

**The AIChE of North Carolina State
University's Constitution**

Preamble:

The name of this organization shall be the American Institute of Chemical Engineers at North Carolina State University (AIChE). Here within, any mention of the "Chapter" and the "University" shall be in reference to the above said organization and university respectively. Any mention of the "Board" shall be in reference to the chapter's officer board as outlined in Article II, Section A. The objectives and responsibilities of this chapter shall be:

- To promote the professional development of its members through its programs and via relations with its own student members, faculty, with other Student Chapters and with the parent body, the American Institute of Chemical Engineers
- Provide opportunities for its members to interact and network with key contacts in fields related to chemical engineering
- Engage colleagues to build a community where members may discuss mutual interest and problems
- Foster awareness of our activities and the chemical engineering profession

Article I: Membership

Section A: Eligibility

All members of the Chapter must be either undergraduate or graduate students enrolled within the University. There are two grades of membership in the Chapter: Member and Active Member. Active membership shall require the payment of yearly dues and the fulfillment of 2 membership points on a semesterly basis. Membership shall require only the payment of yearly dues.

Section B: Member Benefits

Paid members of the Chapter shall receive the following benefits:

- Opportunity to participate in Chapter sponsored activities
- Voting privileges in elections
- Option to submit personal resume to resume book

Members achieving Active status shall receive all the benefits of a paid member including but not limited to the following:

- Eligibility for Chapter awards, recognitions and scholarships
- Eligibility to become a Chapter officer
- Eligibility to attend national and local conferences
- Given priority in Chapter sponsored events

Section C: Member Points and Dues

Yearly dues of \$10 for underclassman and \$20 for upperclassman are charged by this Chapter to aid in covering the Chapter's operating expenses. Chapter officers are exempted from paying dues and are awarded active membership status. Membership points as listed below shall be earned with the participation in various events that this Chapter sponsors.

Points Possible for AIChE Activity

- 1 point Attendance at a dinner/general body meeting
- 1 point Attendance at a social
- 2 points Attendance at a plant trip
- 2 points Volunteering for an outreach event
- 2 points Attending AIChE Regional/National Conference
- 2 points Participation on a committee

Membership points will be accumulated during the course of each semester to define active membership status for that semester. Membership points will be reset to zero at the beginning of each semester. If the executive board makes changes or additions to the distinction between the two types of membership in terms of requirements, criteria and benefits the information shall be disclosed to the general body.

Section D: Non-Discrimination Policy

Discrimination based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is in violation of federal and state law and North Carolina State University policy, and will not be tolerated.

Article II: Chapter Organization

Section A: Officer Positions

The administrative and policy-making responsibilities of the Chapter are vested in an officer board to serve the entire academic year consisting of the following positions in order of succession: Officer Board:

Executive Board:

- President
- Vice President of Operations
- Vice President of Finance
- Vice President(s) of Industry Relations
- Vice President of Records

Chairs:

- Outreach Chair
- Social Chair
- Brew Team Chair
- Publicity Chair

- Technology Chair
- Chem-E Car Chair
- Professional Development Chair
- Dinner Chair
- Fundraising Chair

The Executive Board and Chairs will meet at least every two weeks during the school year in order to facilitate and evaluate the Chapter's progression to its goals. The officer board, by vote of 3/4 of the officer board members, has the power to extend its membership by creation of a new and clearly defined officer position. Each new position may be constitutionally defined by a subsequent addition of an amendment to this constitution. The removal of an officer position shall constitute a repetition of the above process and is effective on the final day of the semester during which the vote is made.

Section B: Eligibility

All officer board members must be declared chemical engineering majors in good standing at the University as an undergraduate or graduate student. All executive board members must also hold the membership grade of paid active membership immediately prior to taking office. In addition to the requirements set further in the previous paragraph, the Chapter president must also have held an executive board position prior to election to the office of president. In the case when no candidates who seek the office of president fulfill this requirement, presidential requirements shall only be defined as in the previous paragraph.

Section C: General Officer Responsibilities

Each officer shall be required to maintain an online Standard Operating Procedures (SOP) document or Google Drive folder containing all informational publications (ie. newsletters), records of events, and all other records of his/her activities. This record shall be transferred to the new officers before the end of the academic year to facilitate the transfer of administrations. The Chapter shall provide any supplies that Board members require in fulfilling their duties. Each officer is also endowed the power to form a committee to assist with the responsibilities of a position. Each officer shall be also responsible for attending all relevant chapter events barring conflicts. Each officer shall also follow all procedures and rules as outlined by the AIChE Officer Handbook.

Section D: President

The following shall be the responsibilities of the President during his/her term:

- Act as the chief executive officer of the chapter
- Charged with the execution of the rules and laws of the Chapter as established by the constitution
- Preside over all general body meetings
- Serve as an ex-officio member of all other committees
- Listen and delegate authority and tasks to each of the officers in an organized and fair manner
- Maintain the goals of the Chapter to the best of his or her abilities and to encourage the other officers to do likewise
- Veto any distribution of the organizations funds that the President deems inappropriate
- Veto any event that is held in the name of AIChE if the event is deemed as harmful to the organization
- Initiate communication to other engineering societies to facilitate joint meetings or events
- The President shall be notified of all publications, flyers, and letters that bear the AIChE logo or that represent the organization in due time before they are published. The President can halt the distribution of any such document(s) if deemed that the document(s) is not representative of the organization.
- Primarily plan National Conference trip
- Maintain faculty relations

Section E: Vice President of Operations

The following shall be the responsibilities of the Vice President of Operations during his/her term:

- Assist the President in the performance of his or her duties and shall preside at meetings in the absence of the President
- Manage operations of Chairs and support in responsibilities
- Primarily plan Regional Conference trip
- Maintain of AIChE closet and Standard Operating Procedures (SOPs)
- Procure lead for Chemical Engineering department coursepacks for both semesters

Section F: Vice President of Finance

The following shall be the responsibilities of the Vice President of Finance during his/her term:

- Preside over the overall allocation of AIChE money and the compilation of an itemized budget
- Maintenance of all AIChE expense accounts
- Coordinate financial transactions from companies for sponsorship packages
- Spearhead appropriations efforts for funding from Student Government, Engineers' Council, and the COE Student Success Fund
- Maintain budgetary records of all AIChE expenses
- Assist the fundraising chair with organizing fundraisers

Section G: Vice President of Industry Relations

The following shall be the responsibilities of the Vice President of Industry Relations during his/her term:

- Serve as a representative for AIChE for correspondence with industry contacts
- Maintain contact with corporations regarding the organization of dinners, sponsored events, plant trips, etc.
- Communicate with other engineering organizations to schedule joint dinners and events
- Plan and organizing plant trips
- Assist Dinner Chair(s) with company dinner logistics

Section H: Vice President of Records

The following shall be the responsibilities of the Vice President of Records during his/her term:

- Oversee and maintain the proper registration of the organization with all appropriate organizations within the University including OrgSync, Student Involvement, etc.
- Publish at least two newsletters per semester (Note: to maintain eligibility for Outstanding Chapter Award)
- Maintain the AIChE email account
- Sort all external AIChE correspondences into respective officer folders
- Maintain sign-in sheets at all meetings and events
- Maintain a membership database that should include all membership contact information and attendance
- Record meeting minutes at all officer meetings

Section I: Outreach Chair

The following shall be the responsibilities of the Outreach Chair during his/her term:

- Organize AIChE involvement in campus related recruitment
 - Organize tours of Chemical Engineering buildings and facilities to recruit future students
- Organize and manage visits to Chemical Engineering classes to recruit students into AIChE
- Plan and organize community service events and projects

- Coordinate outreach activities with high schools pertaining to chemical engineering and potential recruitment.
- Register for Campus Connections at the start of the Fall semester

Section J: Social Chair

The following shall be the responsibilities of the Social Chair during his/her term:

- Plan and implement social events throughout the semester
- Promote faculty and student interaction through aforementioned events
- Maintain traditional events
 - Ice-cream social after 1st CHE 205 exam
 - Mystery beer
 - Bonfire Social
 - Officer Retreat
 - Spring Fling with ISPE

Section K: Publicity Chair

The following shall be the responsibilities of the Publicity Chair during his/her term:

- Publicize all AIChE meetings, socials, and other events by email, classroom announcements, and fliers posted per University regulations
- Publish two e-newsletters per semester. The newsletter will highlight the previous month's activities and accomplishments as well as announce upcoming events. The format of the newsletter is left to the chair, but it should be presented in a manner that is concise, informative, and entertaining
- Create and update RSVP form for dinner attendances
- Publicize all events through RemindMe
- Upkeep all display cases and the bulletin boards maintained by AIChE

Section L: Technology Chair

The following shall be the responsibilities of the Technology Chair during his/her term:

- Implement new technologies to keep our student chapter contemporary and original
- Seek to improve the AIChE website in both content and technology
- Update website content with company sponsorships and events; address technological issues
- Maintain and update the Events Calendar on the AIChE website and Google Calendar
- Work with Publicity Chair (i.e. Facebook, LinkedIn) to maintain the online presence of the chapter

Section M: Brew Team Chair

The following shall be the responsibilities of the Brew Team Chair during his/her term:

- Recruit and engage members to form competition-ready brew team based on guidelines from AIChE
- Plan and organize brewery tours

Section N: Chem-E Car Chair

The following shall be the responsibilities of the Chem-E Car Chair during his/her term:

- Create a working Chem-E Car based on guidelines provided by AIChE
- Submit engineering documentation package (EDP) to AIChE Regional Chem-E Car organization in the Spring semester
- Ensure all participating members are trained in car operations, hazardous materials, and processes

- Maintain communications with Chem-E car team members and general upkeep of supplies

Section O: Professional Development Chair

The following shall be the responsibilities of the Professional Development Chair during his/her term:

- Provide a platform of events surrounding professional development including but limited to resume and career fair workshops
- Create a resume book for distribution to all sponsoring companies
- If requested or thought to be helpful, provide resources for common softwares (Matlab, ASPEN, etc.) and concepts relating to the Chemical Engineering curriculum that may lead to the development of future skills utilized within industry

Section P: Dinner Chair

The following shall be the responsibilities of the Dinner Chair during his/her term:

- Acquire room reservations and any further details required for smooth running of general body meetings including contracting speakers, when necessary, and obtaining any equipment they may require
- Order, pick-up, and deliver food
- Maintenance of the Blue Bin
- Assisting in any company dinner logistics
 - Act as company liaison in lieu of Industry Relations absence

Section Q: Fundraising Chair

The following shall be the responsibilities of the Fundraising Chair during his/her term:

- Organize all fundraising efforts for the chapter
- Maintain an alumni database for soliciting event funding
- Collaborate closely with the VP of Finance

Article III: Elections

Section A: General Information

The fall and spring academic semesters at the North Carolina State University shall be the operating academic semesters for the Chapter. The semester begins on the first day of instruction and concludes on the final day of examinations. General elections for positions on the officer board shall take place within one month before the conclusion of the academic year. Special elections are deemed necessary if an officer board position has been vacated and shall operate in the same manner as to be described for general body elections only by vote of the officer board. Election to a newly created board position must occur during the regularly scheduled elections. A new board position may not be created and filled during the course of an operating semester; barring vacancy, the officer board roster on the final day of an elective operating semester shall remain unchanged until the final day of the next operating semester.

Section B: Voter Eligibility

The membership, as determined from a week prior to elections, includes paid members of the Chapter. Only the membership is entitled to vote and each member may only cast one vote for each position.

Section C: Election Applications & Publicity

Written applications will be taken up to two weeks before the Election Day and an individual may apply for, but not

hold, a maximum of three officer positions. Applications will request the applicant's name, telephone number, year in school, email address, relevant experience data, and a chance for the applicant to submit a brief statement of their choice. Three days prior to Election Day, all applications submitted will be compiled alphabetically and by position and be made available to the membership for viewing. Late applications will be integrated into the other applications as needed up to one day prior to elections. Copies of the compiled applications will also be available on the day of election for viewing. Announcements of elections shall be made through flyers, and e-mailings of general body members. A copy of the Constitution and By-Laws of the chapter will be made available to candidates prior to the election. Printed ballots will be made prior to the elections.

Section D: Election Supervision

The highest-ranking officer shall preside over all electoral meetings and processes following the outlined restrictions below. No member of the membership outside the officer board is entitled to participate in the operation of the elections. No candidates shall be allowed to participate in the distributing, collecting, and counting of the ballots for their own elections. Voting officials shall not tally the ballots for their respective position.

Section E: Voting Process

The voting process shall be followed as outlined below. The order of election shall follow the order of succession as outlined in Article II: Section A. This order will be flexible to accommodate candidates placing a special request at least three days prior to elections in the case where their order of preference for the positions of interest do not follow the order of election. Candidates will be allowed to speak on their own behalf in alphabetical order. Speeches will be limited to a time of 2 minutes for an Executive Board position and 1 minute for the remaining Officer Board positions. Candidates will then be asked to leave the electoral room. Supportive comments from the audience only will be taken (unless the President or voting officials, feel it is imperative that a bad trait be expressed). "Pros" will be limited to three per candidate per position. The officer presiding over elections will not be allowed to "pro" a candidate. Also, the voting official tallying the votes for any given position will not be able to present a supportive comment for that particular position. All elections shall be decided by secret ballot and based on majority vote. If a nominee receives a majority of those voting, the election is complete and the nominee is considered elected to the board position for the following academic year (two operating semesters). If more than 3 candidates are running for the same office and one candidate does not receive a majority of the votes, a runoff vote will be held with the top two candidates. Candidates will not be allowed to speak again prior to the re-vote. In the case of a tie in a runoff vote, the presiding executive board, minus the said candidates, shall break the tie via a secret ballot. Floor nominations shall only be taken in the situation where no individuals run for a position, but successful nominees must still meet candidate eligibility rules as stated in earlier. A recount of a vote shall be taken then at least two nominees request the recount. Any officer positions not filled during regularly held elections can be filled at future general body meetings following voting procedures outlined above.

Article IV: Finances

The funding for the activities of the Student Chapter of AIChE is obtained through the Department of Chemical Engineering, COE Student Success Fund, Engineers' Council, Student Government, company sponsorships, fundraisers, and membership dues. Money is not solicited until ample time is given for companies to offer such gifts.

Article V: Impeachment

If an officer board member is found to be acting in their position in a way which may be defined as extraordinarily detrimental to the objectives of the Chapter or to be guilty of crimes and/or misdemeanors or fail any requirements set forth in Article II, the Chapter may begin procedures for impeachment amongst the officer board. A formal impeachment of an officer may be rendered through the signing of a majority of officer board members to a written

statement detailing the causes for impeachment or by a similar petition signed by 1/2 of the membership of the Chapter. To remove an impeached board member from a board position, the signing board members must present the impeachment statement to a general meeting of the membership and receive 2/3 majority vote from the membership in favor of removal from the position. The vote shall be done through secret ballot. The membership in this case includes all officer board members and both paid and paid active members. The impeached board member shall be informed of the impeachment with adequate time before its presentation, and allowed to speak against the impeachment at the event and is allowed to vote. Impeached board members unwilling to speak against impeachment shall submit a resignation and thereby be removed from the officer board position, thus creating a vacancy.

Article VI: Maintenance of Constitution

A copy of the current Constitution will be available to all officer board members online. Any Chapter member may request a copy of the Constitution from any board member. A signed, up-to-date copy of the constitution shall be kept on file in the Chapter's office and with the University RSO office at all times. It shall be the policy of the Board to review the Constitution and Bylaws at the beginning of the spring semester and propose any changes to the general body. The Internal Vice-President along with the President shall facilitate the revision process and administer the adoption of changes made to the Constitution.

Article VII: Amendments to the Constitution

All proposals shall be reviewed by the officer board and shall be ratified with 2/3 majority vote by the board. All approved revisions and amendments to the constitution shall take effect the semester following ratification.

Article VIII: Ratification

This constitution shall become law of the Chapter upon ratification. Successful ratification shall entail the approval of 2/3 of current Board members. This constitution recognizes the validity of previous bylaws and constitutions, the validity of all officer elections that were completed previous to ratification, and general University guidelines and policies.

Article IX: Method of Dissolution

In the event of Dissolution all funds, equipment, and assets will go to the George Roberts Fund.