*Constitution and Bylaws*

*University of Houston Student Chapter*

*Of the*

***American Institute of Chemical Engineers***

As Amended March 2018

**Article I – Name and Objectives**

The name of this organization shall be the University of Houston Student Chapter of the American Institute of Chemical Engineers and known simply as the American Institute of Chemical Engineers (AIChE). The objectives of this organization shall be:

- To promote the professional development of its members through its programs and by its relations with its own members, faculty, with other organizations and student chapters and with the parent body, American Institute of Chemical Engineers

- Establish a professional standard of conduct and draw its members from those who subscribe to this standard

- To contribute to the development of chemical engineering at the University of Houston through activities involving the faculty and all classes of student members

- To promote membership through various activities with the organization and provide forums where its members may meet with their colleagues to discuss mutual interest and problems

- To network with professionals in industry and academia.

**Article II – Membership**

*Section 1: Eligibility*

Any graduate or undergraduate student enrolled in chemical engineering at the University of Houston shall be eligible for membership. Students enrolled in related engineering or scientific courses may be declared eligible to membership by a simple majority vote of the chemical engineering members. Such vote shall be considered as applying to all members of such groups rather than to individuals.

*Section 2: Member Status and Benefits*

All members will be entitled to the following benefits:

- Opportunity to participate in Chapter sponsored activities

- Voting privileges in elections

- Access to a determined set of files kept by the Chapter

- Access to the facilities and services provided therein by the Chapter.

- Eligibility to attend both regional and national conferences

*Section 3: Dues and Rewards*

The amount of the annual membership fee will be decided by majority vote of Chapter officers. The annual dues of the chapter shall be paid on or before the first meeting of December and are to be used by the Chapter to aid in covering the Chapter’s operating expenses. Chapter officers are not exempted from paying dues. Half of the amount may be paid per semester as an option to the full year of membership.

Members will get rewards for their participation. The detail of reward system will be determined by the executive board and will be subject to change.

**Article III – Officers**

To direct the activities of the chapter, the following officers shall serve for the entire school year starting from the beginning of the fall semester and ending at the end of the spring semester. The preceding summer will be included in the entire school year

- President

- Vice-President

- Treasurer

- Social Director

- Secretary

- Social Media Director

- Web Master

- Facilities Director

Duties for each officer are outlined in the By-Laws and all rules given in the constitution are to be adhered to.

The President, Vice-President, Treasurer, and Secretary shall collectively be referred to as the Executive Board.

Any officer can create committees to assist in their duties, or to add additional opportunities for AIChE. Such committees pend approval of the Executive Board, and must be chaired by the officer who created them.

Class representative positions can be created if deemed necessary by the majority of the officer board. These positions shall be treated as members of the officer board short of any voting power.

**Article IV – Election of Officers**

*Section I: Elections*

Election of the officers listed in Article IV for the following school year shall take place at the last meeting of each school year.

Nominations for officers shall be taken at least two weeks prior to the election in AIChE facilities through proper documentation determined by the President. Members who wish to run for a position are able to nominate themselves. The nominations will be published in a place viewable to all members. There will be no limit on the number of people who can run for any given position. Choice between candidates shall be made by written ballot and all of the ballots will be counted immediately after the elections have taken place in the presence of the advisor and/or any other faculty member. The election results will be published in a public area within AIChE facilities, but no members may be present at the time of publication.

In order for an election to be considered valid if the attendance at an election meeting is at least the average attendance for the term in which the election is carried out.

*Section II: Officer Eligibility*

Any people who wish to run for a position must be a member of AIChE, must be a student at the University of Houston and must be in good standing in the Cullen College of Engineering. Any and all members wishing to run for an officer position must show proof of their eligibility by presenting a copy of their unofficial transcript to the chapter advisor for approval.

Nominees for the office of President must have served on the Officer Board in the term preceding their nomination.

Nominees for the office of Vice President must have served on the officer board, and must be a chemical engineering Junior or Senior as determined by the classes they are enrolling in.

Nominees for the offices of Social Director and Treasurer must have completed Thermodynamics I by the start of the elected term.

Nominees for all officer positions must be chemical engineering students.

 **Article V – Amendments to the Constitution**

Amendments to the Constitution may be proposed at any regular meeting by any member of the chapter. All officers and representatives will vote to either proceed or stop the amendment process. In the absence of representatives, officers’ votes will be adequate.

Adoption of an amendment shall be by three-fourths vote of all members attending a later regular business meeting, provided that such three-fourths majority shall include the average number of members that attend general meetings.

**Article VI – Custody of the Constitution and By-Laws**

All officer board members, Sponsors, and the College Chairman shall maintain a copy of the current Constitution. Any Chapter member may request a copy of the Constitution from any board member and will also be available for viewing through the Chapter website. A signed, up-to-date copy of the constitution shall be kept on file in the Chapter’s office.

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.

Each of the above shall promptly deliver his copy to his/her successor.

**Article VII – Anti-Hazing Clause**

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

**Article VIII – Non-Discrimination Clause**

As a Registered Student Organization at the University of Houston we adhere to the University of Houston’s Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

**By-Laws**

**Article I – Procedure**

The conduct of each meeting shall conform to a generally recognized “Rules of Order procedure”, the following being hereby adopted: Robert’s Rules of Order.

**Article II – Duties of Officers**

The President shall be chief executive officer of the chapter, shall preside at all meetings, and shall serve as chairman of the program Committee and as an ex-officio member of all other committees. The chairman shall appoint all committees subject to the approval of the members of the chapter.

The Vice-President shall assist the President in all of his duties and preside at meetings of the chapter in the absence of the President. If there lacks a candidate for the Fundraising Officer, the fundraising responsibilities will fall upon the Vice President.

The Secretary shall keep a correct record of all meetings. He or she shall preserve all papers relating to the chapter’s affairs and deliver same promptly to his or her elected successor. The Secretary shall prepare, obtain the written approval of the Chairman for, and promptly submit all formal or informal reports requested. He or she shall preside at meetings of the organization in the absence of the President and Vice-President. He or she will also be in charge of attending and reporting any information from external organization meetings.

The Treasurer shall collect all dues and assessments promptly. He or she shall keep adequate financial records and permit their inspection by any other officer of the chapter or by the Sponsor upon request. Upon request of the President, he or she shall present an oral financial report at any meeting of the chapter. He or she shall present a complete and final written report at the last meeting of each school year, at which time he or she shall deliver to his successor all chapter records and funds in his possession.

The Social Media Director shall be responsible for being at all events and recording events through any possible media. Any images, video or other media that are used for this purpose will be kept at AIChE facilities for viewing by all members. He or she will be responsible for publicizing all AIChE meetings, socials, and other events through social media, classroom announcements, and fliers posted throughout all engineering buildings. Fliers are to be send to the President or Vice President to be sent out to members. He or she will also be responsible for the upkeep of the display case(s) and bulletin boards.

The Social Director shall be responsible for planning and executing all AIChE social events, Annual Fall Fajita event and elections. He or she is responsible for sending all invoices and receipt records to the Treasurer.

The Webmaster shall be responsible for maintaining and updating the website and overseeing any technological challenges encountered by the Chapter. He or she will be responsible for updating membership points and calendar on the organization website.

The Facilities Director shall be responsible for ensuring facilities are a comfortable and clean environment for all members. He or she is responsible for supplying any and all supplies needed for facilities and will coordinate AIChE cleanup days with the Vice President.

Appointed positions can be run for and chosen by the President through an interviewing process. The appointed officer will then need to be approved by ¾ majority of the Executive Board. Appointed positions include, but are not limited to, Chem-E-Car Captain, Fundraising Officer, and Class Representatives.

**Article III – Impeachment**

*Section 1: Impeachment Process*

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 during their time of service as an officer or fail any requirements set forth in Article III, 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 ½ 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.

*Section 2: Officer Vacancies*

To address the vacancy, nominations will be made to fill the vacant position in question and the candidates running for the position will be elected by a simple majority vote from the remaining officers considering that ½ of the total members are present. In case the President is impeached, the vice president will take the vacancy and the vacant position in question would be the Vice Presidency. The same steps will be taken hereafter for the vacant position.

In the unusual event that a position is left vacant, the President will have the authority to temporarily by-pass official election processes and choose interim officers which must be approved by a simple majority vote of the remaining officers. The decision will then be announced to the members who will then vote on the changes. The changes will be made official when the members vote and approve the new officers by a simple majority vote to make the new officers an official part of the executive board.

**Article IV – Assessments**

Assessments for any specific purpose may be levied by a two-thirds vote of the members attending any regular meeting of the chapter, providing such two-thirds majority shall include at least half of the members of the chapter.

**Article V – Expenditures**

Appropriate authorization shall be made by the President and Vice President for the Treasurer to obtain funds for chapter expenditures.

**Article VI – Amendment to the By-Laws**

Amendments to the By-Laws shall be proposed and adopted by the procedure specified in Article V of the Constitution.

**Article VII – Emergency Amendments**

In the event that an amendment must be added to the Constitution and Bylaws in order for the organization to move forward, an emergency Officer meeting may be called and the amendment may be temporarily passed with a ¾ vote from the Officer Board until the appropriate procedure for constitutional amendments may be carried out as stated in Article V of the Constitution.