**AIChE Global**

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**American Institute of Chemical Engineers**

**University of Michigan**

**AIChE International Sister Chapter Guide**

Chemical Engineering⏹Professionalism⏹Global Community



A step-by-step process for domestic and foreign universities to partner and establish an international AIChE sister chapter.

Modeled by the University of Michigan and its initiative in Bogotá, Columbia.

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**AIChE International Charter**

**April 21, 2010**

AIChE has long served the international chemical engineering community through its longstanding mission to serve chemical engineers, the profession, and society. As AIChE

updated its strategic plan on the occasion of its Centennial, the focus for chemical engineers to study, train, and work across national boundaries has increased, and complex challenges that have global reach and implications are being addressed. In such a climate, AIChE is in a unique position to expand its international mission in order to serve fellow chemical engineers, the chemical engineering profession and society.

AIChE appreciates the many national chemical engineering organizations around the world, some with a rich history of 100 years or more. In addition to serving chemical

engineers around the world, we seek collaborative relationships with our fellow

organizations in order to meet our obligation to society and believe that our success and

our fellow organizations’ successes are closely linked. Our activities may include:

* Leveraging our web technologies
* Cooperating, organizing, and participating in meetings
* Fostering discussions on critical issues
* Facilitating technical communities to address critical needs, such as safety,
* sustainability, and biological engineering
* Promoting advancement of education and research

Organizationally, AIChE’s international activities are led by its International Committee.

This Board level committee, chaired by an appointed Board member, includes AIChE

leaders, international members, representation from the AIChE Operating Councils,

representation from AIChE Technical Societies, and at-large members selected to

maintain international diversity and expertise. The AIChE International Committee

develops and implements strategic and tactical activities related to the international

component of AIChE’s mission on globalizing our mission to reflect the changing chemical engineering profession.

**Introduction to AIChE and the Global Initiative**

In today’s global economy, chemical engineers need access to information and support no matter where they live and work. With members in 93 countries, AIChE provides a global network of professionals with the support and technical information engineers like yourself need.

Here you’ll find a step-by-step process to establish and maintain an international student chapter. Whether you are a university in the United States, helping a foreign university start its chapter, or you are the international university which wants to join AIChE, this guide will enable you to accomplish your goal. The process outlines the major steps you must take to create a chapter and more importantly maintain its success.

**Benefits of joining AIChE**

* Connect with chemical engineering societies around the world along with major international research groups, global programs for students, departments of Chemical Engineering at universities in the US and around the globe
* Connect with colleagues working on the key challenges of our times though the Institute for Sustainability (IfS), the Society for Biological Engineering (SBE) and the AIChE Energy Initiative.

AIChE also delivers a wide range of online resources including ChemE on Demand (a repository of on demand content on all aspects – technical and professional – of chemical engineering), and the AIChE eLibrary, an online membership directory and network. [1]

**Guide for United States’ University**

**Step 1: Initiate the relations & establish the foundation**

This is the first communication with the primary leaders of your new sister chapter. It is essential to portray you are motivated and enthusiastic about helping the foreign university create its chapter.

1. Acquire all contact information from the sister chapter.
   1. Phone number and email of at least TWO primary members
   2. Address of the location where material can be sent. (Most likely this will be a university address)
2. Establish a time with the sister chapter leader for a video conference. Though you may live thousands of miles away from the sister, the best way to render a successful relationship is through a visual meeting. You can do this via Skype or other similar means.
   1. Choose a time when duration of the meeting won’t be an issue. This will ensure both parties can ask all the questions they need to, and also allow for delays due to technical difficulties.
   2. Choose a time where at least TWO of your officers can be present. And for your own ease, pick a location to video call that will be distraction free. However, be sure to present a professional setting where you decide.
3. You must keep in mind that the students at the foreign university may not know what having an AIChE chapter consists of. Remember to reiterate the fact that it is a student organization, like any other student group on campus. Accordingly, the sister chapter needs a paradigm they can follow.
   1. Send your Student Chapter bylaws and a summary version of the officer positions
   2. Send a copy of your chapter corporate information packet
   3. Send the internet link of your Student Chapter website
4. The conference. This is your time to introduce yourself, what your AIChE chapter does, and what your goals for the sister chapter.
   1. Have a series of questions prepared that will help you learn more about the resources your sister chapter has, what they need, and what they hope to achieve
   2. Tell them about how your chapter is structured: the rules and officer positions, events, people, and interaction with the professional community.
   3. Don’t leave anything out. Ensure your sister chapter has all of your information, and a permanent, effective mean of communication is agreed upon.
   4. Explain the use and purpose of the two documents you have already sent
   5. Establish what the International Chapter wants out of the Sister Chapter Relationship (This should be done during your video call sessions)

**Step 2: Maintaining the relationship**

As with any good networking relationship, it must be a mutual relation. The overall purpose of this sister chapter initiative is to form an international peer group to learn and grow from.

1. Send your chapter newsletter every time it comes out
2. Video call with the International Chapter once a month
3. Bounce ideas off of each other on how the two chapters can interact / benefit from each other
4. Share all current events with each other. May be best accomplished through contact such as:
   1. Regularly updated blog on the Student Chapter website
   2. Regular email correspondences between relevant Student Chapter officers

**Step 3: Establish a permanent mode of communication**

1. It is crucial that the US chapter and international chapter have an established and permanent mode of social communication. This can be done in the following manners:
   1. Create an online blog that can be used to answer questions, post documents, upload videos, and take advantage of all other forms of media communication. This blog can also be linked to your university’s AIChE website.
   2. Directly create another page on the university AIChE website which acts exactly like the blog would. This may be the easiest since everything is in one place.
2. FACEBOOK is an important form of communication. Utilize this asset. Create a group and have not only members of AIChE but all chemical engineers at your university to join. Only after a large portion of people have joined, begin sending the invitation to the officers at the sister chapter. Maintain professionalism on the FACEBOOK page.
   1. The sister chapter officers should be responsible for inviting their own students
   2. This group can be used to post information and opportunities relevant to chemical engineering. It can also be used to create links to the AIChE website and resources.
   3. It’s not all about engineering and profession. Use it to talk to people around the world and find out about their lives. Build friends.

**Step 4: Share presentations and luncheons with the sister chapter**

When a speaker comes in to give a presentation, coordinate with the International Chapter to stream the presentation via video– alternatively, tape record the presentation and send the file to the International Chapter.

1. Allow the students of your sister chapter to get the same experience the students in the United States receive.
   1. Tape the AIChE meetings and presentations and post them online on the blog or the website page you have created.
   2. Notify everyone who is involved that a new video has been posted through email **AND** FACEBOOK.
   3. If your university has not created a blog or website page yet, burn the session on DVDs and send it to the sister chapter. The goal is to motivate their students to get involved, learn, and understand that the students at your university are serious about this initiative.

**Step 5: Initiate an AIChE Chemical Car Team at your sister chapter**

One of the premiere components of AIChE is the Student Chemical Car Competition. Enabling your sister chapter to participate is a vital step toward establishing their presence on a national stage in the U.S. They will be able to interact with other chapters in the United States: network, learn, improve, and succeed.

1. The AIChE administration is still determining how this process will work

**Step 6: Maintain the Community**

Once you have fulfilled each of the prior steps, it is essential to foster a sense of community. This is not solely a technical organization. It is used to share ideas, network, communicate experiences, and render relationships that will benefit students in their professional lives.

1. Maintain the FACEBOOK page. Update it frequently. Use it as a fun social medium. It should be used to find out what their student are doing: not specifically pertaining to academics.
2. Use the university website to post resources that both parties can use.
3. Invite the sister chapter to make suggestions, improvements, and communicate their opportunities to our students.
4. Try to speak your sister chapters language. You may think you’re offending them, but ask them if it is alright. It will be a great way to have fun, improve your skills, and make the sister chapter students more comfortable.
5. Utilize the help of your alumni and professor to create a more professional environment, and explore opportunities to have individuals visit the sister chapter.

**Guide for the International University**

**Starting a New Student Chapter**

First find out what interest there is among your peers to start a chapter. If you feel there is sufficient support, you should then choose an advisor. This is typically a chemical engineering faculty member who is a member of AIChE, supports your project and can help guide your chapter as it builds momentum.

To start an AIChE Student Chapter, begin by operating as a Chapter: (Elect officers, hold regular meetings and organize chapter activities). These can range from community service to social gatherings or from industrial speakers to plant tours - or any program that would be a benefit to your members. [1]

When you are ready to apply to AIChE to be formally recognized as a Student Chapter, **provide the following and submit to the student chapters committee at [studentchapters@aiche.org](mailto:studentchapters@aiche.org).**

1. A copy of the bylaws for you student chapter. A Bylaws template can be found in this packet.
2. A letter of support from your department chair and advisor
3. A summary of planned student chapters activities
4. A listing of student chapter members

**IMPORTANT:** A student chapter must have at least 12 members, all of whom must be AIChE Student members.

**Student Application for Membership**

All student members of the International Student Chapter are encouraged to apply for individual

AIChE international student membership in order to receive full AIChE international student membership beneﬁts. The professional membership application is available in 9 languages in PDF form. For international undergraduate students, AIChE membership is just $7 a year (per person).

1. Go to <http://www.aiche.org/aicheglobal/application.aspx>
2. Click on the link of the application in the language you are most proficient in.
   1. A sample application is provided, in English, on the next page.
3. Fill out the application, and turn in the form to your academic advisor. If your don’t have a student chapter already send the completed form to the following address:

**AIChE PO Box 4429**

**Danbury, CT 06813-4429 USA**

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**Bylaws Template [Title]**

The following are the bylaws suggested by the Student Chapters Committee of the AIChE to be used as a model for new and/or existing chapters. Changes may be made to conform to particular college regulations but not to the extent that such changes relegate the intent of the Bylaws or interfere with specific requirements of AIChE. Texts in italics and parentheses are intended to guide you in writing your bylaws; the wording should not be in your final bylaws. You may wish to consult the Local Section Model Bylaws, which provides additional guidance on drafting bylaws.

**American Institute of Chemical Engineers  
Student Chapter Bylaws**

**[*Insert name of college or university*]**

**Article I - Name**  
The name of this organization shall be the (*name of your college or university*) Student Chapter of the American Institute of Chemical Engineers (AIChE).

**Article II - Objectives**  
The objectives of this chapter shall be (1) to promote the professional development of its members through its programs and its relations with other Student Chapters and with the American Institute of Chemical Engineers (hereafter referred to as the “Institute”), and (2) to contribute to the development of chemical engineering at (*name of college or university*) through activities involving faculty and student members.

**Article III - Membership**  
Any student enrolled in a curriculum in (*name of chemical engineering department*) at (*name of college or university*) leading to a degree in chemical engineering shall be eligible for membership. Students enrolled in a related engineering discipline are also eligible for membership if they are interested in chemical engineering as a profession.

**Article IV – Chapter Advisor**  
An advisor for the Student Chapter shall be selected from the faculty of the department. The Advisor shall be a Fellow, Senior Member, or Member of the Institute and shall advise the Student Chapter in its relation to the Institute.

**Article V - Meetings**  
Regular meetings shall be held during the school year. Special meetings may be held at any time when called by the President or by two of the officers. At any meeting, any procedural question requiring parliamentary ruling not provided in the Bylaws shall be decided in accordance with Robert’s Rules of Order, Revised Edition (*or another parliamentary guide of your choice*).

**Article VI - Voting**  
A quorum is a simple majority of chapter members. (*If you have a large chapter, a majority quorum may be too high for your chapter to conduct business. In that case, you may wish to consider defining quorum as something less than a majority*.) All proposals require a majority vote by the quorum except as noted in the Bylaws (e.g., Amendments). In absence of a quorum, no formal action shall be taken except to adjourn.

**Article VII – Officers and Program Committee Members**  
Officers of the chapter will include the President, Vice President, Secretary and Treasurer, each of whom must be a Student Member of the Institute *[International chapters may petition the Institute if they need to install officers who are not members]*. All officers shall have held a chapter membership for at least one complete *term (specify quarter or semester, or longer such as two (2) terms)* before being elected. The Program Committee shall consist of (*how many? Need a minimum of four (4).*) chapter members, each of whom must also be a Student Member of the Institute *[International chapters may petition the Institute if they have to install officers who are not members of the Institute]*. Program Committee members shall include at least one representative from each class (Freshman, Sophomore, Junior, Senior). No more than half of the committee shall be Seniors.

**Article VIII - Duties of Officers and Program Committee members**  
The President shall be responsible for providing leadership and direction for the chapter, shall preside at all meetings, and shall serve as chair of the Program Committee and as an ex-officio member of all other committees.

The Vice President shall assist the President in the performance of his/her duties and shall preside at meetings when the president is unable to attend.

The Secretary shall keep a record of all meetings. He/She shall preserve all papers relating to the affairs of the chapter. He/She shall preside at meetings of the chapter in the absence of the President and Vice President.

The Treasurer shall keep complete financial records and permit their inspection by any other officer of the chapter or by the Advisor upon request. He/She shall collect all dues and assessments promptly and submit a treasurer’s report at chapter meetings. He/she shall submit a complete and final written financial report at the end of the school year. He/she shall preside at meetings of the chapter in the absence of the President, Vice President or Secretary.

The Program Committee shall be responsible for planning and arranging the various activities of the chapter.

**Article IX - Election of Officers and Program Committee members**  
Election of the officers and Program Committee members listed in Article VII for the upcoming school year shall take place before the end of the current school year.

Nominations of Officers or Program Committee members can be made by any member of the chapter. A member can nominate himself/herself for any office. The candidate receiving a majority of the votes cast shall be declared elected. In the event of a tie, there shall be a runoff election between the candidates with the highest votes.

All other committee members shall be appointed by the President.

Any vacancies that should occur before the end of the school year shall be filled by means of a special election conducted in the same manner as specified above.

**Article X - Dues**  
Chapter (*annual, semester or quarterly*) dues shall be set by a majority vote of the Officers and Program Committee members. Such dues, if any, may be collected at any time during the school year, unless the Officers and Program Committee Members decide on a specific time frame for collection of such dues.

**Article XI - Amendments to the Bylaws**  
Amendments to the Bylaws may be proposed at any regular meeting by any member of the chapter. Adoption of an amendment shall be by three-fourths of the votes cast, provided there is a quorum present.

**References**

1. Global Membership At-A-Glance. (n.d.).  *AIChE Home Page*. Retrieved March 26, 2011, from http://www.aiche.org/aicheglobal/