**Constitution of the Stevens Institute of Technology Chapter of the American Institute of Chemical Engineers**

**Article I: Name**

The name of this organization shall be the Stevens Institute of Technology Student Chapter of the American Institute of Chemical Engineers, herein referred to as “AIChE.”

**Article II: Purpose**

The purpose of this chapter shall be (1) to promote the professional development of its members by its programs and by its relations with other Student Chapters and with the parent body, the American Institute of Chemical Engineers, and (2) to contribute to the development of chemical engineering at Stevens Institute of Technology through activities involving the faculty and student members.

**Article III – Membership**

**Section 1: General Membership**

Membership in AIChE shall be open to all undergraduate students at Stevens Institute of Technology.

**Section 2: Voting Membership**

Any member in good standing with AIChE shall be considered a voting member. Each voting member shall have the privilege to cast one vote in all elections or referendums.

1. A member shall be considered in good standing with AIChE if they have attended at least four meetings or events hosted, co-hosted, or promoted by AIChE or OXE,inclusive of the voting meeting, over the past academic year and if they are current members of the national chapter of AIChE.

**Section 3: Requirements of Members**

Only voting members may hold a position on the AIChE Executive Board. Only one E-Board position may be held by any member simultaneously. Multiple minor board or committee positions may be held simultaneously.

**Article IV – Executive Board**

**Section 1: Officers**

The AIChE Executive Board (E-Board) shall consist of elected officers and will administer the affairs and programs of the club. The E-Board will consist of the President, Vice President, Secretary and Treasurer. The E-board shall meet once every two weeks or when called by the President. The E-Board as a whole shall appoint one Committee on Student Interests Representatives.

**Section 2: Duties**

1. President
   1. Preside over all meeting and events of AIChE, or appoint a representative
   2. Be the official representative of AIChE in all student, faculty, and administrative matters.
   3. Call and sanction regular or special meeting of the club and E-Board
   4. Form committees and appoint their respective heads.
   5. If necessary, delegate any duties outlined in this Constitution for the office of President to voluntary members and officers.
   6. Submit a complete transition report of the position’s duties/accomplishments upon the completion of the term to the incoming Executive Board.
   7. Perform or delegate all duties not specifically outlined in this constitution, as required by AIChE.
2. Vice President
   1. Assume all responsibilities of the President, in the absence of the President of AIChE.
   2. Act as chair of the Event Planning committee and take a leading role in planning and coordinating chapter activities.
   3. If necessary, delegate any duties outlined in this constitution for the office of Vice-President to voluntary members or officers.
   4. Submit a complete transition report of position’s duties/accomplishments upon the completion of the term to the incoming Executive Board.
3. Secretary
   1. Responsible for all correspondence of AIChE
   2. Record, store, and distribute the minutes of all meetings and business discussed at events.
   3. Provide updated membership records
   4. Generate an agenda for all meetings.
   5. Store all materials and inventory belonging to AIChE, except those commandeered or otherwise distributed by other members of the E-Board or Minor Board.
   6. If necessary, delegate any duties outlined in this constitution for the office of Secretary to voluntary members or officers.
   7. Submit a complete transition report of the position’s duties/accomplishments upon the completion of the term to the incoming Executive Board.
4. Treasurer
   1. Responsible for maintaining the records of all financial matters of AIChE
   2. Prepare a budget to submit to the Executive Board of AIChE when requested.
   3. Delegate all duties outlined in this constitution for the office of Treasurer to voluntary members or officers.
   4. Submit a complete transition report of position’s duties/accomplishments upon the completion of the term to the incoming Executive Board.

**Section 3: Minor Board**

**Sub-section 1: Minor Officers**

The AIChE Minor Board shall consist of officers appointed by the President and approved by a simple majority of the E-Board and will administer the affairs and programs of the club outside the duties, interests, or expertise of the E-Board. The Minor Board shall consist of the Chem-E-Car Chair, the Publicity Chair, and the Omega Chi Epsilon Coordinator. The Minor Board shall report to the E-Board during meetings of the E-Board, or as requested by the President.

**Sub-section 2: Removal of Minor Officers**

The President, with approval of a simple majority of the E-Board, may terminate or extend the term of Minor Board Officers.

**Section 4: Election of Officers**

All officers shall be elected by vote of all eligible voting members, where quorum is present. Each candidate must be nominated and seconded by at least one eligible member (a candidate may nominate him/herself). Nominations will take place from one week prior to the election, up to the day before the election. Elections will be open to all voting members of AIChE in conjunction with the Unified Elections policy of the Student Government Association. A vote by secret ballot shall be held for each candidate up for election. The candidate receiving a simple plurality of the vote shall be declared the winner. Officers serve until the next Unified Election cycle.

**Section 5: Impeachment**

If an elected officer fails to fulfill his/her duties, he/she may be brought up for impeachment. A motion for the impeachment of an officer may only come from a voting member, where quorum is present. A simple majority of the vote is necessary to remove an officer.

**Section 6: Vacancies**

In the event that a vacancy of the E-Board occurs, AIChE may hold an election to fill that position. A vote shall be held, where quorum is present, within two weeks of the vacancy announcement. In the event of the removal or resignation of the President, the Vice President of the E-Board shall assume the office of President for the remainder of the term, and an election shall be held to fill the role of Vice-President.

**Article V: Committee on Student Interests Representative**

The Committee on Student Interests Representative (also known as the “RSO Representative”) is responsible for attending meetings of the Professional sub-committee of the Committee on Student Interests. This role will be filled by an E-Board or Minor Board member, as appointed by the E-Board.

**Article VI: Chaos Clause**

Procedures not specifically defined in this constitution or bylaws shall be adopted from the latest publication of Robert’s Rules of Order.

**Article VII: Meetings**

**Section 1: Quorum**

A presence of one-half (1/2) of voting members shall constitute quorum for the conduct of business in AIChE.

**Article VIII: Bylaws**

**Section 1: Limitation**

No bylaw shall supersede or be inconsistent with this constitution.

**Section 2: Approval**

All bylaws shall exist within the sufferance of the Student Government Association (hereafter referred to as the “SGA”). If at any time the SGA finds them inappropriate, it may require them to be changed or negated.

**Section 3: Integration**

The bylaws of this constitution shall be valid for intents and purposes as part of this constitution, save that they require only a majority vote to pass, suspend, or negate.

**Article IX: Amendments to the Constitution**

Amendments to this constitution shall require a two-thirds (2/3) majority of voting members to pass. Amendments must subsequently be approved by the SGA.

**Article X: Implementation**

**Section 1: Approval**

This constitution shall become effective upon the approval of:

1. Any existing organization bearing the name of the American Institute of Chemical Engineers
2. Any existing RSO having the same stated purpose as the American Institute of Chemical Engineers
3. The Student Government Association

**Section 2: Effects**

The approval of this, Constitution of AIChE, shall abolish all previously existing constitutions for the governance of title and purpose.

**Bylaws of the Stevens Institute of Technology Chapter of AIChE**

**Article I: Minor Board**

**Section 1: Minor Officers**

The AIChE Minor Board shall consist of officers appointed by the President and approved by a simple majority of the E-Board and will administer the affairs and programs of the club outside the duties, interests, or expertise of the E-Board. The Minor Board shall consist of the Chem-E-Car Chair, the Publicity Chair, and the Omega Chi Epsilon Coordinator. The Minor Board shall report to the E-Board during meetings of the E-Board, or as requested by the President.

**Section 2: Removal of Minor Officers**

The President, with approval of a simple majority of the E-Board, may terminate or extend the term of Minor Board Officers.

**Section 3: Duties**

1. Chem-E-Car Chair:
   1. Oversee participation in and completion of the AIChE Chem-E-Car project
   2. Appoint and remove members of AIChE to the Chem-E-Car committee
   3. Preside over all meetings and competitions of the Chem-E-Car committee.
   4. Call and sanction regular or special meetings of the Chem-E-Car committee
   5. Delegate all duties outlined in the bylaws for the office of Chem-E-Car Chair to voluntary members and officers
   6. Reserve and maintain the use of McLean X004 for club activities
   7. Obtain and store safely materials necessary for completion of the Chem-E-Car project
   8. Perform all duties assigned by the E-Board
2. Publicity Chair
   1. Responsible for AIChE’s advertising
   2. Publicize and promote AIChE’s events, meetings, and projects a reasonable time in advance of the relevant dates
   3. Remove and replace past or irrelevant advertising in a timely fashion
   4. Has the use of the following channels (not an exhaustive list):
      1. DuckSync “News” Module
      2. McLean Bulletin Board
      3. SGA-approved posters and flyers
      4. Student Life Newsletter
      5. Professional Society’s Newsletter
      6. Pierce TV display
      7. The Stute
   5. Delegate all duties outlined in the bylaws for the office of Publicity Chair to voluntary members and officers
   6. Perform all duties assigned by the E-Board
3. Omega Chi Epsilon Coordinator
   1. Act as a liaison between AIChE and Omega Chi Epsilon (hereafter referred to as “OXE”)
   2. Oversee the foundation of an OXE colony and its chartering
   3. Report to the E-Board every two weeks or as requested, and solicit help or advice if necessary
4. Class Representative
   1. Act as liaison between their class and the E-Board
   2. Report to the E-Board every two weeks or as requested
   3. Generate ideas for event planning and club performance based on peer input
   4. Advertise club initiatives to their class
   5. Serves for one semester
   6. Delegate all duties outlined in the bylaws for the office of Class Representative to voluntary members and officers
   7. Perform all duties assigned by the E-Board

**Article II: Documents**

**Section 1: Electronic Storage**

All documents pertaining to AIChE prepared by any E-Board or Minor Board officer shall be stored electronically, using a suitable online service such that every E-Board or Minor Board officers may review the documents at their leisure.

**Section 2: Document Distribution**

All minutes and agendas of AIChE meetings generated by the Secretary or delegated representative for a general body meeting must be distributed to members, uploaded, and made public on the DuckSync portal within 24 hours of the meeting. E-Board, Minor Board, and committee meetings must be uploaded to the service mentioned in Section 1 and need not be distributed to members.

**Section 3: Financial Document Responsibilities**

All financial documents, including receipts, contracts, and booking confirmations must be submitted to the Treasurer in original or electronically replicated form within 24 hours of receipt.

**Section 4: DuckSync Permissions**

All current E-Board and Minor Board members will be granted “People” permissions. Members and committees will be granted specific permissions at the discretion of the E-Board.

**Section 5: Website and DuckSync Maintenance**

The Secretary shall be responsible for maintaining the currency of AIChE’s DuckSync portal and website, or delegating a responsible representative.

**Article III: Lab Access and Physical Storage**

**Section 1: Storage**

All materials important to AIChE’s operation may be stored in McLean 004. Original copies of business documents, chemicals, event materials or leftovers, branding, etc. should be stored there.

**Section 2: Access**

At least the President and Chem-E-Car Chair should maintain access to X004 through the length of their terms, and make arrangements to transfer access to their successors upon election/appointment.

**Article IV: Custody of Constitution and Bylaws**

An electronic copy of the constitution and bylaws shall be uploaded to DuckSync and made public.