meeting on Sunday.

V. Office of Secretary

As per Division Bylaws Section II.6.

VI. Office of Treasurer

As per Division Bylaws Article 3 Section 7

The chair should prepare a report for the executive committee on the state of finances, income and expenses, and comparison with the approved budget and past actual budgets, before both the spring national and annual meetings. This should be sent to the chair in time to be sent out with the meeting agenda, at least four weeks before the meeting. The report before the Annual meeting, should include a proposed budget for the next calendar year to be approved by the executive committee.

VII. Past Chair

- A. Chair Nominating Committee (per Division Bylaws Section V.3.) and election.
- B. Chair Committee appointed by Chair to select Distinguished Service Award recipient
- C. Select the F&PD Award recipient
- D. Manage Harry West award process
- E. Advise all, including AIChE of winners (website updates, division and AIChE)

VIII. Directors

- All F&PD 3-Year Directors (including Officers) must be active with F&PD membership.
- It is expected that 3-Year Directors will participate as a session chair and/or on a committee for F&PD.
- One of the Directors will be the YP Liaison for F&PD. The YP Liaison will also be exempt from being expected to participate on a committee or as a session chair.
- Selection of the YP Liaison will be done by the F&PD Chair soliciting volunteers from the at-large Directors.
 - If the current YP Liaison wants to continue to fill the position, and is still an at-large Director, they will continue to serve in the position.
 - If there is only one (1) volunteer, they will be nominated.
 - If more than one (1) volunteer expresses interest, the Chair, 1st Vice Chair, and 2nd Vice Chair will select which nominee will fill the position.
 - If no volunteers express interest, the Chair, 1st Vice Chair, and 2nd Vice Chair will decide who to appoint to the position.

- Although optional, it is recommended directors provide one article per year for the Flashpoint Newsletter during their 3-Year term.

IX. Awards

A. *Distinguished Service Award*

1. Chair appoints a nominating committee at the Spring Meeting. Prefer Past Chair and two officers (to keep from tie voting).
2. Past Chair convenes committee during summer (in person or by phone).
3. Prepare list of characteristics.
4. Prepare list of names.
5. Each committee member votes for each nominee by characteristic; 1, 2, or 3. (e.g. Nominee A characteristic one is a 3, characteristic two is a 1 etc.)
6. Present proposed slate and awardee choices to the Executive Committee by e-mail before the Annual Meeting.
7. Prepare program copy and send to National for September deadline.
8. Purchase Plaque for Award recipient. Contact Sponsor for check and representative to attend.

B. *F&PD Award*

1. Past Chair obtains nominee ideas from Executive Committee at Spring Meeting. Criteria are Industry Management, AIChE member, prefer F&PD Member. Award recipient gives speech of subject of his choice at Spring National Meeting F&PD Award Luncheon (or Dinner) and Annual Meeting.
2. Add to list if necessary and contact nominees if willing to receive award.
3. Present to Executive Committee by e-mail by September 1.
4. Prepare program copy and send to National for September deadline.
5. Purchase gift (not Plaque) for Award recipient. Budget is approximately \$400.

C. *Harry West Outstanding Student Paper Award*

1. Chair appoints Committee by or at the Annual Meeting. Prefer two officers plus new chair to keep from a tie. Chair will vote.
2. Issue Call for Papers at November Students meeting at the Annual Meeting.
3. Put call for papers in the Fall newsletter.
4. Email call to all Student Chapters and department chairs with notice of Award Competition by October 1.
5. Paper Submission deadline is February 10th (or about 3 months before the meeting).
6. Committee reviews papers and recommends winner and alternate to the chair 8 weeks before the spring meeting
7. Assist students to get to Spring Meeting.
8. Present Award at the F&PD Awards banquet. Start process over.
9. Put article in the summer newsletter, website about award recipient.

D. *Officer Nominations and Awards*

1. Chair appoints officer-nominating committee at the Spring National Meeting. Prefer two officers plus Past Chair to keep from a tie vote. The Past Chair votes.
2. Present to Executive Committee by e-mail before September 1. For National to run election, the nominations must be made by September 1. This assures inclusion in National Activity Booklet.
3. Chair purchases plaques for retiring officers and Programming Chair (every two years) for presentation at the annual Spring National Meeting Awards Dinner.
4. Chair prepares certificates for Technical Program Committee Area Subcommittee Chairs and others needing recognition for presentation at the annual Spring National Meeting Awards Dinner.

E. *Award Plaques*

Plaques are presented to the Keynote Speaker, F&PD Award recipient, the F&PD Service Award recipient, Outstanding Student Paper, and the outgoing F&PD officers (Past Chair, Secretary or Treasurer, Directors, and

Programming Chair) plus any outgoing personnel such as the *Flashpoint* editor.

To save cost, the lettering is printed in black on brass, not engraved. There is a black backing behind the brass plate. The plate is on 7" by 9" walnut. To save set-up cost the lettering words are duplicated as much as possible. A printed red and black logo was added in 1995 at the top of the brass plate. This added \$15 to the order and was worth it.

The vendor for the award plaques is Southwest Awards, 741 East 19th, Houston, Texas 77008-4424, Phone: 713-222-9081, Fax: 713-222-6319. The contacts are Calvin Martin and Peggy Barfield. A fax is sent to Southwest Awards about two months providing adequate time for production. A copy of the fax is appended to the Officers Manual; a separate page is used for each plaque to make production easier for Southwest Awards.

F. *Certificates*

The Institute has standard certificates that you can use. The Institute President will sign it and the Chair will sign. Alternately, a certificate can be customized.

X. Appendices

A. *Bylaws*

FUELS AND PETROCHEMICALS DIVISION BYLAWS

Revisions:

1. Previous update made per April 1994 Executive Committee Meeting comments as printed June 16, 1997.
2. Revised for electronic Executive Committee meeting amendment adopted by F&PD membership on February 8, 2000, and approved by the Chemical Engineering Technology Operating Council of the AIChE at its meeting on March 5, 2000.
3. Revised for electronic voting amendment adopted by F&PD membership on April 22, 2001 and approved by the Chemical Engineering Technology Operating Council of the AIChE at its meeting on April 23, 2001.
4. Revised for F&PD Technical Program Committee amendment and references to Chemical Engineering Technology Operating Council amendment adopted by F&PD membership on March 30, 2003.

5. Revised for amendment to make references to the Technical Program Committee and the Programming Chair consistent throughout the bylaws adopted by F&PD membership on April 10, 2005, and approved by the Chemical Engineering Technology Operating Council at its meeting on April 9, 2005.

6. Revised chair succession, ex comm. voting by any means, approved April 2007.

7. Revised Treasurer duties and add Communications Director, approved March 2009.

Added March 1, 2013 – these 5 bylaw changes.

2013, Part 1 – Keynote selection for the F&PD welcome session

Reason for change – originally F&PD had in their bylaws for the 1st Vice Chair to select the overall keynote presenter for the spring meeting with Global Congress on Process Safety selecting their own keynote as well. Since combining these two venues into one overall keynote, F&PD has had a lesser role in selecting the keynote. In addition, there will be the Agile Winner as the overall keynote presenter in future spring meetings.

Bylaw change – F&PD 1st Vice Chair will select the keynote for the F&PD keynote presenter, which takes place on Monday after the overall spring meeting keynote.

2013, Part 2 – Give voting rights to the communications director

Reason for change – F&PD made a bylaw modification in 2008 to add a Communications Director to take on the role of website manager, F&PD newsletter editor, and overall communications lead. However, this new position was not granted voting privileges. Also, there was no term-limit written into the bylaw.

Bylaw change – F&PD Communications Director now has voting privileges. In addition, the Communications Director is a 2 year term and is responsible for publishing the Flashpoint newsletter, maintaining the F&PD website, and assistance with other communications.

2013, Part 3 – Clarify 1st Vice Chair leads a programming advisory committee

Reason for change – The F&PD bylaws indicated the 1st Vice Chair leads all programming, however, this has not been the norm for over a decade. The overall F&PD Programming Chair heads all the programming for Topicals 6 and 7 and Group 16 at the spring meeting, and Group 16 at the Annual Meeting.

Bylaw change – The overall F&PD Programming Chair is the main programming lead, as done for over a decade... this is now written and official. The 1st Vice Chair now leads a programming advisory committee (PAC). The PAC will provide a fresh look for long-term vision, current and future market conditions, and quality of programming and

presentations, and will provide recommendations to the Technical Programming Committee led by the overall F&PD Programming Chair.

The Program Advisory Committee (PAC) consists of 7 members:

1. F&PD 1st Vice-Chair – PAC lead
2. Overall F&PD Programming Chair
3. F&PD Programming Vice-Chair
4. F&PD Programming Past Chair
5. F&PD Division Chair
6. F&PD Division Past Chair
7. F&PD 2nd Vice-Chair

2013, Part 4 – Clarify programming and session chair roles, qualifications, and succession

Reason for change – The succession of programming chairs was unclear and some had been in the position for over two years. This discouraged others for the opportunity to participate as a programming chair. In addition, some sessions were chaired by people representing the same company, University or affiliation; this discouraged diversity in the session being dominated by one affiliation.

Bylaw change – There were term-limits setup for programming chairs of two years with the expectation of Vice-Chairs taking over. Details of modifications below:

- F&PD Programming Chair is a six year position – two years as Vice Programming Chair, two years as Programming Chair, two years as Past Programming Chair (support role)
- All F&PD Programming Chairs must be active with F&PD membership
- Session chairs are expected to be active with F&PD membership, exception with co-chairs of sessions co-sponsored with other divisions (but expected to have active membership with their respective division)
- Have two programming chairs available for the Annual Meeting, currently there are three chairs for spring and nothing formal for the Annual
 - o 16a Programming Chair (Topical 7 on Refinery Processing – Spring meeting)
 - o 16b Programming Chair (Group 16 on Aromatics and Petrochemicals – Spring meeting)
 - o 16c Programming Chair (Topical 6 on Gas Utilization – Spring meeting)
 - o 16d Programming Chair (Group 16, all F&PD – Annual meeting)
 - o 16e Programming Chair (Annual Student Conference – Annual meeting)
- F&PD Overall Programming Chair selects the Programming Vice-Chair with the expectation they learn and take over responsibilities - the selection needs to be approved by the Programming Advisory Committee (PAC) by majority vote
 - o Incoming Programming Vice-Chair must have been Area/Topical/Group programming chair for 16a, b, c, d, or e
 - o Programming Advisory Committee (PAC) approves Vice-Chair by majority vote
 - o F&PD Programming Vice-Chair cannot be from the same company as the Programming Chair – exception is if a person changes companies (to the same company as the Programming Chair) after being selected Vice-Chair.
 - o If there is a vacancy due to illness, quit, inability to perform the required duties during the two-year term, the programming advisory committee selects a replacement and approves by majority vote
- Area/Topical/Group Programming Chairs for 16a, b, c, d, and e
 - o Area/Topical/Group Programming Chairs are two-year terms and change on odd years, same as the overall F&PD Programming Chair.

- Area/Topical/Group Programming Chairs must have been the respective Area/Topical/Group programming vice-chair
 - If no programming Area/Topical/Group vice-chair experience, candidates must be approved by the programming advisory committee
 - Area/Topical/Group Programming Chairs can select their Area/Topical/Group Vice-Chair (only one per track – 16a, b, c, d, or e)
 - Area/Topical/Group Programming Vice-Chair cannot be from the same company as the Area/Topical/Group Programming Chair – exception is if a person changes companies (to the same company as the Programming Chair) after being selected Area/Topical/Group Vice-Chair.
 - Area/Topical/Group Programming Vice-Chairs must have experience as a session chair
 - If no session chair experience, candidates must be approved by the programming advisory committee
 - Area/Topical/Group Vice-Chairs are expected to learn and take over responsibilities as Area/Topical/Group Programming Chairs after serving as Area/Topical/Group vice-chairs.
 - If there is a vacancy due to illness, quit, inability to perform the required duties during the two-year term, the programming advisory committee selects a replacement.
- Session Chairs
- Must have session co-chair experience prior to becoming session chair
 - If no experience as co-chair, approval from programming advisory committee is required
 - Session Chair and co-chairs cannot be from the same company, University, or affiliation – exception is if person changes companies after session chairs and co-chairs have been selected.

Technical Programming Committee Members consists of 9 members:

1. Overall F&PD Programming Chair – Programming Technical Committee lead
2. F&PD Programming Vice-Chair
3. F&PD Programming Past Chair
4. 16a Programming Chair (Topical 7 on Refinery Processing – Spring meeting)
5. 16b Programming Chair (Group 16 on Aromatics and Petrochemicals – Spring meeting)
6. 16c Programming Chair (Topical 6 on Gas Utilization – Spring meeting)
7. 16d Programming Chair (Group 16, all F&PD – Annual meeting)
8. 16e Programming Chair (Annual Student Conference and other events involving students)
9. CTOC Liaison for F&PD

2013, Part 5 – Expectations for role of 3-year F&PD Directors

Reason for change – The 3-year F&PD Directors did not have defined roles, therefore some were active and others not. With a defined role for participation, all directors are expected to be involved.

Bylaw change – F&PD Directors on the Executive Committee shall be elected for a term of three years each, three to be elected each year. A person who has served as a Director is eligible for election or appointment as an officer. A person appointed a Director by the Executive committee to fill a vacancy of less than a full three-year term shall be eligible for election as a Director at any time. A person may not serve as a Director for more than six consecutive years.

- All F&PD 3-Year Directors (including Officers) must be active with F&PD membership.
- It is expected that 3-Year Directors will participate as a session chair and/or on a committee for F&PD.
- Although optional, it is recommended directors provide one article per year for the Flashpoint Newsletter during their 3-Year term.

Added February 23, 2018 – these 2 bylaw changes.

2018, Part 1 – One Director to be YP Liaison

Reason for change – CTOC has informed all AIChE Divisions and Forums (CDFO) that a current trend in YP membership shows the retention of their membership post YP (over 35 years of age) needs improvement. CTOC has recommended based on the request of the YP Committee (YPC) that each CDFO provide an YP Liaison.

F&PD needs to make modifications to the current by-laws to address this need to ensure YP members will have a “home” that they will want to continue their active AIChE membership post YPC. In addition, this will help ensure F&PD will be better able to support the continual need of succession planning.

Bylaw change – One (1) of the at-large Directors of the F&PD ExCom will be the YP Liaison. It is not necessary for the YP Liaison to be a YP. The process to select the YP Liaison will be the following:

- If the current YP Liaison wants to continue to fill the position, and is still an at-large Director, they will continue to serve in the position.
- If a new YP Liaison is needed, the F&PD Chair will solicit volunteers from the at-large Directors.
 - If there is only one (1) volunteer, they will be nominated.
 - If more than one (1) volunteer expresses interest, the Chair, 1st Vice Chair, and 2nd Vice Chair will select which nominee will fill the position.
 - If no volunteers express interest, the Chair, 1st Vice Chair, and 2nd Vice Chair will decide who to appoint to the position.

The YP Liaison will also be exempt from the following Director requirements:

- Participate on any of the F&PD Committees.
- Being a Session Chair/co-Chair in any F&PD Programming.

2018, Part 2 – Modification to Communications Director

Reason for change –

1. No ascension plan is in place to train replacements of this position.
2. The amount of responsibility is difficult for one person to fill.
3. Given the importance of communications to reach membership, a larger team should be set-up to fulfill this important service to F&PD membership.

Bylaw change – A team rotation will be implemented for the Communications team. The modifications are the following:

- A three (3) person team will be set for the Communications efforts of F&PD. The roles will be the following:
 - Communications Director
 - Newsletter Editor
 - Webmaster
- The current Communications Director will select the new incoming Webmaster or Newsletter Editor each year. Selection of the Webmaster or Newsletter Editor will be upon majority approval of the following ExCom members:
 - Past Chair
 - Chair
 - 1st Vice Chair
 - 2nd Vice Chair
- The Communications Director will continue to be a voting member of the Executive Committee. The Webmaster and Newsletter Editor will not be voting members.
- The incoming Webmaster or Newsletter Editor will serve the F&PD on a three (3) year term on the Communications team. A person will serve a two (2) years as either the Newsletter Editor or Webmaster. They will then serve one (1) year as Communications Director. As a result a new Newsletter Editor and Webmaster will be selected on a yearly rotating basis.
- For the first year of implementation, the current Webmaster will serve a one (1) year term as Webmaster before becoming elevated to the Communications Director. The current Communications Director is to appoint a Newsletter Editor who will serve a two (2) year term before being elevated Communications Director.
- Communications Director is considered to take leadership of the Communications team, and in the end will be responsible for all the Communications outreach for F&PD.

Article I. Name and Objectives

Section 1.

The name of this organization shall be The Fuels and Petrochemicals Division of the American Institute of Chemical Engineers.

Section 2.

This Division is formed in the broad field of fossil fuels and petrochemicals, in accordance with the Institute's constitution, bylaws, and rules. Fossil fuels include petroleum, coal, oil shale, tar sands, heavy oils, natural gas, and synthetic substitutes for these materials. Petrochemicals include all chemical products made with any of these materials as a starting point.

Section 3.

The objectives of the Division shall be:

- a. To further the application of chemical engineering in the fuels and petrochemicals fields by industrial, educational, institutional and governmental groups.
- b. To provide a communications medium for the exchange of non-confidential information of mutual interest among individuals engaged in all phases of fuels and petrochemicals activities.
- c. To provide a forum for the dissemination of information, ideas, and attitudes between the practicing engineer and the chemical engineering educator.
- d. To instill an early interest in the Institute among the engineers in these specific fields; and to promote cross-fertilization of ideas with chemical engineers in other industries and thus to stimulate transfer of knowledge from one field to another.
- e. To coordinate the Institute's activities with other societies active in fuels and petrochemicals.
- f. To provide leadership, assistance and expertise as appropriate to the Institute, industrial, educational, and governmental groups in all fields of fuels and petrochemicals, activities, including safety, health, and environment.

Section 4.

The Division is under the supervision and control of the Chemical Engineering Technology Operating Council. Divisional programming activities will be carried out in cooperation with and coordinated with the National Program Committee of the Institute. The Division does not have the authority to act for or in the name of the Institute or to incur any financial obligations in the name of the Institute.

Article II. Membership

Section 1.

Membership in the Division shall consist of those who: (a) are members of the Institute, in any grade of membership, and (b) have paid the annual dues levied by the Division. Subject to payment of the annual Division dues, membership in the Division is permitted for non-members of the Institute for a maximum period of two years. (See Article VI. Section 1.)

Article III. Organization

Section 1.

The activities of the Division shall be directed by an Executive Committee of eighteen members: the current five officers, the immediate Past Chair of the Division, nine persons elected as Directors from the membership of the Division, the Programming Chair, Communications Director, and the Chemical Engineering Technology Liaison representative appointed by the Chemical Engineering Technology Operating Council. The Programming Chair, Communications Director, and the Chemical Engineering Technology Liaison representative for the Chemical Engineering Technology Operating Council shall serve as ex-officio members with voting privileges.

Section 2.

The officers of the Division shall be a Chair, a First Vice-Chair, a Second Vice-Chair, a Secretary, and a Treasurer, all of whom shall hold membership in the Division and shall be fellows, members, or associate members of the Institute. The term of office will start with the Division luncheon of the Spring Meeting and be two years for the Secretary and the Treasurer and one year for all other officers. The term of office for the Secretary is slated to begin in even years and for the Treasurer is slated for odd years. Succession of an elected Second Vice-Chair to First Vice-Chair will be automatic after one year. If a Second Vice-Chair has been appointed to fill a vacancy, an election for First Vice-Chair is necessary. The Chair shall not be eligible for re-election. The Secretary and the Treasurer may be re-elected.

Section 3.

Directors on the Executive Committee shall be elected for a term of three years each, three to be elected each year. A person who has served as a Director is eligible for election or appointment as an officer. A person appointed a Director by the Executive committee to fill a vacancy of less than a full three-year term shall be eligible for election as a Director at any time. Directors must be active with F&PD membership. It is expected they will participate as a session chair and/or on a committee for F&PD. Although optional, it is recommended directors provide one article per year for the

Flashpoint Newsletter during their 3-Year term. A person may not serve as a Director for more than six consecutive years.

One (1) of the at-large Directors will be the YP Liaison. It is not necessary for the YP Liaison to be a Young Professional (YP). The process to select the YP Liaison is the following:

- If the current YP Liaison wants to continue to fill the position, and is still an at-large Director, they will continue to serve in the position.
- If a new YP Liaison is needed, the F&PD Chair will solicit volunteers from the at-large Directors.
 - If there is only one (1) volunteer, they will be nominated.
 - If more than one (1) volunteer expresses interest, the Chair, 1st Vice Chair, and 2nd Vice Chair will select which nominee will fill the position.
 - If no volunteers express interest, the Chair, 1st Vice Chair, and 2nd Vice Chair will decide who to appoint to the position.

The YP Liaison will also be exempt from the following Director requirements:

- Participate on any of the F&PD Committees.
- Being a Session Chair/co-Chair in any F&PD Programming.

Section 4.

A three (3) person team will be set for the Communications efforts of F&PD that will be led by the Communications Director. The three roles will be the following:

- Communications Director
- Newsletter Editor
- Webmaster

The current Communications Director will select the new incoming Webmaster or Newsletter Editor each year. Selection of the Webmaster or Newsletter Editor will be upon majority approval of the following ExCom members:

- Past Chair
- Chair
- 1st Vice Chair
- 2nd Vice Chair

The Communications Director is a voting member of the Executive Committee. The Webmaster and Newsletter Editor will not be voting members. The incoming Webmaster or Newsletter Editor will serve the F&PD on a three (3) year term on the Communications team. A person will serve a two (2) years as either the Newsletter Editor or Webmaster. They will then serve one (1) year as Communications Director. As a result a new Newsletter Editor and Webmaster will be selected on a yearly rotating basis.

For the first year of implementation, the current Webmaster will serve a one (1) year term as Webmaster before becoming elevated to the Communications Director. The current Communications Director is to appoint a Newsletter Editor who will serve a two (2) year term before being elevated Communications Director.

The Communications Director is responsible for publishing the Flashpoint Newsletter, for maintaining the division website, and for assistance with other communications to the Division Membership, such as e-mail communications.

Section 5.

In the event of a vacancy in the office of Chair, the First Vice-Chair shall perform the duties of the Chair. In the event of a vacancy in the office of First Vice-Chair, the Second Vice-Chair shall perform the duties of the First Vice-Chair. If a vacancy occurs in any of the other positions on the Executive Committee, the Executive Committee shall appoint a replacement from the Executive Committee if the vacancy is an officer, or from the membership if the vacancy is a Director, to fill the unexpired term.

Section 6.

The Fuels and Petrochemicals Division's Programming Chair is elected by the Technical Program Committee and serves a four-year term consisting of one year as Programming Vice-Chair, two years as Programming Chair, and one year as Programming Past Chair. Candidates for the position of Programming Chair shall have previously served as Area Programming Coordinators or Meeting Coordinator and shall have chaired at least one technical session for the Fuels and Petrochemicals Division in the past three years. The Fuels and Petrochemicals Division's Programming Chair is responsible for the technical programming at Spring National and Fall Annual Meetings. The Programming Chair should hold Technical Program Committee meetings at the Spring National and Fall Annual Meetings, issue minutes of these meetings, report to the Fuels and Petrochemicals Division Executive Committee and represent the Fuels and Petrochemicals Division on the National Program Committee.

- a. The Program Advisory Committee will be headed by the First Vice-Chair. Membership will include the Second Vice-Chair, the Programming Chair, the Programming Vice-Chair or the Programming Past Chair as applicable, the Division's Past Chair, and the Division's Chair. This committee will draw up long-range plans and policies for the Division programming activities.
- b. The Technical Program Committee shall implement the plans. Other members of the Technical Program Committee include the Area Programming Coordinators for petroleum, petrochemicals and derivatives, gas, solid fuels and alternate energy, and new technology and developments. Each Technical Program Committee Area

Subcommittee is staffed by members of the Division whose interest and experience can provide valuable contributions to programming. Proposed changes to the number, name, and technology focus of subcommittees must be approved by the Executive Committee.

- c. The Fuels and Petrochemicals Division's Area Programming Coordinators shall be appointed by the Programming Chair and confirmed by the Executive Committee. They will develop and manage divisional programs for specific National Meetings in which the Division is involved, coordinating that activity with the National Program Committee and other programming groups.

Section 7.

The Secretary shall keep records of the proceedings of the Division handle the general correspondence of the division and at the direction of the chair, issue notices of all meetings.

Section 8.

The Treasurer shall handle and record the collection and disbursement of funds as authorized by the Executive Committee of the Division. The Treasurer shall submit a report covering finances and activities of the Division at the end of each year to the Executive Committee of the division and to the Secretary of the Institute. The Treasurer shall prepare a budget at the beginning of each year for review and approval by the Executive Committee. The Treasurer also shall normally be head of the Membership Committee.

The Treasurer will send invoices over \$1,000 to AIChE headquarters for payment. For invoices under \$1,000, the Treasurer shall have the additional options to:

- pay for point of service fees by either a personal check or personal credit card, and will be reimbursed by the division AIChE account upon submittal of appropriate documentation.
- pay the bill using the imprest account, if one is maintained by the Treasurer (see below).

The Fuels and Petrochemicals Division has the option of maintaining an operating (imprest) fund account of \$5,000. This imprest account (if maintained) is to be used for payment of petty cash items, small invoices, and larger expenditures requiring payment at the point of service. Individual checks to be drawn on the account will be limited to \$1,000 for routinely invoiced expenses and \$2,500 for point of service payments except as noted in the following amendments agreed upon with AIChE headquarters on Nov. 7th 2004, to provide flexibility in meeting the occasionally larger obligations that occur.

a) Operating (Imprest) Fund Account

If projected, expenditures that have been budgeted and require payment at the point of service are projected to exceed the operating fund account's maximum balance of \$5,000 in the succeeding 30 days, the Fuels and Petrochemicals Division Treasurer can request an advance to be deposited in the operating fund account that will bring the balance up to the projected expenditures plus a maximum of \$2,500 to maintain a reasonable operating fund account balance. The request for an advance will include the current operating fund account balance and the budgeted amounts for each of the point of service expenditures expected within the 30-day period. As soon as possible after paying the invoices for which an advance has been received, the Treasurer will submit a reconciliation of revenues and expenses to the Accounting Department. The associated revenues and expenses will be recorded on AIChE's books. Based on the balance in the imprest account, either a check will be sent to headquarters for deposit to reduce the account balance to \$5,000 or a check request will be submitted to the Accounting Department to allow replenishment of the operating fund account up to its maximum balance of \$5,000.

At the end of each calendar year, the balance in the imprest account must not exceed \$5,000. This will ensure that all revenues and expenses are recorded timely and in the appropriate year.

b) Check Signing Amendment

The limit for the amount that a check can be written for a point of service payment by a division is \$2,500. From time to time, the Fuels and Petrochemicals Division pays bills at the point of service that exceed that amount. When an individual check is to be issued to a vendor or a service provider that exceeds the limit for writing checks, the Fuels and Petrochemicals Division Treasurer will notify the AIChE Controller in advance and receive authorization for issuing a check that exceeds the limit on an as-needed basis. Authorization will be provided:

- If the request is for a budgeted item;
- If the amount of the expenditure does not exceed the budgeted amount for the expenditure or if the Fuels and Petrochemicals Division Executive Committee has approved the amount of the expenditure; and
- If the appropriate AIChE headquarters staff member has reviewed, approved, and co-signed any contract connected with the expenditure.

Only a Fuels and Petrochemicals Division officer with check signing authority may issue such a check; these officers are currently the Treasurer, the Chair, and the First Vice-Chair. (An example of this would be a bill that is presented at the end of a banquet, which could easily exceed the \$2,500 check-writing limit).

c) Authorization for Direct Charges to Division Accounts

If AIChE headquarters is going to charge either of the Fuels and Petrochemicals Division's accounts for expenses, approval of the Division's Treasurer, Chair, or First Vice-Chair will be obtained in advance. Examples of these expenses are meeting room

facilities including speaker phones and lines, audio-visual equipment, and refreshments at the AIChE Annual and National Meetings AIChE. Completion and submission of meeting room request forms and other similar documents with Division billing information constitutes approval of the expenditure. In the event that the Division makes a verbal request of headquarters staff to incur an expense on its behalf (such as ordering a plaque for presentation at an upcoming meeting), this request shall constitute approval of the expenditure.

Section 9.

There will be a Publications Committee consisting of a member of the Executive Committee as Chair and such other members as shall be appointed by the Division Chair. The Committee will work with editors and authors in the publication of papers in the Institute and other appropriate publications, in accordance with Institute Policy.

Section 10.

Such other committees as may be required shall be appointed by the Chair with the approval of the Executive Committee. The services of any such committees or committee members may be terminated at any time by the Chair with the approval of the Executive Committee.

Section 11.

Committees which are appointed to prepare for specific meetings or other events will continue to perform their functions, if satisfactorily handled, until the meetings or events designated have actually occurred. The term of service of such committee's may therefore continue after the retirement of the Division Chair who made the original appointments.

Article IV. Meetings

Section 1.

A quorum for meetings of the Division shall consist of the members present. Except where otherwise stated in these bylaws, all actions at a meeting of the Division will be decided by a majority vote of those voting.

Section 2.

The order of business for meetings of the Division shall be determined by the presiding officer (See Article IV, Section 5) and will include reading of the minutes of previous meetings, reports of committees, and new business.

Section 3.

The Executive Committee shall meet at least twice each calendar year. Meetings may be called by the Chair at such places and times as he may deem advisable and shall also be called if requested by four members of the Executive Committee. Notice of all meetings shall be sent to the Executive Committee members at least three weeks in advance of such meetings. Six members of the Executive Committee shall constitute a quorum. Meetings may be held by physical attendance, teleconference, videoconference, email, or other suitable communications methods or combination thereof, and votes may be cast in person or by any of the communications methods.

Section 4.

Except where otherwise stated in these bylaws, all actions of the Executive Committee shall be by a majority vote of those voting. If a tie vote results, the decision shall take the course voted by the presiding officer.

Section 5.

The Chair of the Division shall preside at all meetings of the Division and of the Executive Committee. In his absence, these functions will be performed by the First Vice-Chair, or by the Second Vice-Chair, or by the Secretary, or by the Treasurer, in that order.

Section 6.

Any member of the Executive Committee who fails to attend at least one of three consecutive Executive Committee meetings shall be considered as automatically tendering his resignation to the Executive Committee, subject to acceptance or rejection by the Executive by a secret ballot in consideration of possible extenuating circumstances. Newly elected members of the Executive Committee are encouraged to attend the Executive Committee meeting preceding the beginning of their term as a means of ensuring continuity in the conduct of the activities of the division.

Article V. Elections

Section 1.

The Chair, the Second Vice-Chair, the Secretary or the Treasurer, and three of the nine Directors on the Executive Committee shall be elected by either an annual letter ballot sent to the members of the Division or by electronic means as authorized by the Chemical Engineering Technology Operating Council. A letter ballot may be requested by members of the Division in all elections. In those cases where a letter ballot is requested by a member, it shall include notice of the date by which the ballot must be received in order to be counted. As provided in Article III, Section 2, the new First Vice-Chair will have advanced automatically from a previous position as Second Vice-Chair. Election shall be by a majority of the total of those voting by electronic means and by letter ballot. A minimum of four weeks shall be allowed between the mailing or electronic posting of the ballot and the counting of the votes. Receipt and tabulation of the votes shall be through the Member Activity Office and certified to the Executive Committee. The Executive Committee shall send the slate to the Chemical Engineering Technology Operating Council Liaison for certification by the Chemical Engineering Technology Operating Council.

Section 2.

Delinquent members shall not be eligible to vote or hold office (See article VI, Section 1).

Section 3.

A Nominating Committee shall be formed each year. The immediate Past Chair is automatically the Chair of the Nominating Committee and shall pick additional members of the Committee from the Division. The First Vice-Chair shall be a candidate for Chair and shall run unopposed unless another candidate or candidates are nominated by the Executive Committee or the membership. There shall be no nomination for First Vice-Chair since it is automatically provided that the position shall be filled by the Second Vice-Chair. The Nominating Committee shall formulate a slate of one or more candidates for each of the other offices to be filled for proposal to the membership. Two or more candidates shall be nominated for the office of Second Vice-Chair. Other nominations for each position will be accepted if petitioned by at least 5% of the membership, and submitted to the Secretary. With respect to nominees for The Directors' positions, the Nominating Committee will develop candidates from a cross-section of the Division's membership.

Section 4.

No member shall be eligible for election to more than one Division office at any time.

Section 5.

Elections shall be held annually with the voting process beginning no later than nine weeks prior to the Spring National Meeting of the Institute.

Article VI. Dues and Finances

Section 1.

Dues shall be on a calendar year basis as set by the Executive Committee subject to approval by the Chemical Engineering Technology Operating Council.

Section 2.

The Executive Committee will make all other regulations regarding payment of dues and will provide for an annual audit of the Division's finances.

Section 3.

The offices of the Chair, the Treasurer, the Programming Chair, the Chair of the Publications committee and the Chair of the Publicity Committee shall each have

available a drawable fund of one hundred dollars (\$100) per year; or an amount set by the Executive Committee. The Treasurer is authorized to make payment against these drawable funds upon presentation of invoices for out-of-pocket Division expenses. Such items which are reimbursable will be defined by the Executive Committee, subject to review by the Chemical Engineering Technology Operating Council. On depletion of an individual fund, an additional sum may be made available at the request of the particular office and on the specific approval of the Executive Committee.

Article VII. General Provisions

Section 1.

The decision of the Executive Committee shall be final on any question concerning the interpretation of the bylaws subject to the jurisdiction of the Chemical Engineering Technology Operating Council.

Section 2.

In all respects not specifically covered in these bylaws, the general rules of the Institute governing the conduct of the Division shall apply with equal force as if included in these bylaws.

Section 3.

In the decision of procedural matters not otherwise covered in these bylaws, Robert's Rules of Order will prevail.

Article VIII. Amendments

Section 1.

All proposed amendments to these bylaws must be reduced to writing. They may be proposed by the Executive Committee, by majority vote of a meeting of the Division, or by petition to the Executive Committee of at least 10% of the Division membership.

Section 2.

The proposed amendment will then be sent to all qualified Division members either by mail or by electronic means as authorized by the Chemical Engineering Technology Operating Council. In those cases where a letter ballot is requested by a member, it shall include notice of the date by which the ballot must be received in order to be counted, and that date shall be no earlier than four weeks after mailing of the ballots. Ballots shall be returned to the Member Activity Office which shall begin tabulation no earlier than four weeks after the date of their mailing. Ballots received after this period shall not be counted. The Member Activity Office shall certify the results to the Executive Committee which shall accept as approval of the amendment a two-thirds

affirmative vote of the total of those voting by electronic means and by letter ballot. The amendment shall then be submitted to the Chemical Engineering Technology Operating Council for approval, and shall become effective upon such approval.

B. History

HISTORY OF THE FUELS AND PETROCHEMICAL DIVISION 1966-1997

(Scanned from the 1997 Directory)

Initial interest in developing a division from the Petroleum and Petrochemical group began in 1954 when an Ad Hoc Committee on Divisions suggested division status, but little progress was made during the next ten years.

Questionnaires developed by Waldo Leggett and sent to various segments of the membership during 1965 indicated an interest in becoming a division which would take an active interest in refining and petrochemical programming. The first organizational division meeting was held September 27, 1965, during the 57th National AIChE meeting in Minneapolis. The meeting was opened by Hugh Guthrie, after which Irv Leibson discussed the following objectives for the proposed division.

Broad program coverage of the petroleum refining and petrochemical industries, including processes, products, economics, and markets.

Establishing a communication medium for personal contact and exchange of nonconfidential information between individuals active in all phases of the petroleum refining and petrochemical industries concerning mutual problems and interests.

Attracting through this medium, individuals active in the petroleum refining and petroleum refining and petrochemicals industries but not yet members of AIChE.

On December 4, AIChE's Council (now known as the Board of Directors) approved the formation of a Petroleum and Petrochemical Committee as the first step toward a division. During the February 7, 1966 meeting in Dallas, operational officers were elected as follows:

Chairman	I. Leibson
First Vice-Chairman	H. M. Rodekohr
Second Vice-Chairman	L. W. Leggett
Secretary-Treasurer	P. F. Pfennig

By action of the Council on December 3, 1966, Petroleum and Petrochemicals officially became a division of AIChE.

The first newsletter for the Division was distributed in June 1967. Committee organization was the major progress in 1968. An award was established in 1969 to recognize a leader of the industry. The award winners are listed below. Special

programming was also initiated in 1969. Summaries of the papers presented at the March meeting were included in the Division newsletter. The Division sponsored 18 sessions on the theme "Petrochemicals for Fiber and Paints" in February 1970 at Atlanta. In 1972, the Division initiated the idea of publishing extended abstracts of all Division sponsored papers rather than the complete papers. As of November 12, 1972, Division membership was 1247.

In 1974, it was decided to broaden the programming effort of the Division beyond the Spring National Meeting and include other National meetings of a limited scale. The name change and subsequent bylaws approved by Council in 1974 were approved by the membership in early 1970. The name change to "Fuels and Petrochemicals Division" reflects interest in gas, coal, tar sands, and oil shale as well as petroleum and petrochemicals.

F&PD is one of AIChE's key divisions and is looked upon as a leader in programming. For many years, the Division has sponsored and organized 50-60 sessions per year with over 250 papers. Today, F&PD provides programming in five industry areas: petroleum, petrochemicals and derivatives, gas solid fuels & alternate energy, and new technology and developments.

In 1989, AIChE dropped publication of "Energy Progress," and the Fuels and Petrochemicals substituted a News Letter, published three times a year. In 1994 the Council of AIChE approved the Award for Distinguished Service to the Fuels and Petrochemicals Division. This award has been given since then annually at the Awards Program. The recipients are listed in Section E, below.

In 1996, the Division held a 30th Anniversary Dinner at the Spring National Meeting in New Orleans in which Irving Leibson reviewed the history of the division. This 1997 directory contains the names of 1483 members.

C. *Past Division Chairs*

1966 Irving Leibson
1967 H. M. Rodekohr
1968 D. G. Schroeder
1969 L. W. Leggett
1970 R. F. Pfennig
1971 G. O. Walker
1972 W. F. Chappin
1973 E. O. McBride
1974 F. A. M. Buck
1975 Howard Grekel
1976 Carl D. Spangler
1977 Larry O. Stine
1978 Carl B. Sutton
1979 Kenneth W. Wood
1980 Patsy S. Chappellear

1981 Robert E. Maples
 1982 Edwin J. Bassler
 1983 E. Gordon Foster
 1984 Daniel S. Maisel
 1985 R. Rex Thompson
 1986 Calvin B. Cobb
 1987 Steven C. Weiner
 1988 John C. Heiman
 1989 Robert G. Clark
 1990 Rayford G. Anthony
 1991 Peter R. Pujado
 1992 Barbara J. Hays
 1993 Billy R. Rodgers
 1994 Charles L. Waligura
 1995 Soni O. Oyekan
 1996 Peter D. Wanser
 1997 Richard M. Angus
 1998 Chen-Hwa Chiu
 1999 Lewis C. James
 2000 John C. Butler
 2001 Irwin A. Wiehe
 2002 Stuart S. Shih
 2003 Jeffrey H. Yen
 2004 E. Dennis Griffith
 2005 Martin C. Poole
 2006 Harry H. West
 2007 Richard G. Mallinson
 2008 James Turner
 2009 Ralph W. Pike
 2010 Syamal Poddar
 2011 Colin Bowen
 2012 Tim Olsen
 2013 Lori McDowell

D. F&PD Award Recipients

1969	M. J. Rathbone	Exxon
1970		
1971	Fred L. Hartley	Union Oil
1972	Ralph Landau	Halcon
1973	H. D. Doan	Dow Chemical Co.
1974	Otto N. Miller	Standard Oil of California
1975	Maynard P. Venema	
1976	C. G. Kirkbride	The University of Texas
1977	J. E. Swearingen	Amoco
1978	Jerry McFee	Gulf Oil

1979	Theodore A. Burtis	Sun Oil
1980	Maurice Granville	Texaco
1981		
1982	Earle B. Barnes	Dow Chemical Company
1983	J. J. McKetta, Jr.	The University of Texas
1984	J. Peter Grace	W. R. Grace
1985	John F. Bookout	Shell Oil Company
1986	Edwin C. Holmer	Exxon Chemical Company
1987	John R. Hall	Ashland Oil
1988	Gordon A. Cain	The Sterling Group, Cain Chemical
1989	Bernard A. Paulson	Koch Industries
1990	John D. Burns	Vista Chemical
1991	Harold L. Hoffman	Hydrocarbon Processing, Gulf Publishing Co.
1992	Robert V. D. Luft	DuPont
1993	Peter H. Spitz	Chem Systems
1994	Robert H. Campbell	Sun Oil
1995	Calvin B. Cobb	Wright Killen
1996	Michael D. Winfield	UOP
1997	H. William Lichtenberger	Praxair
1998	Earnest W. Deavenport	Eastman Chemical Company
1999	Dan F. Smith	Lyondell Chemical, Equistar Chemical
2000	Bernard S. Lee	Institute of Gas Technology
2001	John Hohnholt	Valero Energy Corporation
2002	Lawrence Evans	Aspen Technology, Inc.
2003	Emil Jacobs	ExxonMobil Research and Engineering Co.
2004	Rayford G. Anthony	Texas A & M University
2005	Milorad Dudukovic	Washington University, St. Louis
2006	Hugh Guthrie	U.S. Department of Energy
2007	Carlos A. Cabrera	UOP
2008	Rakesh Agrawal	Purdue University
2009	Doug White	Emerson Process Management
2010	Henry Kister	Fluor
2011	Gavin Towler	UOP
2012	Dale Keairns	U.S. Department of Energy
2013	S. Shariq Yosufzai	Chevron Corporation
2014	Chen-Hwa Chiu	Chevron Corporation

E. *Distinguished Service Award Recipients*

1995	Edwin J. Bassler
1996	Irving Leibson
1997	Rayford G. Anthony
1998	Richard K. Traeger
1999	Steven C. Weiner
2000	Peter R. Pujadó
2001	Peter D. Wanser

2002 Soni O. Oyekan
 2003 Robert F. Dye
 2004 Chen-Hwa Chiu
 2005 Stuart S. Shih
 2006 Robert Goodmark
 2007 Irv Wiehe
 2008 Dennis Griffith
 2009 Bipin Vora
 2010 Lori McDowell
 2011 Dennis O'Brien
 2012 James Turner
 2013 Syamal Poddar
 2014 Steve Coleman

F. F&PD Keynote Speakers

1981	George R. Brown Robert W. Gerwig	Brown and Root Conoco Chemicals
1982	Robert N. Miller Ben C. Hayton	Getty Oil Texaco Chemical
1983	James B. Henderson Norman Hackerman	Shell Rice University
1984		
1985	Ray R. Irani John Burns	Occidental Petroleum Vista Chemical
1986	Ralph S. Cunningham Roger A. Moser	Tenneco Ethyl
1987	Paul F. Oreffice Joe T. McMillan	Dow Chemical Exxon
1988	Mary C. Good George H. Babikian	Allied Signal Arco
1989	Robert Levy Bob G. Gower	The M. W. Kellogg Company Lyondell Petrochemical
1990	Richard J. Stegemeyer Charles D. Holland	Unocal Texas A&M
1991	Ray R. Irani Alexander F. Giacco	Occidental Himont
1992	James N. Sullivan John J. Wise	Chevron Mobil/Auto-Oil Industry Air Quality Task Force
1993	Frank Y. S. Chen E. Gary Cook	Chinese Petroleum Ethyl/Albemarle
1994	Edward Pollak Jeffrey R. Serra	Olin Pliro
1995	Paul D. Melnuk Adrian Zaccaria	Clark Refining and Marketing Bechtel
1996	Stephen M. Solomon	Lummus

	Steven W. Percy	BP Oil
1997	Michael P. Ramage	Mobil
	Pierre Castillon	Elf
1998	Jerry J. Oliver	Bechtel
	Nirmal Chatterjee	Air Products and Chemicals
1999	Michael Piwetz	Fluor Daniel
	Larry Washington	Dow Chemical
2000	Don Paul	Chevron Oil Company
	James Cutler	Sable Petrochemicals
2001	John A. Manzoni	BP
2002	Robert V. D. Luft	Energy Corporation
2003	Claude Jablon	TotalFinaElf
	Wenent Pan	Chinese Petroleum Corporation
2004	James L. Gallogly	Chevron Phillips Chemical Company LP
2005	Richard J. Marcogliese	Valero Energy Corporation
2006	Michelle Foss	Center for Energy Economics, The University of Texas at Austin
2007	Carl Bauer	National Energy Technology Laboratory, US Department of Energy
2008	Richard Igercich	Chalmette Refining L.L.C.
2009	Alan Boeckmann	Fluor Corporation
2010	John Hofmeister	Shell
2011	Emil Jacobs	ExxonMobil
2012	Michael J. Dolan	ExxonMobil
2013		

G. *F&PD Welcome Session Speaker*

2011	Sam Thomas	Chart Industries
2012	Joseph B. Powell	Shell
2013		

H. *Overall F&PD Programming Chairs*

1999-01	Peter Pujado
2001-03	Gavin Towler
2003-05	Syamal Poddar
2005-07	Lori McDowell
2007-09	Dennis O'Brien
2009-11	Tim Olsen
2011-13	Belma Demirel
2013-14	Mike Schultz

I. ***F&PD Best Paper***

2006 Ahmad A. Hamad, Ravi Kant Emerson Process Management
2007
2008
2009 James Turner
2010
2011
2012
2013

J. ***Harry West Student Paper Award***

2007 Brent Biseda Rice University
2008 Benjamin L. Bangasser South Dakota School of Mines and Technology
2010 Wen Fei Chu, Alan Chen & Andrew Liang
University of California - Berkeley
2011 John Patrick Eason University of Tulsa
2012
2013

K. ***Sample Documents***

The next pages provide examples of letters that are sent from time to time for various functions of F&PD.

CALL FOR PAPERS
The Harry West Student Paper Award
AIChE Fuels and Petrochemicals Division



The Fuels and Petrochemicals Division of the AIChE is pleased to announce the 2009 Harry West Student Paper Award Competition in memory of the many technical and professional contributions of the late Dr. Harry West.

The Harry West Student Paper Award will be presented to the undergraduate student member of AIChE and the Fuels and Petrochemicals Division who submits the best paper of 10 pages or less on any subject relevant to fuels, petrochemicals or safety. Papers must be submitted by February 15th 2009, and the winner will be announced about March 10th, 2009.

The Harry West Student Paper Award consists of a plaque, an honorarium of \$1000 and expenses to cover air flight and overnight accommodation to attend the Fuels and Petrochemicals Division Awards Luncheon on Monday April 27, 2009 at the AIChE Spring National Meeting in Tampa to receive the award.

Papers should be submitted electronically in Word or Adobe format and should be a maximum of 10 pages, single spaced with minimum 12 point font size. Papers are not restricted to research topics and may include design case studies and reviews. All papers must describe the student's own original contribution while an undergraduate but may be part of a larger project to which the submitter contributed. Papers should be submitted to the awards committee c/o Professor Rick Mallinson at mallinson@ou.edu. Students can join the AIChE and the Fuels and Petrochemicals Division at www.aiche.org or calling 1-800-242-4363.

Previous Winners

2007 Brent Biseda, Rice University

2008 Benjamin Bangasser, South Dakota School of Mines and Technology



TELEFAX COVER SHEET

FUELS AND PETROCHEMICALS DIVISION OF THE
AMERICAN INSTITUTE OF CHEMICAL ENGINEERS

NUMBER OF PAGES: 11

DATE: March 16, 2005

TO: CALVIN MARTIN
COMPANY: Southwest Awards
TELEPHONE NO.: 713-222-9081
TELEFAX NO.: 713-222-6319

FROM: DENNIS GRIFFITH
TELEPHONE NO.: 713-656-7794 (New Work) or 713-465-9347 (Home)
713-857-6428 (Cell)
TELEFAX NO.: 713-465-6914 (Home)
E-MAIL: DennisGriffith@pdq.net (Home, Preferred)
Dennis.Griffith@Halliburton.com (Work)

SUBJECT: 2005 F&PD Award Plaques

Mr. Martin, over the years it has been a pleasure working with you and Southwest Awards making the Awards Plaques for the Fuels and Petrochemicals Division. I would like to order this year=s plaques from you. As with the past years, there will be nine (9) plaques that are to be made the same as you have previously done. I will call you about the price. Please note that we are exempt from Texas sales tax, and I will bring you the exemption form when I pick up the plaques.

The wording of the engravings for each regular plaque are listed on the 8 succeeding pages of this fax. Please note that the wording is varied slightly for some plaques. Please use the fonts, layouts, spacings, etc., that you have used in the past. However, we would like for the person=s name to be prominent by being larger than and separated from the remainder of the wording even if it has not been that way in the past. Please let me know if there are too many lines.

I need to get the plaques no later than Wednesday, April 6, for presentation the following week; however, I would like to get them by Friday, April 1, so we can time to make corrections if any are necessary.

Thank you for telling me on Monday that Southwest Awards has moved to 741 East 19th.

Please call me at one of the telephone numbers above if you have any questions. And, thank you very much for your continued service.

Thank you,
Dennis Griffith

In Recognition Appreciation for Valued Service

Jeffrey H. Yen

Second Vice-Chair, First Vice-Chair, Chair, Past Chair
2001 Through 2005

Fuels and Petrochemicals Division
American Institute of Chemical Engineers

In Recognition and Appreciation of Dedicated Service

Richard Mallinson

Secretary
2003 Through 2005

Fuels and Petrochemicals Division
American Institute of Chemical Engineers

In Recognition and Appreciation

Lori McDowell

Director
2002 Through 2005

Fuels and Petrochemicals Division
American Institute of Chemical Engineers

In Recognition and Appreciation

Godwin J. Igwe

Director
2002 Through 2005

Fuels and Petrochemicals Division
American Institute of Chemical Engineers

In Recognition and Appreciation

Colin P. Bowen

Director
2002 Through 2005

Fuels and Petrochemicals Division
American Institute of Chemical Engineers

In Recognition and Appreciation of Service

Syamal Poddar

F&PD Programming Chair
2003 Through 2005

Fuels and Petrochemicals Division
American Institute of Chemical Engineers

In Recognition and Appreciation of Service

Chris Paul

F&PD Newsletter Editor
2002 Through 2004

Fuels and Petrochemicals Division
American Institute of Chemical Engineers

Greatest Thanks for Never-Ending Dedication
And Selfless Service

Stuart S. Shih

2005 Distinguished Service Award
Sponsored by Tyco Thermal Controls

Fuels and Petrochemicals Division
American Institute of Chemical Engineers

In Recognition of Outstanding Technological Contributions
To the Advancement of Our Industry

Milorad P. Dudukovic

2005 Fuels and Petrochemicals Division Award
American Institute of Chemical Engineers

In Recognition and Appreciation

Rich Marcogliese

For the Keynote Address

AA New Leader for a New Era of Refining@

2005 Spring National Meeting
Atlanta, Georgia

Fuels and Petrochemicals Division
American Institute of Chemical Engineers



Dennis Griffith
Granherne - KBR
8444 Winningham Lane
Houston, Texas 77055-7532

February 28, 2005

Mr. Dennis Griffith
8444 Winningham Lane
Houston, TX 77055-7532

Dear Dennis:

As the Chair of the Fuels and Petrochemicals Division, you and your guest are invited to attend the 2005 Fuels and Petrochemicals Division Executive Committee dinner starting at 7:30 P.M. on Sunday evening, April 10, at City Grill in Atlanta, Georgia. The dinner will let all of us meet the keynote speaker for the AIChE 2005 Spring National Meeting, Richard Marcogliese, Senior Vice President of Refinery Operations at Valero Energy Corporation. Also invited to the F&PD Executive Committee dinner are Milord (Mike) Dudukovic, the 2005 F&PD Award recipient, and Stuart Shih, the 2005 Tyco Thermal Controls F&PD Distinguished Service Award recipient.

City Grill is located a short walk from the Hyatt Regency Hotel, where the Spring National Meeting's Welcoming Reception, which starts at 6:00 P.M., will be held. We will begin to congregate at the entrance of the Welcoming Reception around 7:15 P.M. and walk over to the restaurant from there, or, if you would rather not to go to the Welcoming Reception, you may join us at City Grill at 7:30 P.M. After a short period of socializing, we will be served dinner at 8:00 P.M. Please review the enclosed menu to make your choice among the entrées or, if you prefer, a vegetarian dish can be provided. The price for each of the choices for dinner is \$45.00 per person.

Please complete the form at the bottom of the menu indicating whether or not you will be attending the F&PD Executive Committee dinner and either mail or fax it to me by Monday, April 4. Please indicate your choice of entrée, and, if mailing the form, enclose your payment for the dinner. Checks should be made payable to Fuels and Petrochemicals Division of the AIChE. If you fax the form, please bring a check to the dinner. You do not need to register for the 2005 Spring National Meeting to attend this dinner. Please call me at work at 713-656-7794 if you have any questions or send me an e-mail message at dennisgriffith@pdq.net.

On behalf of the current members of the Executive Committee, we are looking forward to seeing you at the 2005 F&PD Executive Committee Dinner.

Sincerely,

Dennis Griffith
Chair, Fuels and Petrochemicals Division



Dennis Griffith
Granherne - KBR
8444 Winningham Lane
Houston, Texas 77055-7532

March 6, 2005

Mr. Richard Marcogliese
Valero Energy Corporation
P.O. Box 500
San Antonio, TX 78292-0500

Dear Mr. Marcogliese:

As the 2005 Spring National Meeting's keynote speakers, you and your guest are invited to attend the 2005 Fuels and Petrochemicals Division Executive Committee dinner starting at 7:30 P.M. on Sunday evening, April 10, at City Grill in Atlanta, Georgia. The dinner will let all of us meet you as well as Milorad (Mike) Dudukovic, the 2005 F&PD Award recipient, and Stuart Shih, the 2005 Tyco Thermal Controls F&PD Distinguished Service Award recipient.

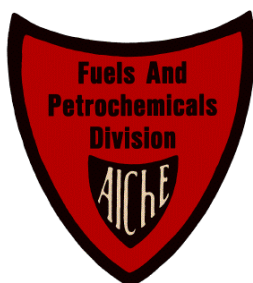
City Grill is located a short walk from the Hyatt Regency Hotel, where the Spring National Meeting's Welcoming Reception, which starts at 6:00 P.M., will be held. We will begin to congregate at the entrance of the Welcoming Reception around 7:15 P.M. and walk over to the restaurant from there, or, if you would rather not to go to the Welcoming Reception, you may join us at City Grill at 7:30 P.M. After a short period of socializing, we will be served dinner at 8:00 P.M. Please review the enclosed menu to make your choice among the entrées or, if you prefer, a vegetarian dish can be provided. As one of the people that we are honoring, you and your guest's dinners are complimentary, courtesy of the Fuels and Petrochemicals Division.

Please complete the form at the bottom of the menu indicating whether or not you will be attending the F&PD Executive Committee dinner and either mail or fax it me by Monday, April 4, indicating your choice of entrée. Please call me at work at 713-656-7794 if you have any questions or send me an e-mail message at dennisgriffith@pdq.net.

On behalf of the current members of the Executive Committee, we are looking forward to seeing you at the 2005 F&PD Executive Committee Dinner.

Sincerely,

Dennis Griffith
Chair, Fuels and Petrochemicals Division



**American Institute of Chemical Engineers
Fuels and Petrochemicals Division**

Date April 10, 2005

Received from _____ the amount of \$45.00

FORTY FIVE and NO/100 ----- Dollars

for 2005 Fuels and Petrochemicals Division Executive Committee Dinner

By _____

**Mike Oballa
F&PD Treasurer**



**American Institute of Chemical Engineers
Fuels and Petrochemicals Division**

Date April 10, 2005

Received from _____ the amount of \$90.00

NINETY and NO/100 ----- Dollars

for 2005 Fuels and Petrochemicals Division Executive Committee Dinner

By _____

**Mike Oballa
F&PD Treasurer**



**AMERICAN INSTITUTE
OF CHEMICAL ENGINEERS
FUELS AND PETROCHEMICALS DIVISION**

Dennis Griffith
Chair
Granherne - KBR
8444 Winningham Lane
Houston, Texas 77055-7532

Mr. Dennis Griffith
8444 Winningham Lane
Houston, TX 77055-7532