

# **Constitution of The American Institute of Chemical Engineers at the University of Delaware (AIChE)**

July 11<sup>th</sup>, 2013

## **Preamble**

We, the students at the University of Delaware, do hereby form the organization known as the American Institute of Chemical Engineers at the University of Delaware (AIChE) for the purpose of advancing the engineering profession through education and hands on experience.

## **Article 1. NAME**

The name of this chapter shall be the American Institute of Chemical Engineers at the University of Delaware.

## **Article 2. OBJECTIVE**

To promote and provide support for the career advancement and professional, academic, and personal excellence for the undergraduate chemical engineering students at the University of Delaware. To assist members in making career decisions via speakers, activities, inter-school communication and other presentations, while actively exploring the diverse disciplines within chemical engineering. To educate our chapter about new engineering technologies and advancements as well as promote ethical practices. To provide networking opportunities between the current student body, alumni, and industry.

## **Article 3. AFFILIATIONS**

The Student Chapter of the American Institute of Chemical Engineers at the University of Delaware is the student chapter under the Delaware section of the National AIChE organization.

## **Article 4. QUALIFICATIONS FOR MEMBERSHIP**

Eligible members of the Chapter shall be undergraduate students enrolled full time in the Chemical Engineering program at the University of Delaware. General Assembly Meetings are open to all students of the University and to visiting alumni or other engineers who may care to attend. Active Membership shall be defined by continuous attendance at a minimum of one General Assembly Meetings and one additional social or networking event each semester. The body of Active Members shall hereto forth be referred to as the General Assembly.

## **Article 5. NON-DISCRIMINATION CLAUSE**

The organization agrees to adhere to all policies and procedures of the University and all local, state and federal laws. Members will become acquainted with policies and procedures in the Official Student Handbook and other policies and procedures provided by the University. This organization

is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

#### **Article 6. DUTIES AND PRIVILEGES OF ACTIVE MEMBERSHIP**

All Active Members must meet the specified attendance quota as defined in Article 4 in order to attain the following privileges:

- Ability to vote in all general elections
- Ability to run for an officer or committee position
- Ability to participate in committee work
- Ability to vote in matters brought to the General Assembly by the Executive Board

#### **Article 7. TYPES OF NON-VOTING AND REPRESENTING MEMBERS**

The following groups are invited to attend General Assembly Meetings for the purposes of advisement and other interactions in absence of official Active Membership:

- Alumni
- University of Delaware graduate students
- University of Delaware College of Engineering faculty
- Professional Engineers
- AIChE Chapter affiliates
- Other University of Delaware students and faculty

#### **Article 8. ATTENDANCE POLICIES**

Any member who does not meet the attendance requirement outlined in Article 4 will lose Active Membership and associated privileges outlined in Article 6, including but not limited to running for office and voting in elections. In order to vote, a member must meet all Active Membership requirements and be present at the time of the vote. This condition does not apply to incoming freshman campaigning for a Class Representative position.

Executive board members must attend all General Assembly Meetings and Executive Board Meetings, except in the case of extenuating circumstances. Extenuating circumstances are determined valid or not by the President.

#### **Article 9. DISCIPLINING/REMOVING MEMBERS**

The following violations may constitute grounds for disciplining:

- Irresponsible use of the University of Delaware name
- Misrepresentation of the AIChE chapter name or misuse of organization assets
- Any action that the Executive Board officers agree is a detrimental against AIChE. This is determined with 2/3 vote

The officers may determine if disciplining is appropriate to the offense. A member may be punished by losing any or all of the privileges outlined in Article 6.

### **Article 10. QUALIFICATIONS FOR OFFICERS**

The Executive Board shall consist of a President, a Vice President, a Treasurer, a Secretary, a Senior Class Representative, a Junior Class Representative, a Sophomore Class Representative, and two Freshman Class Representatives. An election held at the final General Assembly Meeting of the spring semester will fill all positions except for those of the two Freshman Class Representatives. Freshman Class Representatives are to be elected in the first General Assembly Meeting of the fall semester after they have been accepted as students of the University. All officers must be full time matriculated undergraduate students enrolled in the Chemical Engineering Program at the University of Delaware. The officer must also be an AIChE Member at the time of nomination, have a minimum GPA of 2.25, must be able to complete a full academic year at the University of Delaware, and must be considered an Active Member (as stipulated in Article 4). It is recommended that the position of President be filled by a member with at least one year of Executive Board experience prior to the election.

If at any point during the school-year term an elected officer fails to continue meeting all of the qualifications specified above, the officer will be removed from the Executive Board with ratification from the President, and a replacement will be elected by the officers with a 2/3 vote during an emergency election held at the next Executive Board Meeting. Nominations and other matters of the election will be determined by the Executive Board as needed.

### **Article 11. DUTIES OF OFFICERS**

All officers are required to attend every meeting and help to host every event except where extenuating circumstances prevent attendance. Additionally, every officer is expected to complete the necessary amount of work to aid the organization in meeting its objective(s). This includes work not explicitly outlined in the following sections, with the understanding that the objectives of the group as a whole are a greater responsibility for each officer than are his or her personal responsibilities stated here to follow.

#### **Section 1: President**

- Official spokesperson of the organization
- Presides and arranges all meetings of the General Assembly and Executive Board
- Plans and arranges all events for the general AIChE group
- Calls for all special meetings including joint meetings of officers and committee chairpersons (if applicable)
- Maintains close contact with the Faculty Advisor, Chemical and Biomolecular Department at the University, and the Wilmington Division of the National AIChE
- Maintains a complete membership list along with the Secretary
- Meets and receives all updates from officers at bi-monthly board meetings
- Reviews Treasury Ledger for adherence to the group's budget and objectives on a monthly basis

- Assumes responsibilities of absent officers at meetings
- Approves any mass emails from the organization sent to faculty or students
- Shall be responsible for approving the coordination of any events with industry or the Chemical and Biomolecular Engineering Department. Any officers in charge of delegated events must include the President in all communication concerning any updates to the event
- Must approve the allocation of funds in addition to the Treasurer
- Approves the yearly budget, including that for the Senior Banquet, suggested by the Treasurer at the beginning of the term

The President reserves the right to delegate any of his or her duties to another member of the Executive Board when appropriate.

### **Section 2: Vice President**

- Performs duties of the President in the absence of that officer
- Serves as the first resource for the delegation of presidential duties
- Approves, coordinates, and records student/industrial contacts including but not limited to: professional recruiters, alumni, and other career professionals working with AIChE
- Assists the President in the planning and arrangement of any and all events for the general AIChE group
- Assumes the full responsibility of the President in the case that the position is left unattended mid-term. In an emergency election, a new Vice President will be chosen by the Executive Board and the current Vice President will become the new President

### **Section 3: Treasurer**

- Responsible for managing Chapter funds and its account
- Reports the financial status at each Executive Board Meeting
- Assumes full responsibility for accepted funds and billing as well as receipts, donations and fundraising
- Reimburses any Executive Board member who presents a receipt for an authorized purchase for the Chapter
- Manage all merchandise in fundraisers. This includes overseeing distribution of merchandise and collection of funds
- Shall develop a budget for the academic year and officer term, to be approved by the entire Executive Board in a 2/3 vote at the first official Executive Board Meeting of the term
- Approves/ensures ample budget for the Chemical Engineering Senior Banquet for the spring of their term

### **Section 4: Secretary**

- Records detailed minutes of votes, points of business, and other events at all meetings and disseminates the document to the attendees of the meeting within 48 hours of the end of the meeting
- Records attendance at all meetings, networking, and social events
- Maintains a complete up-to-date computer file of Chapter records. These records are to

include meeting minutes for all general and officer meetings, attendance records, and complete reports on all activities (at least including the name, date, and function of the activity/event)

- Maintains and holds complete Active Membership list along with the President

### **Section 5: Class Representatives**

There will be one representative each for the senior, junior, and sophomore classes and two for the freshman class.

- Responsible for giving announcements to the respective class concerning upcoming events, including networking and recruiting opportunities provided by the organization
- Serves as a liaison between the student body and the executive board. Brings any concerns or comments to the attention of the executive board including organization conflicts with important test dates or other class events. Reports a list of potential conflicts at each Executive Board meeting as soon as the information is available

### **Article 12 : ELECTION OF OFFICERS**

New Executive Board officers will be elected into a full year term starting on the first day following the last day of final exams each spring. Nominations for the officers will be made by Active Members in good standing during the election chapter meeting, which will be the last General Assembly meeting of the spring and thus the practical end of the terms. Nominees must meet all eligibility requirements outlined in Article 10. Self-nominations are allowed.

The election shall be performed by secret ballot at least 2 weeks before the end of the academic year. Voting shall take place during a General Assembly Meeting. Voters must be Active Members. Active Membership of attendees must be verified using the list maintained by the President and Secretary before voting commences. Each member may vote only once for each position. The candidate receiving the highest number of votes for a particular Executive Board office shall be awarded the position. In the event of a tie, the candidates not included in the tie shall be removed from the running. The vote will then be re-cast as before but for only the candidates included in the tie. In the case of a secondary tie, a tertiary vote will be cast in which Active Members graduating at the end of the current semester will not be allowed a vote. Current officers shall hold office until their successors are duly elected and qualified.

At the General Assembly Meeting election, the nominees may make a limited speech before the assembly votes. The individual office nominations will be closed by the President when all nominations have been made. After each nominee has an opportunity to make a short speech to promote his or her candidacy, all nominees will leave the meeting room so that the General Assembly may hold a private discussion. In a 5-minute discussion period, the President will call on members of the General Assembly to offer items of pros and cons for any nominee. All opinions are expressed in confidence and in a constructive professional manner. If the President is a nominee, he or she shall not be present during the discussion, and the Vice President shall assume this duty. If the Vice President is similarly disallowed from the discussion, a replacement amongst the non-competing Executive Board members will be chosen by only themselves with a majority vote. Nominees running for more than one position will be allowed one speech per position.

Emergency elections to replace Executive Board officers mid-term will be held at the most immediate Executive Board Meeting the details of which will be left to the discretion of the remaining Executive Board so that excessive time is not lost to circumstance.

### **Section 1: Grounds for Disciplining/Removal of Officers**

Any Executive Board member may motion to challenge an officer for permanent removal from his or her position at any board meeting. Reasoning and explanations will follow in a closed door meeting amongst the Executive Board. A vote will follow.

Officers may be removed from office by a  $\frac{2}{3}$  majority of the executive board for any of the following reasons:

- If an officer is deemed to misrepresent the integrity of the organization
- If an officer fails to handle organization matters in a professional, appropriate manner
- If an officer has failed to fulfill any responsibilities related to the position as outlined in Article 11
- If an officer fails to continue meeting the qualifications listed in Article 10, including full enrollment in the Chemical Engineering Program at the University of Delaware

If an officer is removed by the Executive Board, he or she may remain an Active Member as long as the proper qualifications are still met, and an emergency election shall proceed to replace the officer.

### **Section 2: Resignations**

Any officer may resign at any time if he or she feels they are no longer competent of fulfilling his or her designated role. The duties left by the vacancy will be covered by the remaining officers until a new officer is elected in an emergency election.

### **Section 3: Officer Transition**

The active officers must pass any and all information related to the group to the perspective officers. This information includes, but is not limited to, group roster, receipts, email addresses and professional correspondences. Current officers are responsible for ensuring that the new officers are capable of handling the responsibilities of their new positions.

### **Article 13. MEETINGS**

The president will call at least one General Assembly Meeting at least once a month and an Executive Board Meeting at least two times a month. See the related attendance policy of Article 4 for relevant detail. All members are also encouraged to attend local AIChE meetings and events.

### **Article 14: PROCEDURES FOR DECISION MAKING**

Unless otherwise stated here within this constitution, a simple majority of Executive Board vote shall rule in all matters that require a vote.

### **Article 15: ESTABLISHMENT OF COMMITTEES**

Committees may be formed or disbanded by a 2/3 majority vote of the Executive Board to complete specific tasks that will be fully prepared and proposed before the commencement of the vote. Upon approval by vote, the Executive Board shall determine a timeline for the completion of the aforementioned tasks and the disbanding of the ad hoc committee. Committees may consist only of Executive Board officers and Active Members. Any proposed committee must submit activity and budget proposals, which will be required for review by the Executive Board before an approval vote commences. Each committee must be led by a Committee Captain. Any Executive Board officer can become a Committee Captain on a volunteer basis with ratification by the President and is responsible for keeping the Executive Board updated on any information or developments of the committee's tasks. If two or more Executive Board members wish to be a Committee Captain for the same committee, the executive board (minus the contenders) will decide whether one or both of them as a Committee Co-Captain. Active Members not on the Executive Board may also run for Committee Co-Captain if there is an interest. The committee will hold a voting process to elect a non-EBoard Co-Captain if multiple Active Members are interested. It will be required that Committee Captains submit all forms of records to the Executive Board such as, but not limited to, attendance records, meeting minutes, and funding balances or activity.

### **Article 16: DISBURSAL OF ORGANIZATIONAL ASSETS**

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

### **Article 17: SELECTION OF AN ADVISOR**

The Chemical and Biomolecular Engineering Department at the University will aid the Executive Board in the search of an advisor. The Chair of the Department will provide a candidate for an advisor and the majority of the officers must be in agreement to approve the appointment.

Advisors must be a full time Professor within the Department of Chemical and Biomolecular Engineering.

### **Article 18: DEFINITION OF A QUORUM**

No General Assembly vote can be made with less than 30% of the total active members present.

### **Article 19: RULES FOR RATIFYING THE CONSTITUTION**

Approval of changes to the constitution requires a 2/3 majority vote from the Executive Board and subsequent approval by the Activities and Programs Office. Upon receiving the proposed section changes, the Executive Board will read the proposal at the following Executive Board Meeting for consideration. At the following Executive Board Meeting, the proposal will be re-read and discussed and an approval vote shall commence.

**Article 20: RULES FOR AMENDING THE CONSTITUTION**

Adding articles/sections to the constitution requires a 2/3 majority vote from AIChE Active Members. Proposals for amendments must be made one meeting prior to voting. In order to make a formal proposal, full detail of the change must be prepared and presented for consideration. In the next meeting, the proposal will be re-read and an approval vote shall commence.

**Article 21: ACTIVE MEMBER GRADUATION AND RECOGNITION**

Upon graduating from the University of Delaware with an undergraduate degree, Active Members will retire from the organization. With the following eligibility requirements met, organization Alumni status will be achieved by the graduating Active Member and recognition will be bestowed in the form of an official certificate and a sash or cord, with colors representative of the organization, to be worn during commencement:

- Active Membership at the time of graduation, as outlined by the requirements of Article 5
- Completion of the Chemical Engineering undergraduate curriculum as determined by the College of Engineering Department of Chemical and Biomolecular Engineering
- Completion of 8 hours of volunteer credits which are to be summarized and submitted to the Executive Board no later than one month prior to graduation for approval. Volunteer credits may be awarded for but are not limited to the following activities: Service at organization events/activities, participation in committee work/meetings, unpaid tutoring for Chemical Engineering classes, and mentorship to younger members of the Chemical Engineering program\*

\*8 hours will be required only for the graduating class of 2017 and later. Active Members already established at the time of this amendment (July/2013) will be grandfathered into the system and will only be required a sum of 2 hours each year that they have remaining in the program (i.e. Current Juniors will only have to complete 4 hours to meet this requirement, 2 for Seniors, and 6 for Sophomores).

Signatures:

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Activities & Programs Staff: \_\_\_\_\_

Advisor: \_\_\_\_\_

Date: \_\_\_\_\_