

# CONSTITUTION OF THE STUDENT CHAPTER OF THE AMERICAN INSTITUTE OF CHEMICAL ENGINEERS AT IOWA STATE UNIVERSITY

## *Preamble*

We, the members of the Student Chapter of the American Institute of Chemical Engineers at Iowa State University, do ratify this constitution to better serve the professional needs of our members, assist the chemical engineering faculty and staff in the professional development of students, and provide for the general welfare of Iowa State University's chemical engineering community.

The Student Chapter of the American Institute of Chemical Engineers at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Student Chapter of the American Institute of Chemical Engineers at Iowa State University agrees to annually complete President's and Treasurer's Training.

## **Article I: Chapter Organization**

### **Section A: The Executive Board**

#### *(i) Definition of Board*

The Student Chapter of the American Institute of Chemical Engineers at Iowa State University (hereto referred as the Chapter) shall be constituted by an executive board elected by its membership. The executive board is required to consist of at least ten positions which are required for the operation of the Chapter. These ten positions are the President, Vice-President, Treasurer/ESC representative, Secretary of Communication, Merit Secretary, Outreach Chair, Social Chair, ChemE Car Chair, ChemE Cube Chair, and Faculty Advisor. The executive board, by a  $\frac{3}{4}$  majority vote, may extend board membership by the creation of a new non-executive board position. The non-executive board currently consists of two positions, the Freshman and Sophomore Representatives, with any future additions to be clearly defined within the bylaws of the Chapter. The executive and non-executive board will herein be referred to as the Board. The removal of a non-executive board office requires a  $\frac{3}{4}$  vote of all Board members. Termination of a non-executive board office is effective on the final day of the semester during which the vote is made. A quorum of the Board is required for all voting matters and is defined as  $\frac{3}{4}$  of the Board.

#### *(ii) Requirements of Membership*

All Board members are to be members of the national organization of the American Institute of Chemical Engineers and must have declared chemical engineering as their major at Iowa State University at the undergraduate level. Board members must have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to their election/appointment and semesters during their term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. Board members must be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office. Board members are required to attend all AIChE general and board meetings unless prior

arrangements for absence have been made. The additional requirement of previous service, one year minimum, in a Board position must be met by the President. A student is ineligible to hold an office should they fail to maintain the requirements as prescribed above. Board members are required to hold one office hour a week: providing a designated time for board members to complete their tasks. These office hours serve to make the board members approachable and available to the general members, and they provide a designated time for board members to complete their tasks.

*(iii) Reports*

Each Board member shall submit a report at the end of each operating semester that includes pertinent information to that board member's activities in that semester.

Section B: Establishment of Policy

*(i) Authorization of New Chapter Programs and Appropriations*

The approval of new Chapter programs or appropriations must occur within a meeting of the Board with a majority vote.

*(ii) Appeal of Authorization*

An approved program or appropriations may be appealed when sufficient grounds for appeal have been submitted by a Board member and a majority of the Board members has voted to appeal. The appeal shall then constitute a repetition of the above process.

*(iii) Appropriations for Established Programs*

Decisions concerning established programs shall be subject to the approval of the board member most affiliated with the program and the President. All expenditures remain subject to the approval of the executive board members including those for already established programs. For these expenditures, lack of disapproval by an executive board member, upon proper knowledge of the expenditure, is considered approval.

*(iv) Non-Discrimination Statement*

Iowa State University and the Student Chapter of the American Institute of Chemical Engineers do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, or status as a U.S. Veteran.

Section C: The President

The President is charged with the execution of the rules and laws of the Chapter as established by this constitution. As such, the President is responsible for the maintenance of the outlined authorization process at Board meetings. The President is responsible for ensuring that the roles of the executive positions are followed by the Board members and is also responsible for ensuring that all Chapter responsibilities and duties are appropriately delegated. The President is responsible for the establishment of the appropriate relationship between the Board and the membership. The President prepares the agenda, decides the meeting place and schedules with Room Services, and direction for the Chapter. The President presides over all Board meetings and prepares an agenda for these meetings. The President is responsible for opening discussions, concluding discussions, providing announcements, and resolving conflict. The President adjourns the Board meetings after the agenda and any new business has been completed to the satisfaction

of the Board.

The President is responsible, along with the Vice President, for the maintenance of the Chapter's contacts in industry, academia, and society. The President acts as diplomat to all visiting entities to the Chapter. The President, as well as the Vice President, are responsible for the Chapter's relation with the national and local organizations of the American Institute of Chemical Engineers.

Should an individual be required to account for responsibility in any legal or criminal affairs involving the Chapter as a whole, the President is to be held responsible.

#### Section D: The Vice-President

The Chapter's Vice-President is responsible for maintaining good relations between the Chapter and the organizations outside and within Iowa State University. The Vice-President should have a general knowledge of the financial affairs of the Chapter. The Vice-President assumes the role of the President when needed. The Vice President is also expected to assist the Merit Secretary in the task of maintaining an accurate list of members, and recording their involvement. Help minimize potential risks for club activities. Recommend risk management policies or procedures. Submit documentation to ISU's Risk Management Office. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

The Vice President is responsible for planning and organizing all off campus events including the National and Regional AIChE Student conferences. This will typically involve the logistics required for event registration and transportation details. The Vice President will have to work with the Treasurer to allocate the appropriate funding to travel plans.

The Vice President is to be the liaison between the Chapter, the Department of Chemical and Biological Engineering, and other chemical engineering student organizations such as CEGSO and OXE. In this role the Vice President is to assist in the coordination of events such as the Awards Banquets, Fall Welcome Picnic and Spring Picnic.

#### Section E: The Treasurer/ESC Representative

The role of the Treasurer/ESC representative (hereto referred to as the treasurer) is to keep records of all financial transactions by the Chapter and all financial resources currently entailed in the Chapter. The treasurer also attends and represents the Chapter at Engineering Student Council meetings. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment. The Treasurer is expected to complete university and ESC training and obtain a p-card for club purchases within reasonable time following their election.

The treasurer and the executive board are responsible for the preparation of a preliminary budget to be finalized before the ESC allocations meeting. The preliminary budget should grant a detailed estimation of what expenses may be incurred by the Chapter for the academic semester. A complete budget must be prepared before the ESC allocations meeting after availability of adequate knowledge of Chapter finances. The treasurer should be prepared at each Board meeting with a report of the treasury itself (current resources of the Chapter) and major transactions since the last meeting. The treasurer shares responsibility for the collection of dues with the Merit

Secretary.

#### Section F: The Secretary of Communication

The Secretary of Communication is responsible for the maintenance of the AIChE website as well as creating documentation containing instructions for its continued maintenance. Biweekly updates of the website are to be handled by the Secretary of Communication. Additionally, this position is to manage any and all of this Chapter's social media accounts. The Secretary of Communication serves as chair and direct supervisor to any general members who choose to serve as class representatives on a publicity committee. In this role they are charged with publicizing our events and activities to our members and to the CBE department. The Secretary of Communication is responsible for sending reminder emails to Chapter members as well as overseeing the photo documentation of Chapter events for website and publicizing purposes.

#### Section G: The Social Chair

The duties of this position include planning and running any social events outside of the regular meeting schedule. This position serves as the chairperson of a social events committee composed of general members. The Social Chair is responsible for planning a minimum of three social events a semester. Events are to be approved by the rest of the executive board before they may be scheduled. The Social Chair is to work with the Secretary of Communication to publicize events. It is expected that the social chair meets with their committee a minimum of once a month during the academic year. The executive board will discuss how many social events are expected at the beginning of each semester.

#### Section H: The Outreach Chair

The duties of this position include planning and running outreach events outside of the regular meeting schedule. This position serves as the chairperson of an outreach events committee composed of regular members. The Outreach Chair is expected to communicate with the ESC VP of Outreach so that we might participate in college wide outreach events. The Outreach Chair will collaborate with other clubs on campus (i.e. SWE, AIIE, OXE) so that we might jointly run outreach activities. It is expected that the Outreach Chair meets with their committee a minimum of once a month during the academic year. The executive board will discuss how many outreach events are expected at the beginning of each semester.

#### Section I: The Merit Secretary:

The Merit Secretary will record the meeting minutes from every executive board and general meeting and will distribute them to the cabinet within 24 hours via email. The Merit Secretary will assist the Student Services Secretary in the maintenance of the Chapter's various mail lists. The Merit Secretary is responsible for knowing the ownership of any keys used by our organization. The Merit Secretary will keep track of members who have paid their dues and will assist the Treasurer in due collection.

#### Sections J: The ChemE Car Chair

The duties of this position include organizing and facilitating the construction of at least one ChemE car to send to competition. This position serves to keep the executive board updated on the progress of the car. The ChemE Car Chair is expected to prepare a budget to submit to the Treasurer as well as to review all team car plans, and safety material/paperwork. As competition approaches the ChemE Car Chair will work with the Vice President to organize all transportation

details. It is expected that the ChemE Car Chair will meet with all the ChemE Car teams at least once a month during the academic year, and assist in the selection of team leaders.

#### Section K: The ChemE Cube Chair

The duties of this position include organizing and leading a ChemE Cube team. This position keeps the executive board updated on the progress and needs of the team, including materials, Chapter involvement, and plans for future teams. The ChemE Cube Chair is expected to prepare a budget to submit to the Treasurer (as necessary) and review the team's schedule and goals.

#### Section L: The Freshman and Sophomore Representatives

The Freshman and Sophomore Representatives are responsible for promoting the Chapter within their respective classes and shall primarily serve as a positional opportunity for new students. Representatives will focus on learning the Chapter's functions as a non-executive board position while attempting to increase meeting attendance and other modes of involvement (Fundraising, ChemE Car/Cube, Social Events). The methods of completing these goals are subjective, but will be given guidance from the executive board during cabinet meetings.

#### Section M: Faculty Advisor

The Faculty Advisor must be a faculty member with the department of Chemical and Biological Engineering at Iowa State University and is selected by a  $\frac{3}{4}$  vote of the Board. Elections will take place following the election of the new board and special elections will be held if there is a vacancy in the position. The Faculty Advisor will maintain communication and will meet with officers regularly. They shall be aware of and approve financial expenditures and ensure the organization is operating in conformity with the standards set forth by Iowa State University and the Student Engagement. With approval by the Board, the Faculty Advisor position may be held by more than one faculty member meeting the requirements of that position.

### **Article II: Membership**

#### Section A: Definition of Membership

Membership is defined as participation or attendance in events held or sponsored by the Chapter.

#### Section B: Requirements of Membership

The Student Chapter of the American Institute of Chemical Engineers at Iowa State University is opened to registered students at Iowa State and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. veteran. All members of the Chapter must be undergraduate or graduate students at Iowa State University, a staff worker for the Department of Chemical Engineering or a faculty member within the Department of Chemical Engineering. All members must pay dues. Dues are determined by the Board at the beginning of the academic year being no more than \$10 per semester.

#### Section C: Terms of Membership

Any person meeting the requirements of membership is considered a member for the academic year in which the terms of membership are met.

#### Section D: Selection of Membership Criteria

New membership criteria may be proposed by any Board member and a majority vote of the

Board members on new membership criteria establishes the new membership criteria. All members meeting the membership requirements before the establishment of new criteria will continue to have membership without having to meet the new criteria until such a time as their membership ends.

#### Section E: Membership List

All members of the Chapter are to be recorded in a membership list. The membership list is the official membership of the Chapter and is to be maintained by the Merit Secretary.

### **Article III: Electoral Process**

#### Section A: Electoral Setting

All elections to Board positions in the Chapter must take place during a general meeting of the membership of the Chapter.

#### Section B: The Academic Semester

The fall and spring academic semesters at Iowa State University shall be the operating academic semesters for the Chapter. The semester begins on the first day of instruction and concludes on the Sunday after finals week.

#### Section C: Scheduling of Election and terms of Office

##### *(i) Regularly-Scheduled Elections*

Elections for positions on the Board shall take place within one month before the conclusion of an operating semester for the Chapter.

##### *(ii) Terms of Office*

Terms of office for those elected shall take effect on the final day of the same operating semester during which the election to those terms took place. The terms of office terminate on the final day of the academic year unless the officer graduates in December, accepts an internship or co-op, or decides to step down from their position.

##### *(iii) Special Elections and New Board Positions*

Special elections are deemed necessary if a Board position has been vacated or a new Board position has been created.

#### Section D: Mechanics of Election

##### *(i) Order of Election*

Elections shall take place in the following order: the President, Vice-President, Treasurer/ESC Representative, Secretary of Communications, Social Chair, Outreach Chair, ChemE Car Chair, Merit Secretary, and Faculty Adviser.

##### *(ii) Election to Board Positions*

###### a. Nominations and Operation of Election

Nominations to a board position must be made from the membership and must be accepted by the nominee. The membership includes all members of the Chapter present on elections day. Only the members of the Chapter are entitled to vote. Each member may cast only one vote in each office election.

###### b. Election of a President or Vice-President to a Position

If required personnel for the operation of an election are unavailable amongst constitutionally designated board members, the President may select members of the Board to operate the election.

c. Voting

After nominations for a position are completed, discussion of the nominees is allowed. Election for the position shall take place by raised-arm vote of the attending membership. No vote is required when there is only one nominee. Nominees must not be present for the vote or the discussion. If a nominee receives a majority of votes, the election is complete and the nominee is considered elected to that board position. If no nominee receives a majority of the vote, the nominee receiving the lowest number of votes is eliminated from nomination. Another vote is taken. Voting will terminate when a vote produces a majority for a nominee. When a majority vote for a nominee is produced, the nominee shall be considered elected to the position.

d. Recounts

A recount of a vote shall be taken when a vote between only two nominees is decided by a margin of no more than two votes and at least two members request the recount.

*(iii) Special Elections*

A special election shall operate in the same manner as indicated in Article III, Section D, Subsection ii.

*(iv) Vacancies of Offices*

a. Vacancy of the President

Whenever the President is incapable of fulfilling responsibilities or whenever there is a vacancy in the presidency, the Vice-President shall assume the role of interim President. This must be approved by an affirmative vote of the general membership.

b. Vacancy below Presidential Level

Vacancies of all other Board positions, except Presidential, require a special election. Between the time of the vacancy and the special election, the President may appoint another board member to assume the role of the vacated position. The term of office of a board member elected by special election terminates on the final day of the operating semester during which the special election was conducted.

*(v) Impeachment*

If a 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, the Chapter may begin procedures for impeachment amongst the Board. A formal impeachment of an officer may be rendered through the signing of a majority of Board members to a written statement detailing the causes for impeachment, or by a petition signed by  $\frac{1}{2}$  of the members of the Chapter. To remove an impeached board member from the board position, the signing board members must present the impeachment statement to a general meeting of the members and receive a  $\frac{2}{3}$  vote from the members in favor of removal from the position. The vote shall be done through secret ballots. Those not in attendance may submit absentee votes. The impeached board member shall be informed of the impeachment with adequate time before its presentation, is allowed to speak against the impeachment at the event, and is allowed to vote.

**Article IV: Amendments**

Amendments to this constitution may be proposed by the drafting of a written amendment by a member of the Chapter. An amendment to the constitution is official when the proposed amendment is approved and signed by  $\frac{3}{4}$  of the Board members. The amended constitution will be submitted to Student Engagement within ten days for approval.

**Article V: Ratification**

This constitution shall become law of the Chapter upon ratification and signing by  $\frac{4}{5}$  of current Board members. The ratified constitution will be submitted to Student Engagement within ten days for final approval. This constitution recognizes the validity of previous by-laws of the Chapter for time between the establishment of the Chapter in 1922 and the ratification of this constitution for the times when those by-laws were instated. This constitution also recognizes the validity of all officer elections that were completed previous to ratification.