



UNIVERSITY of ROCHESTER  
STUDENTS' ASSOCIATION  
GOVERNMENT

## **American Institute of Chemical Engineers**

### **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish the University of Rochester Student Chapter of the American Institute of Chemical Engineers (AIChE) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

### **ARTICLE II - MISSION STATEMENT**

The objectives of this chapter shall be to promote the professional development of its members through its programs, and to contribute to the development of chemical engineering at the University of Rochester through activities involving faculty and student members.

### **ARTICLE III - MEMBERSHIP**

#### **SECTION ONE - MEMBERSHIP**

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - an active member must attend a minimum of 25% of the meetings/events per semester.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

### **ARTICLE IV - MEETINGS AND VOTING**

#### **SECTION ONE - QUORUM**

- A. A meeting shall be valid if a quorum is present. Quorum is defined as one half of the active membership plus three fifths of officers.

#### **SECTION TWO - VOTING**

- A. Voting on any issue shall be official only if the meeting is valid.

- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

## **ARTICLE V - OFFICERS AND QUALIFICATIONS**

### **SECTION ONE - OFFICER POSITIONS**

- A. Officers of the chapter will include the President, Vice President, Secretary, Business Manager, Marketing Chair, Social Chair, ChemE Car Chair, Conference Chair, Junior Class Representative, Sophomore Class Representative, and First Year Class Representative each of whom must be a Student Member of the national chapter of AIChE. All officers shall have held a chapter membership for at least one complete semester before being elected, unless no one else is qualified.

### **SECTION TWO - DUTIES OF OFFICERS**

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above. Additionally, the president will direct the contacting of companies and alumni, speakers, and arranging industrial plant tours. The President is also responsible for meeting with the Advisor to ensure adequate communication with the faculty.
- F. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions. The Business Manager is also responsible for the procurement and ordering of Chemical Engineering student merchandise.
- G. The Vice President shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association. The Vice President shall assist the President and any other officers in need of immediate assistance in the performance of their duties and shall preside at meetings when the President is unable to attend. The Vice President is directly responsible for planning the Spring and Fall barbeque and the Chemical Engineering mentoring program.
- H. The Secretary shall take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes. The Secretary also shall record attendance at meetings. Additionally, the Secretary is directly responsible for maintaining and updating the website and arranging events in contact with the Career Center.
- I. The Conference Chair is responsible for organizing, planning, and advertising both the national and regional AIChE conferences. This involves securing funding through different University offices, organizing travel and accommodation logistics, and advertising the conferences to chemical engineering students.

- J. The ChemE Car Chair is responsible for organizing and successfully building a ChemE car to compete in AIChE ChemE car competitions. They must implement a timeline, secure funding, obtain a lab space, maintain safety policies, and make sure that all participating members are performing their assigned duties.
- K. The Social Chair is responsible for organizing social programs outside of an academic environment. The Social Chair also assists with social events between professors and students.
- L. The Marketing Chair is responsible for promotion of all events through social media. The marketing chair also creates digital posters for events, and communicates with the chemical engineering department's undergraduate coordinator to forward advertisements to all class years.
- M. The Class-Year Representatives (First-Year, Sophomore, Junior) are responsible for announcing and/or writing on class boards for all AIChE events during weekly class time. They are also responsible for giving committee input on exam schedules and conflicts with their class times. Class-Year Representatives are additionally responsible for maintaining class group chats.

### **SECTION THREE - NOMINATIONS AND ELECTIONS**

- A. Nomination and Elections Procedure - Nominations can be made, verbally or via email communication with the Secretary, by any active member of AIChE.
- B. Term of Office - The summer following elections and the following academic year. Transition occurs at the end of spring semester, after elections have taken place.
- C. Timing of Elections – Every April in the spring semester, at least two weeks before the last day of classes.

### **SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS**

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a  $\frac{2}{3}$  majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

## **ARTICLE VI - RESOURCES**

### **SECTION ONE - RESOURCES**

- A. The American Institute of Chemical Engineers of the University of Rochester will abide by their Resource Agreement.


## **ARTICLE VII - HAZING POLICY**

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the American Institute of Chemical Engineers. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of

alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

**ARTICLE VIII - NONDISCRIMINATION POLICY**

The American Institute of Chemical Engineers abides by the nondiscrimination policy of the University of Rochester.



2/21/23

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Signature of Confirmation

Date

Quinn Yu

**President, American Institute of Chemical Engineers**



2/27/2023

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Signature of Approval

Date

Evan Ji

**Chair, Student Organization Administration & Review Committee**