

Constitution

CONSTITUTION OF THE STUDENT CHAPTER OF THE AMERICAN INSTITUTE OF CHEMICAL ENGINEERS AT THE UNIVERSITY OF MICHIGAN

Preamble

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

Article I: Membership

Section A: Selection of Membership

New membership criteria may be proposed by any executive board member and the vote of a majority of executive board members upon a new membership criteria establishes a new membership criteria.

Section B: Requirements of Membership

All members of the Chapter must be undergraduate or graduate students at the University of Michigan, a staff worker for the Department of Chemical Engineering or a faculty member within the Department of Chemical Engineering. The executive board reserves the right to set and collect membership dues, not to exceed \$40.00 per academic year.

Section C: Committees, Officers and Class Representatives

Committees, class representatives and other auxiliary officers for the Chapter may be selected by the executive board members. Criteria for selection of such personnel may be decided by the executive board members.

Article II: Chapter Organization

Section A: The Executive Board

(i) Definition of Board

The Student Chapter of the American Institute of Chemical Engineers at the University of Michigan (hereto referred to as "the Chapter") shall be constituted by an executive board elected by its membership. The executive board is required to consist of at least twelve positions which are required for the operation of the Chapter. These twelve positions are the president, the external vice-president, the internal vice-president, the treasurer, the secretary, social and service chair, the newsletter chair, the web development chair, the two mentorship co-chairs, the historian chair, and the head sophomore representative. The executive board shall consist of the officer positions detailed in Sections C through M. The executive board, by vote of 3/4 of executive board members, has the power to extend its membership by creation of a new and clearly-defined executive position. Each new position may be constitutionally defined by subsequent addition of

an amendment to this constitution. The amendment is not a requirement of the new position. The removal of an executive board office requires a 3/4 vote of all executive board members. Termination of an executive board office is effective on the final day of the semester during which the vote is made.

(ii) Requirements of Membership

All executive board members are to be members of the national organization of the American Institute of Chemical Engineers and, as such, are responsible for all individual relations with the national organization. All executive board members must also be declared chemical engineering majors at the University of Michigan at the undergraduate level in good academic standing. The additional requirement of previous service in an executive board position must be met by the president.

(iii) Reports

Each executive board member shall submit a report at the end of their term as an officer 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 process outlined below for proposed actions by the Chapter must occur within an executive board meeting where a minimum of a majority board members are attending. The following actions of the Chapter must be approved by a majority of the executive board of the Chapter: the establishment of a new professional, social, academic or philanthropic program, and the appropriation of Chapter financial resources besides those resources required for programs which have already been approved by the executive board or are required for daily operation of the Chapter. A program or appropriation, having met the above approval of the executive board, must meet budgetary approval by the external vice-president, the internal vice-president and the treasurer. This group of three board members may be referred to as the "financial board members". The established budget, or a preliminary budget, shall be the lone arbiter over the decision of the financial board members. Disapproval by at least one of the three financial board members constitutes a termination of the program or appropriation. The absence of a financial board member or of a prepared statement by the board member (which may be presented by another Chapter member) shall be considered an approval. Finally, the program or appropriation shall be approved by the president. The president must find the program or appropriation to be greatly detrimental to the objectives of the Chapter, as outlined in the Preamble, to announce disapproval.

(ii) Appeal of Authorization

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

(iii) Appropriations for Established Programs

Decisions upon the nature of already 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 three financial board members including those for already established programs. For these expenditures, lack of disapproval by a financial board member, upon proper knowledge of the expenditure, is considered approval.

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 executive board meetings. The President is responsible for ensuring that the roles of the executive positions are followed by the executive 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 executive board and the membership and for the operation of the elections near the conclusion of each operating semester. The President prepares the agenda and direction for the Chapter. The President presides over all executive board meetings and prepares an agenda for these meetings. In case of absence, the President may appoint either the internal or external vice president in charge of the meeting. The above designations shall be included on the agenda. The President is responsible for opening discussions, concluding discussions, providing announcements, and resolving conflict. The President adjourns the executive board meetings after the agenda and any new business has been completed to the satisfaction of the executive board. The President is responsible, along with the External Vice-President, for the maintenance of the Chapter's contacts in industry, academia and society. This includes all company interaction such as information sessions, corporate social events, and corporate donations in addition to scheduling speakers for every full-body meeting. The President acts as diplomat to all visiting entities to the Chapter. The President shall propose a professional development theme for the organization to follow and shall be involved, as much as possible, in discussions concerning the curriculum, professional placement and other topics that entail the academic and professional development of chemical engineering students. The President shall assist the Vice-Presidents in the solicitation of funds for the Chapter as needed. The President, as well as the External Vice-President, is responsible for the Chapter's relation with the national and local organizations of the American Institute of Chemical Engineers. This includes making the undergraduate student body aware of the benefits of being a national member and efforts to increase department national membership. In addition, the incoming president during election in the winter term shall be held responsible for compiling the Outstanding Student Chapter award during the summer with assistance from both Vice-Presidents. 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-Presidents

(i) The External Vice-President

The External Vice-President's role is to maintain good relations between the Chapter and organizations outside the University of Michigan, and assist the president, the Chapter and the department when required. This includes the responsibility of serving as a liaison for the International Sister Chapter committee. The External Vice-President should have a general knowledge of the financial affairs of the Chapter. The External Vice-President assumes the role of the President when needed. Other responsibilities shall include organization of the Tech Day exhibit, the national conference trip logistics, and the CoE Blood Battle. The External Vice-President also presides over the Sister Chapter committee.

(ii) The Internal Vice-President

The Internal Vice-President's roles are to supply food, utensils, and other necessary items for AIChE luncheons, as well as to maintain records of food orders and documentation of each luncheon. The Internal Vice-President must also maintain relations with organizations and contacts within the University and organize department t-shirt sales. This may include working with the Treasurer for funding requests. Additionally, the Internal Vice-President shall encourage

increased chapter and national membership through publicity initiatives. This includes updating the AIChE trifold used for Northfest each year. The Internal Vice-President is also responsible for updating the Chapter's bulletin board in the hallway of the Dow building. Furthermore, the Internal Vice-President is responsible for maintaining and improving relationships between officers and members. This role includes creating a survey for the membership at the beginning and also at the end of each year inquiring about suggestions and feedback on AIChE's performance as a whole. Finally, the Internal Vice-President is responsible for helping the president arrange alternative speakers to fill vacant luncheon spots if the situation arises.

Section E: The Treasurer

The Treasurer's role is to keep records of all financial transactions by the Chapter and all financial resources currently entailed in the Chapter. The Treasurer is responsible for the preparation of a budget to be submitted by the second executive board meeting of an operating semester. The budget should be a detailed estimation of what expenses may be incurred by the Chapter for the entire year. This estimation should be based off of prior budgets from previous years as well as knowledge of upcoming events during the year. The budget is subject to change throughout the year as different events come up and funding changes. The Treasurer should be prepared at each executive board meeting with a report of the treasury itself (current resources of the Chapter) and major transactions of the past week. Furthermore, all luncheon payments and other reimbursements resulting from chapter-related activities shall be made under the treasurer's discretion. The Treasurer works with the secretary to monitor the records of membership dues on the attendance list. The Treasurer is also expected to keep the chapter's relations with UMEC and the Assistant Director of Student Affairs. The Treasurer needs to make sure to apply for UMEC funding for various events and compile information to fill out UMEC reports at the end of each semester. Additionally, the Treasurer is required to assist the President in applying for sponsored funding for various events. At the end of each semester, the treasurer is in charge of composing thank you letters to companies who provided sponsorship money for the organization through the university (not including luncheons). Information on the donors can be obtained during meeting with the Assistant Director of the Office of Student Affairs. In addition, monthly meetings should be arranged with the Assistant Director in order to maintain good relations and an up-to-date status on sponsorships.

Section F: The Secretary

The Secretary's roles are to assist in the written work of the Chapter, which includes but is not limited to the distribution of thank you letters and the semester in review newsletter to company representatives who present at luncheons or make donations to our chapter. The Secretary shall attend UMEC meetings and act as a liaison for information and announcements in addition to registering AIChE with UMEC at the beginning of each semester. The Secretary shall also take meeting minutes as requested by the president and provide for constitutional revisions when necessary. The Secretary is responsible for the compilation and maintenance of an accurate record of membership and attendance of members, as well as the email list governing the general membership and officers. Records of due payments, membership, and attendance are shared with the Treasurer as needed.

Section G: The Social and Service Chair

The Social and Service Chair's role is to organize social activities of the Chapter, as well as to publicize and encourage participation in events. The Social and Service Chair may also work with the internal and external vice presidents as well as the Secretary (UMEC representative) to collaborate with other university organizations. The Social and Service Chair will coordinate at least 2 social and 2 service

events each semester. The Social and Service Chair should also coordinate the chapter's intramural sports teams until the appointment of sophomore representatives.

Section H: The Newsletter Chair

The role of the Newsletter Chair is to publish a weekly newsletter for the Chapter to be distributed at each Chapter luncheon. The Newsletter Chair must also publish a bi-annual newsletter for distribution to faculty, sponsors, and alumni.

Section I: The Web Development Chair

The Web Development Chair is responsible for updating the University of Michigan AIChE website at least one (1) time per month, or whenever updates are needed. The Web Development Chair is also responsible for updating any other websites or web pages, such as social networking web pages, that AIChE uses to contact its members. Candidates for this position should have knowledge of web development and use the web to communicate information about chapter events to all active members and alumni.

Section J: AIChE Mentorship Program

(i) Roles of the Mentorship Program

The AIChE mentorship program hosts social and informative events for underclassmen interested in chemical engineering. The goals of the program are to connect underclassmen with resources to further their knowledge about the different career paths for chemical engineers and to foster a sense of community within the department. In addition to these roles, at least one of the mentorship chairs must act as the mediator for the Senior Banquet planning with help from the sophomore representatives and two required juniors.

(ii) The Mentorship Co-Chair

The two Mentorship Co-Chairs of the AIChE mentorship program will be in charge of providing members with professional and industrial opportunities to compliment their education such as plant tours, recruiting events, and social events with professionals that allow the members to network with people within the Chemical Engineering Department, recruiter, and professional speakers. Co-Chairs will be in charge of hosting at least one plant tour (e.g. BASF, AbbVie, Marathon) and one professional development event each semester (Night with Industry, Welcome BBQ). Likewise, they shall arrange and help plan recruiting events for any company expressing interest in our organization.

Section K: The Sophomore Representatives

(i) Roles of the Sophomore Representatives

Up to six representatives can be appointed from the sophomore class who are defined as declared Chemical Engineering students in ChE 230 who intend to complete ChE 330 and ChE 341 in the following semester. The Sophomore Representatives must attend meetings held by the head Sophomore Representative. Also, these representatives are expected to undertake the planning of a large task or event to provide them a significant leadership opportunity. They are also expected to coordinate the chapter's intramural sports teams. Executive board members shall select candidates based on a short description of candidates' qualifications submitted by the candidates. Sophomore Representatives, excluding the head representative, are permitted to hold an executive position simultaneously.

(ii) Head Sophomore Representative

The Head Sophomore Representative is a member of the executive board, and is responsible for all of the duties of a Sophomore Representative as well as looking over and reporting on the work of the Sophomore Representatives to the executive board during officer meetings. The Head Sophomore Representative shall be elected from one of the six selected Sophomore Representatives based each of their interests in the position and a majority vote from the board members. The Head Sophomore Representative will hold meetings among just the Sophomore Representatives whenever necessary.

Section L: ChemE Car Liaison

A member of ChemE Car's executive board will be designated by that board as the ChemE Car Liaison at the beginning of every semester or after the ChemE Car elections in the Fall semester. The ChemE Car Liaison will be primarily responsible for attending AIChE executive board meetings and updating AIChE about ChemE Car as well as coordinating activities between the two organizations when relevant.

Section M: The Historian

The role of the Historian is to ensure that all Chapter events are appropriately documented and to maintain contact with Chapter alumni. Appropriate event documentation shall include photographs, event reports, and any other information requested by the executive board. The Historian shall maintain contact records with Chapter alumni and correspond with alumni at the direction of the executive board.

The Historian will create a standard event form which will be used to gather information on events throughout the year. It will be the Historian's job to remind and assist officers in filling out the form after each event. Along with this, the Historian's job is to attend events, or assign a liaison, to take pictures to be uploaded for the records on CTools. These pictures will be used in the semester reviews as well as the Chemical Engineering yearbook if needed. Furthermore, meeting notes and columns should be uploaded on CTools.

During the fall semester, the Historian will focus on collecting resumes for the Resume Book that will be handed out by one of the officers during the fall and winter career fair. It will be up to the Historian to decide which resumes should go in the book, which will be related to the students participation in the organization.

During the winter semester, the Historian will create the annual senior survey, which will be sent asking all graduating seniors their graduation plans and gather interest in future events with alumni and the level of communication they want to receive.

Article III: Electoral Process

Section A: Electoral Setting

All elections to executive board positions in the Chapter must take place before a general meeting of the membership of the Chapter with the exception of elections to fill vacancies amongst the president, external vice-president, and internal vice-president.

Section B: The Academic Semester

The Fall and Winter academic semesters at the University of Michigan shall be the operating academic semesters for the Chapter. The semester begins on the first day of instruction and concludes on the final day of examinations.

Section C: Scheduling of Elections and Terms of Office

(i) Regularly-Scheduled Elections

Elections for positions on the executive 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 next operating semester for the Chapter. Each board member who has served only one operating semester in their current position reserves to remain in that position until the end of the school year. All positions are full year terms. No election will be held during the regularly-scheduled elections for positions where the current member has exercised the option to continue their term. A board member who accepts nomination to another board position forfeits the option to remain in that position without election. All board members shall declare intention to accept nominations to other board positions in sufficient time before the regularly-scheduled elections.

(iii) Special Elections and New Executive Board Positions

Special elections are deemed necessary if an executive board position has been vacated. Election to a newly created board position must occur during the regularly-scheduled elections. A new board position may not be created and filled during the course of an operating semester; barring vacancy, the executive board roster on the final day of an elective operating semester shall remain unchanged until the final day of the next operating semester.

Section D: Mechanics of Election

(i) Order of Election

Elections shall take place for all executive board positions which are available. The order of election shall take place based upon the order of positions established by the president. The president must be elected first, the external vice-president second, and the internal vice-president third.

(ii) Election to Board Position

a. Nominations and Operation of Election Nominations to a board position must be made from the membership and accepted by the nominee. The membership, on elections day, includes all members of the Chapter with the exception of the president, external vice-president and the internal vice-president. Only the membership is entitled to vote. Each member may cast only one vote in each election. No member of the membership outside the executive board is entitled to participate in the operation of the election. The operation of the election of a position is open only to the president, the external vice-president and the internal vice-president, so long as these three board members are not considered for election to that position.

- b. Election of a President or Vice-President to a Position No person being considered for a position may participate in the operation of the election of that position. If required personnel for the operation of an election are unavailable amongst constitutionally designated board members, the president may select members of the executive 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 nor for the discussion and can be escorted from the room by an officer who neither is operating the election nor has been nominated in the election. If a nominee receives a majority of those voting, the election is complete and the nominee is considered elected to the 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 for a nominee is produced, the nominee shall be considered elected to the position.
- d. 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 II, Section D, Subsection ii. The order of the elections, should more than one position be available in a special election, shall be determined by the president.

(iv) Vacancies and Order of Succession

a. Vacancy of President, Vice-Presidents

A vacancy of the office of the president, external vice-president or internal vice-president shall be filled by a vote amongst the executive board members during an executive board meeting. The vacancy shall be filled within one executive board meeting after the vacancy is created. Only executive board members, with exception of the president, may be nominated to fill the vacancy. After conclusion of nominations, nominees must be removed from the meeting room and the highest-ranking remaining board member still eligible to vote must conduct the vote. Nominees may not vote. A majority vote entails an election to the vacant position. If no majority is produced, a special election, as outlined above, shall be used to elect the position at the next general meeting of the membership. If there is a vacancy in the presidency, a president must be elected first. When the election is completed, the elected board member forfeits the previous board position and a vacancy is created in that position. If the vacancy is created amongst the positions of external vice-president and internal vice-president, the vacancy shall be filled by an order of succession established by the president. The internal vice-president shall be first in order of succession when that position is not vacant.

b. Non-Elective External Vice-President Succession

Whenever the president is incapable of fulfilling responsibilities or whenever there is a vacancy in the presidency, the external vice-president shall assume the role of interim president.

c. Vacancy Below Vice-Presidential Level

Vacancies of all other executive board positions require a special election. Between the time of the vacancy and the special election, the president shall 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. Like other board members, board members elected by special election reserve the option to continue uncontested in their roles for another operating semester.

(v) Impeachment

If an executive 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 executive board. A formal impeachment of an officer may be rendered through the signing of a majority of executive board members to a written statement detailing the causes for impeachment, or by a petition signed by 1/2 of the membership 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 membership and receive a 2/3 vote from the membership in favor of removal from the position. The vote shall be done through secret ballots. Those not in attendance may submit absentee votes. The membership, in this instance, includes both executive board members and non-executive board 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 executive board position, creating a vacancy.

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 3/4 of the executive board members.

Article V: Ratification

This constitution shall become law of the Chapter upon ratification and signing by 4/5 of current executive board members. 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.

Date Last Ratified: April 20th, 2014