

## BY-LAWS OF THE U.S. SECTIONS OF THE COMBUSTION INSTITUTE<sup>1</sup>

### ARTICLE I - NAME, PURPOSE

- Section 1: The **U.S. Sections of The Combustion Institute (The USSCI)** is a non-profit educational and scientific society whose purpose is to promote the science and application of combustion for the benefit of society. It was incorporated in 2014 in the State of Delaware, United States of America, and the articles of incorporation serve in place of a Constitution.
- Section 2: The biennial national meeting sponsored by **The USSCI** shall be called the “U.S. National Combustion Meeting”.
- Section 3: The **Board of Directors (Board) of The USSCI** was formed to increase communication amongst U.S. Combustion Institute members. The major activities of the Board are to sponsor the U.S. National Combustion Meeting, other national meetings, summer schools, and workshops for U.S. researchers in combustion science and engineering; and, to promote awareness of combustion.
- Section 4. The **Board** shall set dues schedules for memberships, if applicable.

### ARTICLE II - MEMBERSHIP

- Section 1. Each U.S. section of The Combustion Institute shall be a member of the U.S. Sections of The Combustion Institute.
- Section 2. Each U.S. section of The Combustion Institute shall have five designated voting representatives to serve as the Board Members of The USSCI. In order to provide a staggered member rotation and maintain the experience and leadership of the Board, starting from 2019 each section will nominate two new representatives in addition to the existing three continuing representatives to The USSCI Board. The Chair Elect or Vice Chair of the section should be elected as one of the two new representatives. This Chair Elect or Vice Chair will serve three 2-year terms (total of 6 years) on The USSCI Board as he or she progresses to Chair and past Chair positions in their section. The other representatives from each section will normally serve two 2-year terms (total of 4 years), unless another 2-year term is requested and approved by both the USSCI board and the section board. A schematic of the staggered rotation of the representatives of each section is shown in Table 1. The term of the new section representatives on The USSCI Board will start at the end of the U.S. National Combustion Meeting of that year. The term of non-continuing representatives ends right after the end of the U.S. National Combustion Meeting of that year.
- When there is a vacancy in the number of Board member, the represented section may elect a successor to hold office for the unexpired portion of the vacated term.
- Past chairs shall become eligible for election as honorary board members upon expiration of their terms as Board members. Honorary members shall be non-voting members of the Board.
- Section 3. Officers and Duties. There shall be four officers of the **Executive Committee**: Chair, Vice-Chair, Secretary, and Treasurer. Officers will serve approximately two-year terms. The Chair and Vice-Chair will be selected from the boards of the three U.S. sections on a rotating 2-year basis as shown below starting in 2021:

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<sup>1</sup> As amended by the USSCI Advisory Board on September 13, 2022.

Year	USSCI Chair	USSCI Vice-Chair
2021	CSSCI	ESSCI
2023	ESSCI	WSSCI
2025	WSSCI	CSSCI
2027	CSSCI	ESSCI
2029	ESSCI	WSSCI

The Chair and Vice-Chair shall be chosen from the respective section members of the USSCI board. The nominations and elections of Chair and Vice Chair will be held every two years at a board meeting at or near the time of the US National Meeting. The new slate of officers will begin their terms on August 1 of odd years. The Secretary and Treasurer will be selected by the **Executive Committee** from the board members. Because of the importance of continuity in that position, the Treasurer may be invited by the **Executive Committee** to serve for three 2-years term (total of 6 years).

In case the US National Meeting is delayed or cancelled, the nominations and elections of Chair and Vice Chair will be held online by votes of the board members no later than July 1 of odd years. The candidates who won the majority votes will be elected.

The duties of the officers are as follows:

The **Chair** shall convene regularly scheduled **Board** meetings, shall preside or arrange for the Vice-Chair to preside, at each meeting. In the absence of the Chair, the Vice Chair shall preside. The meeting may only proceed if one of these presiding chairs is present, except that if both are absent because of death or disability, the Board may designate a presiding officer.

The **Vice-Chair** will chair committees on special subjects as designated by the **Board**.

The **Secretary** shall be responsible for keeping records of **Board** actions, including overseeing the taking of minutes at all meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each **Board** member, and assuring that corporate records are maintained.

The **Treasurer** shall make a report at each **Board** meeting, assist in the preparation of the budget for the national meetings and interact with the office of The Combustion Institute. The **Board** must approve the budget of the U.S. National Combustion Meeting. Any major change in the budget must be approved by the **Board**. The fiscal year ends June 30th. The financial records of the **Board** shall be made available to the members of the U.S. Sections of The Combustion Institute.

### ARTICLE III - MEETINGS

Section 1: The **Board** shall meet at least annually. One meeting shall be during U.S. National Combustion Meeting, held every other year. The other meetings will be called by the Chair. Virtual meetings are allowed, either by voice or video conferencing, or by email.

Section 2: Special meetings may be called by the Chair or a simple majority of the **Board**.

Section 3: A quorum consists of nine representatives with at least three representatives from each section. Each representative has one vote for motions during the meeting.

#### **ARTICLE IV – FINANCIAL**

Section 1: Overages and losses for the U.S. National Combustion Meeting will be shared according to the 50%/25%/25% distribution (50% of the losses or overages to the host section and 25% of the losses or overages to the other two sections).

Section 2: An account in the name “U.S. Sections of The Combustion Institute” will accrue the membership dues from the U.S. sections members’ payments. The account will be used to “insure and fund” expenses associated with hosting the U.S. National Combustion Meeting, with initiatives made by The USSCI (Awards, outreach, *etc.*), and with routine business and audit expenses. After the conclusion of the U.S. National Combustion Meeting, the account may be reduced to an agreed upon level and the funds above this amount distributed equally among the three sections.

#### **ARTICLE V - CONFLICTS OF INTEREST**

Section 1: Ethical practices. The Board of Directors and Executive Officers are individually responsible for their adherence to high ethical standards, including avoidance of conflicts of interest.

Section 2: Material conflicts. No Responsible Party shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with The USSCI as a representative.

Any Responsible Party who is an officer, representative, or staff member of an organization that benefits directly or indirectly from a relationship with The USSCI shall identify his or her affiliation with said organization. Further, in connection with decisions specifically directed to that organization, the individual shall not participate in the decision affecting that organization.

Responsible Parties shall refrain from obtaining any list of members of the Combustion Institute or sponsoring organizations for personal or private solicitation purposes at any time during the term of their affiliation.

Section 3: Responsibility of recusal. Each Responsible Party shall disclose to the Chair any conflict of interest that he or she may have in any matter pending before The USSCI and shall refrain from participation in any decision on such matters.

Section 4: Procedures. The Responsible Parties shall review this conflict-of-interest policy upon selection as members of the Board. They shall execute a written affirmation, normally at the start of their first Board meeting, that they understand the Conflict of Interest Policy and that they are in conformance with it. The office of The Combustion Institute shall maintain these affirmations indefinitely.

If an individual is for any reason in a situation that presents a conflict, then that individual shall recuse himself or herself from any decision or vote related to the matter and shall report such conflict to the Chair and to The office of The Combustion Institute, which will maintain a confidential file of such reports.

#### **ARTICLE VI – CHANGES TO THE BYLAWS**

Section 1: For amendments to the bylaws, each section has one vote. The vote of a section is determined by the following majority rule: in the case that three of its representatives are present, the vote of a section requires that all three representatives agree; in the case that four or five of its

representatives are present, the vote of a section requires that at least three of the representatives agree. A unanimous vote of the three sections is needed to pass amendments to the bylaws.

**ARTICLE VII – COMMITTEES**

Section 1: Committees may be designated by the resolution of the Board. The chair of the USSCI board shall appoint the chair of the committee or a member of the Board may volunteer. The chair shall ask each section to nominate an equal number of members to the committee.

Section 2: Each member of a committee shall continue as designated by resolution adopted by the Board, unless the committee shall be sooner terminated. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

<b>Year</b>	<b>Continuing Members of the Section</b>	<b>New Members of the section</b>
2019	A, B, C	D, E*
2021	C, D, E**	F, G*
2023	E***, F, G**	H, I*
2025	G***, H, I**	J, K*
2027	I***, J, K**	M, N*
<b>* Chair Elect of the Section</b>		
<b>** Chair of the Section</b>		
<b>*** Past Chair of the Section</b>		

**Table 1 Schematic of staggered rotation of each section representatives to The USSCI Board**

**ARTICLE VIII – CODE OF CONDUCT**

Section 1: Code of Conduct creation and maintenance. The Board Members of The USSCI approved a Code of Conduct (CC) on 29 April 2022 outlining the USSCI’s commitment to maintaining a safe environment for all its members and meeting attendees free from harassment during all USSCI sponsored events. This document complements the Code of Ethics adopted by the Board of Directors of The Combustion Institute, 23 March 2017. For changes and amendments to the CC, each section has one vote. The vote of a section is determined by the majority rule as described in ARTICLE VI (CHANGES TO THE BYLAWS).

Section 2: Application of the Code of Conduct. The CC will henceforth be enacted for all USSCI meetings and events. All participants in USSCI meetings and events must agree to abide by the CC upon condition of their participation.